

# Switzerland County Middle School

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

## Student and Parent Handbook 2018-2019

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

Superintendent: Mr. Rod Hite  
 Special Services Director: Mr. Dustin Bentz  
 Food Services Director: Mrs. Gayla Bullock  
 Transportation Director: Cindy Welch

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

|   | <b>Seventh Grade Team</b>  | <b>Eighth Grade Team</b>   |  |
|---|--|--|--|
| <b>Language Arts</b>                                | Mrs. Stacy Streett<br>Mrs. Amanda Cole   | Mrs. Rebecca Meyerhoff   |  |
| <b>Math<br/>Science</b>                             | Mr. Mark Boggs<br>Mrs. Amanda Alford   | Ms. RaheJean Griffin<br>Mr. Brian Ford   |  |
| <b>Social Studies<br/>Health/Physical Education</b> | Mr. Darren Byrd<br>Mrs. Pam Yates  | Mr. Paul Hewitt  |  |
| <b>Computer Department</b>                          | Mr. Ryan Jesop   | Mrs. Pam Yates<br>Mr. Ryan Jesop   |  |
| <b>Special Services</b>                             | Mrs. Lori Hitzfield  | <b>Band</b> Cameron Everage<br><b>Choir</b> Traleen O'Collins<br><b>Fine Arts</b><br><b>Ag</b> Ms. Ashley Wehner<br><b>IED</b> |  |
| <b>ED Teacher<br/>ED Teacher's Aide</b>             | Mrs. Kelly Laskowski<br>Mrs. Marlene Baker   |  |  |
| <b>Speech and Hearing</b>                           |  |  |  |
| <b>Instructional Aide</b>                           | Mrs. Madonna Jordan  | <b>Librarian</b> Mrs. Vicki Koons  |  |
| <b>Head Cook<br/>Food Services Personnel</b>        | Mrs. Beverly Curlin<br>Mrs. Brooke Sullivan<br>Mrs. Martha Schmidt<br>Mrs. Jeanette Knaus<br>Mrs. Glenda Riley<br>Mrs. Nancy Cain<br>Mrs. Donna Chambers | <b>Head Custodian</b><br>Mr. Steve Higgins<br><b>Custodial Staff</b><br>Mr. Bobby Darbro<br>Mr. Randy Vann                     |  |

# RIGHTS-RESPONSIBILITY-REGULATIONS

## Concerning School Behavior for Students School Year 2018-2019 including Summer 2018

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

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

### ARRIVALS AND DISMISSALS

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

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

### CLOSING OF SCHOOL DUE TO WEATHER

During periods of inclement weather, when buses may be on a delay, may not run, or school may be closed, students should listen to the following radio stations for the closing announcements: WHAS, WKID, WORX, WLW, WSCH, WIKI, and WDJX. In addition, you may check the Switzerland County School web page and listen for Skyward phone messages concerning instructions. School closings are also posted on Facebook and Twitter along with emails from Skyward if parent/guardian has an email listed there.

### VISITORS

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

### TELEPHONE CALLS, MESSAGES TO STUDENTS AND CELL PHONES

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

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

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

## DRESS CODE

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

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

### NOTE FOR STUDENTS WITH FACIAL PIERCINGS:

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

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

### PEST CONTROL POLICY

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

The Corporation will:

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

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

1. Notify the Principal in writing or by e-mail of their desire to be on the registry.

- Provide the name, phone number and email address of the person contact for information regarding pest control when it is being administered at East Enterprise campus or Vevay campus.

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

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

## SCMS GRADE POINT AVERAGE (GPA) SYSTEM

### Introduction

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

This system requires students to maintain a certain GPA level based on the semester grade they earn in each class. The minimum GPA needed for a student each semester to progress to the next grade level is listed below and every student would be informed of this information on the first day of school.

**Every student would have to maintain a 1.0 Grade Point Average (GPA), an average of 60%, each semester to get promoted to the next grade level. If a student fails to maintain a 1.0 GPA each semester a student can earn promotion to the next grade level by passing the state tests (ILEARN) given at the end of the year. Failure on both parts of this program will result in automatic retention in current grade level.**

**Remediation classes for Math and Language Arts will not be used when factoring a student’s Grade Point Average (GPA).**

### Examples

| <b>Student A:</b> | <b>1st Semester</b> | <b>2nd Semester</b> |   |
|-------------------|---------------------|---------------------|---|
| Math -            | B = 3.0             | A = 4.0             |   |
| LA -              | C = 2.0             | D = 1.0             |   |
| Science -         | A = 4.0             | C = 2.0             |   |
| Soc. St. -        | D = 1.0             | F = 0.0             |   |
| Health/PE -       | A = 4.0             | B = 3.0             |   |
| Business -        | F = 0.0             | F = 0.0             |   |
| Rotation -        | C = 2.0             | D = 1.0             |   |
|                   | <hr/>               | <hr/>               |   |
|                   | <b>2.29 GPA</b>     | <b>1.57 GPA</b>     | <b>*Student A will be promoted to the next grade level.</b> |

| <b>Student B:</b> | <b>1st Semester</b> | <b>2nd Semester</b> |  |
|-------------------|---------------------|---------------------|--|
| Math -            | C = 2.0             | F = 0.0             |  |
| LA -              | D = 1.0             | D = 1.0             |  |
| Science -         | D = 1.0             | F = 0.0             |  |
| Soc. St. -        | D = 1.0             | D = 1.0             |  |
| Health/PE -       | D = 1.0             | D = 1.0             |  |
| Business -        | D = 1.0             | D = 1.0             |  |
| Rotation -        | D = 1.0             | D = 1.0             |  |
|                   | <hr/>               | <hr/>               |  |
|                   | <b>1.14 GPA</b>     | <b>0.71 GPA</b>     | <b>*Student B will be retained in their current grade level.</b> |

## ATTENDANCE

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

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

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

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

Any days missed after five (5) days in a school year 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 being absent from school a "certified letter" will be mailed home and the parents will be required to attend an Attendance Meeting with the MS Administration team. At fifteen days of being absent from school paperwork will be filed at local court system for "habitual truancy." Students will not be allowed to attend any extracurricular activities or field trips until the school work is made up.

**Students missing more than the maximum of five (5) days per semester will have all grades reviewed and a possible "F" in all coursework will be given and are subject to expulsion. The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of chapter 20 of the Indiana School Laws and Rules to an intake office of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.**

### Compulsory attendance exceptions:

- 1) Multiple days missed because of illness such as the flu, communicable diseases, or surgeries must be verified by a physician's note within six (6) days of the request of the Principal. IC 20-33-2-18
- 2) Physician certified mental or physical incapacity must be produced within six (6) days after the certificate is demanded. IC 20-33-2-18
- 3) Out of School Suspension days. (OSS)
- 4) Three days missed due to death in the immediate family.
- 5) Religious Instruction not to exceed one hundred twenty (120) minutes in one week. IC 20-33-2-19
- 6) Serves as a page for or as an honoree of the general assembly verified by the Secretary of the Senate or Chief Clerk of the House of Representatives. IC 20-33-2-14
- 7) A helper to a political candidate or to a political party on the date of each general, city or town, special and primary election at which the student works. Documentation before the event may be in the form of a parent's note and following the date of the absence verification from the candidate, political party chairman, campaign manager or precinct officer describing the duties of the student on the date of the election. IC 20-33-2-15
- 8) Subpoena to appear in court. The subpoena will serve as verification of the absence. IC 20-33-2-16
- 9) Educationally related non-classroom activity which meets the following requirements: IC 20-33-2-17.5
  - a) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board of education.
  - b) Facilitates the attainment of specific educational objectives.
  - c) Is part of the goals and objectives of an approved course or curriculum.
  - d) Represents a unique educational opportunity.
  - e) Cannot reasonably occur without interrupting the school day.
  - f) Is approved in writing by the school principal.
- 10) Any absence caused by bus not picking up student due to road conditions.

## HOMEWORK FOR ABSENT STUDENTS

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

When returning to school students are expected to ask for and then complete missed assignments. Non-Completion of missed school work, within a reasonable length of time, will result in an "Incomplete" being assigned for this missing work. Teachers are expected to notify the office of the need to schedule a disciplinary action.

## CAFETERIA

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

## PROCEDURE FOR NON-PAYMENT OF LUNCH/BREAKFAST

### Cafeteria Charging Policy

The following cafeteria charging policy was adopted by the Switzerland County School Corporation: Cafeteria **Non-Payment Policy**

1. For the 1<sup>st</sup> three days, if a student has non-payment for breakfast or lunch, the regular breakfast or lunch will be served. No student will be denied a meal. **In addition, as soon as a child's account drops below \$0. A letter will be sent home with the student stating the next steps and how to correct the deficit.**
2. On the end of the 3<sup>rd</sup> day, parent contact will be made and documented that the child will be served fruit or vegetable and milk the next day.
3. Beginning the 4<sup>th</sup> day, the student will receive milk for breakfast and fruit or vegetable and milk for lunch.
4. After the 5<sup>th</sup> day of non-payment, the parent will be informed, "Child Protective Services" may be notified, and as it is the responsibility of the parent to provide lunch or money for purchase of a lunch. The parent will also be sent information for free and reduced lunch assistance. Partial payments may be made for one week.

## HEALTH-ILLNESS-INJURY

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

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

## PRESCRIPTION DRUGS AND MEDICATION

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

1. Prescription and non-prescription medications and inhalers must be brought to the school nurse or principal's designee by parent or guardian upon arrival at school. If the occasion arises that the student needs to keep an inhaler with them, parents need to notify the office and paper work by the physician, parent and student must be filled out to carry medication on their person to self-administer. The school nurse or principal's designee will secure and administer all medications.
2. Prescription medications must have the prescription label attached with the proper dosage, type of medication, child's name, prescribing doctor, and the date the prescription was issued. A parent or guardian must provide a permission form for medication to be administered during school hours. See school nurse/designee for form.
3. Non-prescription medication must be accompanied by a note indicating the dosage required and the parental/guardian permission to administer. The child's name should be affixed to the medication. See school nurse for form.
4. Any controlled substances that are medications to be taken on a daily basis such as Ritalin, Dexedrine, or Cylert must be brought to school by the parent/guardian, not the student. Controlled substances cannot be transported by the student to the school. Medication administration form will need to be completed by parent/guardian and a prescription will need to be on file
5. Unused prescription or nonprescription medications must be picked up by the parent/guardian. Any medications not picked up by the end of the school year will be properly disposed of ten days after the said school closes for the school year.

**SCHOOL PROPERTY**

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

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

**STUDENT RULES FOR TRANSPORTATION BY BUS**

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

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

## **FIRE AND TORNADO DRILLS**

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

## **GRADING SCALE**

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

## **CLASSES OFFERED IN THE MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT**

When available, high school classes will be offered for credit to 8<sup>th</sup> grade middle school students. These classes may include but are not limited to: Algebra I, Fundamentals of Agricultural Science, a Foreign Language, College and Career Readiness (PCC), and History and Geography of the World.

### **8<sup>TH</sup> Grade Classes for High School Credit**

1. For students who receive an “A”, “B”, “C”, or “D” in the class, the grade will be added to the high school transcript and GPA.
2. Students who receive an “F” in the class will receive no high school credit.
3. All grades earned in a High School credit class will become permanent on the High School transcript and applied to the GPA. Please refer to High School “Retake Policy” below if there are questions or concerns.

### **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.

### **HOMEWORK POLICY**

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

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

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

### **NATIONAL JUNIOR HONOR SOCIETY**

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



## AFTER SCHOOL ACTIVITIES AND ATHLETICS

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

After School Activities and Athletics are considered to be extracurricular events and participation in these events is a privilege. Students, who are passing six (6) subjects, are in good standing in the school, and display a high standard of social behavior shall be welcome to participate. Any student who receives more than one (1) F during a designated grading period will not be eligible for participation. Grade checks will be done every nine weeks/semester to determine eligibility and grades from the most recent semester of the previous school year will be used to determine eligibility for the current school year. **A student who has been ruled academically ineligible for the next grading period due to receiving two or more failing grades from the previous grading period can regain their athletic eligibility during the next grading period if they are passing all classes at the scheduled mid-term report (also known as progress reports).** Students must have a current physical form on file in the office before participating in any sport. Every eligible athlete must complete 10 practices prior to participating in their first contest or game of the season.

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

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

Students must be in attendance on the day of after-school extra-curricular event, game, practices or dance in order to participate. Students must be present at school by 11:00am to be able to participate that night in an athletic event. If student has a doctor’s appointment that causes them to show up later than 11:00am a note from the doctor must be provided to the office upon their arrival at school. In the event that the activity or athletic event falls on a non-school day the student must be in attendance on the immediate day preceding the event. In the case of extended out of school days, like Christmas Break, a student may be permitted to participate if at least one day has passed since the last day of school. Exceptions must be approved by the administration.

After school activities are assigned to specific areas in the building or on the grounds. Students who participate in these activities must remain in the assigned area and under the immediate supervision of a staff member or coach in order for adequate supervision to occur. If a student deviates from the area and is found wandering around in the building, he/she may be asked to withdraw from the activity or sport. **Siblings and friends are not permitted to attend practices without advance written permission from the staff or coach who would be providing the additional supervision for these children.**

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

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

**Any student who serves an Out of School Suspension prior to a school dance or has discipline assigned to them for “Public Display of Affection” will not be able to attend that school dance but will be allowed to attend the next dance as long as these discipline actions are not assigned again before that school event.**

#### **SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS**

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

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

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

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

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

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

#### **Driver’s License**

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

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

#### **Bullying Defined IC 20-33-8-0.2**

Overt, repeated acts or gestures, including:

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

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

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

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

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

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

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

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

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

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

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

**SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS**

| <b>Offense</b>   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b>  | <b>3<sup>rd</sup></b>  |
|--|--|--|--|
| <b>Disruptions in the Educational Process</b>  | 1-3 days After-School  | 1 day Friday School  | 1 day OSS  |
| <b>Inappropriate dress<br/>We have several sports shorts and tops that will be offered to students in the event of inappropriate dress. If we do not have an appropriate size, or if the child refused to utilize them, the parent will be notified.</b> | Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child.   | Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child. | Change clothes or be isolated from the population until properly dressed. Discipline Report Filed. Parents notified to bring clothes or pick-up child. |
| <b>Incomplete, poorly attempted, and missing assignments</b>   | <b>Students will no longer be able to take a “ZERO” on any assignment during a grading period. It will be marked as “INCOMPLETE” in Skyward by the teachers and the students will have up to five days to complete the missing assignment, each day the assignment is late 10% of the overall grade will be deducted. While a student has any assignment labeled as “INCOMPLETE” in their classes they will eat Lunch in an assigned Study Hall (No Cell Phone Privileges) supervised by a teacher and they will not be able to participate in any Athletic Contest or Game until all missing work is completed. At the end of the five day period any assignments still labeled as “INCOMPLETE” will become permanent zeroes in the grading book on Skyward.</b>  |  |  |
| <b>Cheating</b>  | "0" on assignment<br>Notify parents  |  |  |
| <b>Refusing to Follow Directions</b>   | 1-3 days After-School  | 1day Friday School   | 1 day OSS  |
| <b>Horseplay</b>   | 1-3 days After-School  | 1day Friday School   | 1 day OSS  |
| <b>Horseplay resulting in minor injury to self or others</b>   | 1-3 days ISS   | 3-5 days ISS   | 1-5 days OSS   |
| <b>Conduct unbecoming a SCMS student</b>   | Principal will determine   |  |  |
| <b>Tardy to Class/School in a Nine Weeks</b>   | On 3 <sup>rd</sup> Tardy ASD will be assigned.   |  |  |
| <b>Absences from School</b>  | After five (5) days absent (which are classified as unexcused/parent note) in one school year it will result in an Attendance Agreement being issued to the student. Parents will be notified following 5 <sup>th</sup> absence with a letter being mailed home. A certified letter will be sent to the parents on 10 <sup>th</sup> absence and parents will be required to attend an Attendance Meeting with the Administration Team. Students missing more than the maximum of five (5) days per semester may receive an “F” in all coursework and are subject to expulsion. 15 <sup>th</sup> Absence - Student declared habitually truant. Indiana Department of Motor Vehicles Notified, Indiana Department of Child Services notified, paperwork filed with local court system and (10) days OSS and Expulsion may be recommended. Note Compulsory attendance exceptions on page 4 of this handbook. If a student is habitually tardy and signs into school late after so many times then the following disciplinary actions will be taken: 5 – After School Detention; 10 – Day of Alternative Class Placement; 15 – Friday School; 20 – Day of Out of School Suspension, 25 – Two Days of Out of School Detention |  |  |

| <b>Offense</b>  | <b>1<sup>st</sup></b>   | <b>2<sup>nd</sup></b>  | <b>3<sup>rd</sup></b>   |
|---|---|--|---|
| <b>Leaving Class without permission</b>   | 1 day After-School  | 1 day Friday School  | 2 days Friday School  |
| <b>Cutting Class</b>  | 2 days After-School or 1 day Friday School  | 2 Friday Schools   | 4 Friday Schools  |
| <b>Truancy/Skipping School</b>  | 1 day Friday School   | 2 Friday Schools   | 4 Friday Schools  |
| <b>Cutting Class/ Leaving School Grounds</b>  | 1-3 Days Out-of-School Suspension   | 3-5 Days Out-of-School Suspension  | 5-10 Days Out-of-School Suspension  |
| <b>Disobedience in After-School</b>   | 1 day Friday School   | 2 Friday Schools   | 1-3 days ISS<br>Loss of after-school as a punishment. All after-school assignments now Friday School or OSS                       |
| <b>Failure to Attend Friday School</b>  | 1 day OSS   | 2 days of OSS  | 3 days of OSS   |
| <b>Disobedience in In-School-Suspension</b>   | 1 day of OSS for the day of misbehavior. If additional days are assigned they may possibly be converted to OSS                              | 2 days of OSS for the day of misbehavior. If additional days are assigned they may be converted to OSS               | 3-5 days of OSS. If additional days are assigned they may be converted to OSS   |
| <b>Failure to attend After School</b>   | Friday School Assigned  | Friday School Assigned   | Out of School Suspension Assigned   |
| <b>Inappropriate computer or iPad use</b>   | 1-3 days After-School   | Loss of Computer Privileges for an extended time and 1-3 days of Friday School                                       |   |
| <b>Use of Cell phones, CD's, iPods, &amp; all other Technology Devices</b>            | Item turned in to office and returned to student at the end of day. Discipline Referral Filed   | 1 day ISS; Item turned in to office, parents to pick up at their convenience   | 1 to 3 days ISS; item turned in to office, parents to pick up at their convenience  |
| <b>Child Exploitation and the Possession and/or distribution of Child Pornography</b> | 10 days OSS; Recommend expulsion IC 35-42-4-4<br><b>Referral to the juvenile court and having jurisdiction for the student will be made</b> |  |   |
| <b>Inappropriate language or materials</b>  | 1-3 days After-School   | 1 Friday School  | 2 Friday Schools  |
| <b>Writing on Self, Others, or defacing property</b>                                  | Writing is to be removed by student<br>1-3 days After-School  | Writing is to be removed by student<br>2-3 days After-School   | Writing is to be removed by student<br>1 Friday School  |
| <b>Theft</b>  | Return or Replace Item & 3 days OSS; Police Referral (as needed)  | Return or Replace Item & 5 days OSS; Police Referral (as needed)   | Return or Replace Item & 10 days OSS and Recommend Expulsion Police Referral (as needed)  |
| <b>Lying to School Personnel</b>  | 2 page, double spaced essay titled: "Trustworthiness. Meet with school counselor  | 3 page, double spaced essay titled: "Trustworthiness and Respect for Others." Meet three times with school counselor | 5 page, double spaced essay titled: " <b>How to Earn the Trust and Respect of Others.</b> " Meet with School Counselor nine times |
| <b>Abusing, destroying school Property</b>  | Reparation & 1- 10 days OSS; Police Referral  | Reparation & 5- 10 days OSS; Police Referral   | Reparation & 10 days OSS and Recommend Expulsion  |

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

| <b>Offense</b>   | <b>1<sup>st</sup></b>  | <b>2<sup>nd</sup></b>   | <b>3<sup>rd</sup></b>   |
|--|--|---|---|
| <b>Spitting on Student</b>   | 1-3 days ISS   | 3-5 days OSS  | 10 days OSS; Recommend Expulsion  |
| <b>Striking a student</b>  | 1-3 days ISS   | 3-5 days OSS  | 10 days OSS; Recommend Expulsion  |
| <b>Instigating a Fight</b>   | 1-3 days ISS   | 3-5 days OSS  | 10 days OSS; Recommend Expulsion  |
|  |  |   |   |
| <b>Fighting (if bodily injury police &amp; probation notified)</b> | 1-3 days OSS<br><b>(if bodily injury police &amp; probation notified)</b>  | 3-5 days OSS<br><b>(if bodily injury police &amp; probation notified)</b> | 10 days OSS; Recommend Expulsion<br><b>(if bodily injury police &amp; probation notified)</b> |
| <b>Behavior endangering self/others<br/>Arson</b>                  | 10 days OSS; Recommended Expulsion<br><b>Notify police for all endangerment offenses</b>   |   |   |
| <b>Possession of dangerous weapon</b>                              | 10 days OSS; Recommend Expulsion<br><b>Notify police for all weapon offenses</b>   |   |   |
| <b>Habitual Offender per school year</b>                           | 2 Days of Out of School Suspension assigned for the 10 <sup>th</sup> referral  | 5 days OSS and the discipline assigned for the 15 <sup>th</sup> referral  | 10 days OSS; Recommend Expulsion for the 20 <sup>th</sup> referral                            |
| <b>Minor Disrespect to staff</b>                                   | 1-3 days ISS<br>Two (2) page written report explaining behavior.   | 3-5 days ISS<br>Three (3) page written report explaining behavior.        | 1-3 days OSS<br>Five (5) page written report explaining behavior.                             |
| <b>Major Disrespect to staff</b>                                   | 3-9 days OSS   | 10 days OSS; Recommend Expulsion  |   |
| <b>Physical attack on school employee on or off school grounds</b> | 10 days OSS; Recommend Expulsion<br><b>For all physical attacks on school employees a referral to the juvenile court having jurisdiction for the student will be made. IN 20-33-8-25</b> |   |   |

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

**DISCIPLINARY REFERRALS**

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

**AFTER-SCHOOL DETENTION**

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

## **RANDOM DRUG TESTING**

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

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

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

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

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

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

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

## **FRIDAY SCHOOL**

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

## **ALTERNATE CLASS PLACEMENT (FORMALLY IN-SCHOOL SUSPENSION)**

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

## **OUT-OF-SCHOOL SUSPENSION**



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

## **SUSPENSION PROCEDURES**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - ii) A written or oral statement of the charges;
  - iii) If the student denies the charges, a summary of the evidence will be presented; and
  - iv) The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent/guardian of the suspended student will be notified.
4. Following the return to school, the student will meet with the school counselor to clarify behavior expectations and to correct any homework problems faced by the student during his/her suspension.

## **HOME SCHOOL**

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

## **WITHDRAWAL**

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

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

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

## **Family Educational Rights and Privacy Act (FERPA)**

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

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

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the

following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

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

## Switzerland County School Corporation Health Policy

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

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

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

**Prescription Medication/Injectable medicine/Glucose testing/diabetes:** In these cases, medicines must be accompanied by a consent form (medication administration form) completed by the parent/ guardian and signed by the healthcare provider. A copy of the original prescription or pharmacy label may be substituted for the signature of the healthcare provider. If any change in medication such as dosage or time to be given etc., a new consent form will need to be completed by the parent/guardian and signed by the healthcare provider. Consent forms, may be obtained from the nurse's office. The consent form shall be valid only for the period specified on the form and in no case longer than the current school year. Any glucose testing, such as finger prick and diabetes analysis/training shall be completed by a healthcare practitioner or registered nurse (BSN); such training shall be documented in writing by the healthcare practitioner or registered nurse and kept on file.

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

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

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

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

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

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

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

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

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

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

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

# Switzerland County School Corporation

## 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.

# Switzerland County School Corporation

## Policy to Address Hazing Activity in the Switzerland County School Corporation

### A. Purpose

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.

### B. General Statement of Policy

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.

### C. 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.

#### **D. 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 the Athletic Director, School Resource 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.

A hazing reporting form must be filled out for all incidents of hazing. The report form will be made readily available to anyone and is located in the office of each school.

All reports can be held confidential at the reporter's request. However, the name and contact information of the reporter will be made available to the staff member/team assigned to the investigation. If the reporter wishes to remain confidential, his/her name will not be revealed.

Anonymous reports can be made to the school corporation. However, they will hinder effective investigation of the incident.

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

#### **E. 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.

**F. 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.

**G. 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).

**Device Agreement - please see the school website for the [device agreement](#)**

