

SOUTHERN WELLS JUNIOR-SENIOR HIGH SCHOOL

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Kim Conner– Principal Dustin Beucler– Assistant Principal / Athletic Director

High School Office Hours: 7:00 a.m. to 4:00 p.m.

Learning Today; Leading Tomorrow

Mission: Southern Wells Community Schools provides an exemplary educational experience that maximizes each student's potential in a safe, innovative, and nurturing environment.

Vision: Southern Wells Community Schools is a place where people are empowered to become their personal best.

Core Value Statement:

S- Student-centered

W- Welcoming

C- Character

S- Scholarship

We will ensure all decisions create a safe, innovative, and caring environment for our students today and tomorrow.

We will embrace the whole student by diligently working to help each student become a productive citizen.

We will encourage and model honesty and integrity, be true to our convictions, and be fair in our decisions and actions.

We will expect every Raider to pursue lifelong learning, excellent instruction, and student success.

SCHOOL SONG

Send a cheer across the way to show the team we're here,
Come on let's go, let's fight, let's win tonight
We'll show them all our might, Go, Fight, Win
Sportsmanship in play makes the game, We'll all prove that it is our aim,
GO RAIDERS, You're the Champs and Let's Go win for Southern Wells
Go you RAIDERS, fight! Go you RAIDERS, fight!

Southern Wells Community Schools is committed to equal opportunity. The school corporation does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, religion, handicap, color of skin, or limited English proficiency., Educational services, programs, instruction, and facilities are open and available to all students.

GENERAL SCHOOL PROCEDURES

RESPONSIBILITY OF EACH STUDENT

Help foster a culture of collaboration

Do your part to allow for excellent instruction

Have high expectations for yourself in all areas.

HALL PASSES

You must have a classroom pass to be in the hall during instruction.

SUBSTITUTE TEACHERS

Substitutes have the same authority as the regular classroom teacher. You are expected to follow the directions of the substitute teacher and show them the respect you would have for your regular teacher.

POSTERS AND DECORATIONS

Approval for posting signs, posters, bulletins, etc, must be granted by an administrator before they are hung around the school. Use bulletin boards rather than walls to post information. If you hang the material, you are responsible for removing them once the date of the event is passed.

BEFORE & AFTER SCHOOL HOURS

Students should not be in the building before 7:45 a.m. or after 3:30 p.m. unless they are under the supervision of a teacher or coach, or have received special permission from the staff member or an administrator responsible for that particular area. Students waiting for an approved school activity, with administrative permission, may be required to wait in a designated area (gym lobby).

PERSONAL PROPERTY & VALUABLES

1. The school cannot be responsible for large amounts of money, phones, electronic devices, expensive watches, etc. brought to school.
2. Money or valuables should be left in locked lockers or turned into the office for safe keeping.
3. You are responsible for any items brought to school that won't fit in a locked locker. The office does not have adequate space to keep these items.
4. Personal property that could cause a disruption in school and on the school bus should not be brought to school. If any of these are confiscated, your parents may pick them up or you may get them at the end of the semester.

CARE OF SCHOOL PROPERTY

1. Take pride in school appearance and property. Students should help maintain and improve the building/grounds.
2. Treat school property as you would treat your own property. Throw trash and litter in waste containers, do not mark on furniture, walls, and floors, and do not litter or mar the appearances of the school grounds.
3. Report any building or equipment damage to your teacher or the school office.
4. Restitution for Damages. In case of accidental damage a fair fee will be determined by an administrator, a custodian, and the student involved. Students intentionally marking or damaging walls, partitions, desks, lockers, textbooks, or other school property will be required to clean the article, repair the damage, and/or pay for the damage done.

FIELD TRIPS AND OTHER SCHOOL SPONSORED TRIPS

1. All field trips must be approved by the administration and the school board. Permission forms signed by parents are required for students to participate in field trips.
2. Participating on a field trip is a privilege that may be revoked for academic or behavior problems. That student will still report to school on a field trip day.

Appropriate dress is required. The school dress code applies.

3. Rule violations while on a trip may result in a student being sent home at his/her own expense, being prohibited from future school-sponsored trips, being removed from the club or organization he/she is traveling with, being suspended from school, and/or some other appropriate penalty.

4. Sponsors are responsible for establishing, maintaining, and enforcing rules, regulations, and procedures within the guidelines of normal school behavior. This includes proper chaperoning with explicit duties, traveling rules, conduct at eating establishments and other public places, and curfew regulations.

FUND RAISING

1. Any fund raising project must be approved by the administration (and in specified situations obtain approval from the School Board).

2. Advertising, selling things, or collecting money for any cause during school hours or on school premises is not permitted unless prior approval has been granted by the administration.

3. Advanced permission must be obtained in order to sell or collect monies for any non-school activities to be considered.

SCHOOL DANCES

1. There may be no more than one dance in a week.

2. Any school-related group may request to sponsor a dance. The activities director or principal will determine the groups and dates of dances.

3. Only Southern Wells Jr./ Sr. High School students and their registered guests will be admitted to the dance. Elementary students are not allowed to attend. Junior High Students will not be allowed to attend the Prom or any other dances designated "High School Only"

4. Groups sponsoring dances open to students from other schools must provide reserve police officers and a minimum of four adults (approved by the administration) for dance supervision. Students are expected to obey the requests of chaperones, police officers, and other school personnel in charge of the dance.

5. All dances will be a maximum of 2 hours and are to end by 11:00 p.m. unless prior approval has been granted by the administration.

6. There are no pass-outs from dances. Students must receive special permission in order to leave and return.

7. School rules are in effect during dances. Any behavior that could endanger or bother others is prohibited.

8. Security lights or other comparable lighting is to be on at all times.

9. Students are to confine themselves to areas open for the dance.

10. The school reserves the right to prohibit inappropriate songs from being played at the dance and to keep the volume of the sound system at a reasonable level. D.J.s must follow the directions of the dance supervisor and/or administrator.

11. The sponsoring group or D.J. is required to pay a rental fee for any school equipment used.

12. The sponsoring group is responsible for set-up and clean-up of the dance area afterwards.

ACCIDENTS AND INSURANCE

Report any accident happening on the school premises to the school nurse. The nurse will keep a record of accidents. If a student is injured at school or a school function, the parent

or guardian is responsible for any resulting medical cost.

VISITORS

A courteous welcome is extended to persons who have authorized business to conduct in the school.

1. All visitors are expected to obtain permission from the main office. A visitor's badge will be issued and is to be worn while in the school on a visible most outer layer of clothing
2. Parents are invited to become involved in the school. Parents are welcome to talk with staff members, but need to do this during the teacher's daily preparation period. Parents should call the school and make an appointment.
3. Visitors are expected to follow all school regulations.
4. Students are discouraged from having visitors who are on vacation from other schools. Also, do not bring infants or pre-school children to school with you.
5. Visitors who interfere with the functioning of the school will be requested to leave. They then must leave the school premises.

DISASTER DRILLS – Indiana Law requires:

1. Fire Drills are to be held monthly. When the alarm sounds, await further instruction by an administrator, then walk quickly out of the building without coats or books. Be orderly and remain quiet to hear any teacher instructions.
2. Tornado Drills are to be conducted once each semester. When notified of a tornado drill, move quickly to the designated areas, obey all instructions and remain quiet.
3. Lockdown Drills are to be held two times a year.

LUNCH INFORMATION

1. Students are not permitted to leave the school grounds or to be in the cars in the parking lot during lunch time.
2. Students are not to be outdoors or in the "A" building during the lunch periods, except special permission.
3. Students are expected to take their lunch trays and other materials to the waste disposal area. Leave the table area where you ate clean for the next person.
4. JH Students must wait for their table to be dismissed by the lunchroom supervisor before leaving their table.
5. Students will not be able to purchase anything from the ale cart choices if the students account balance is in the negative.
6. Once a student's balance reaches a negative \$5.00, students will no longer be able to purchase a Type A lunch.
7. Once a student's balance reaches a negative \$5.00. Students will only be offered a Type D lunch. A Type D lunch includes a peanut butter sandwich and milk.
8. Deposits can be made to student lunch accounts online with cash or a check brought directly to the lunch line or through the Titan portal at <https://family.titank12.com/>. A convenience fee of \$2.60 will be added to deposits made online.
9. No backpacks allowed in the lunch line.

Free and Reduced Lunch

Free and Reduced Services Parents are encouraged to apply for free or reduced price lunches by obtaining the application form from the school office. We urge all families to submit a form as

soon as possible.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

1. Students who wish to use the internet must have a signed *acceptable use policy* on file, and must obtain permission from a staff member each time you want or need to use the internet.
2. Southern Wells Schools maintains a web page at: www.swraiders.com
3. Occasionally, news and pictures of happenings at Southern Wells may be posted on the web page. Check the Southern Wells website.
4. Students must have a consent to broadcast on file in the office in order to be published in all media outlets which includes the yearbook.

PRINTED STUDENT MATERIALS

Any written or printed material produced, posted, circulated, or otherwise distributed at school must not be offensive, obscene or vulgar. It must be in good taste. If it is not a staff approved item, it must be approved by an administrator prior to being posted and/or distributed.

COLLECTION OF DEBTS OWED TO THE SCHOOL

Parents will be notified of any debts their student has incurred, such as damaged books/materials, lost athletic equipment, money not turned in to the office, damages to school property, or any other debt deemed legitimate by the administration. The Parent/Guardian is responsible for fees/charges incurred by their student, including, but not limited to, textbook rental costs, fees, food service charges, broken equipment, etc. Also, they must reimburse any cost the school incurred in an effort to collect on accounts due, including, but not limited to, fees on returned checks with insufficient funds, collect fees, court costs, and a reasonable attorney fee.

If the school cannot get these debts paid, they will take the necessary legal recourse to do so.

TO HANDLE A CONCERN OR COMPLAINT

If a student or parent has a concern about a school policy, or an employee, or another student, contact the person with whom you have a complaint to discuss the issue. At any level that the problem still exists, move up the chain of command – Principal, then Superintendent, then to Board of Education.

SERVICES FOR STUDENTS

Nurse

If you become ill or injured, get permission from your teacher and report to the H.S. Office

1. The office will contact the nurse and will handle the situation or send you to the nurse.
2. If it is determined that you are too ill to return to class, your parents or designee will be contacted to come and get you. If injured, you will be given first aid. If it seems advisable to send you to a doctor or the hospital, your parents will be contacted immediately.
3. Report any injuries incurred during extra-curricular activities (including athletics) to the coach or sponsor immediately.
4. Never leave school in case of illness or injury without the permission of the school nurse, a counselor, or a school administrator.

HEALTH SERVICES

1. Health counseling, first aid, dispensing of medicines, and emergency treatment is available for all students by the school nurse.
2. In an emergency medical situation, the school nurse will take the appropriate action to secure the proper medical care.
3. The nurse is responsible to see that all students have specified immunizations to attend school.
4. Various health tests are given as follows:
 - a. Vision tests – all 8th graders and new students.
 - b. Hearing tests – all 7th graders, 10th graders, and new students.
 - c. Scoliosis – all 9th graders.
5. As a school we are only allowed to administer internal medicines with signed parent permission that is given by the parent during the registration of the student.
6. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.
7. Students who need to carry and/or administer their own medications, such as asthma inhalers, bee sting injections, and other medications must have a dated and signed permission slip from both the physician and parent/guardian.

MEDICATION ADMINISTRATION POLICY AND PROCEDURE

Policy: It is the desire of the Southern Wells School Board to meet the health needs of the student. It is the policy of the Southern Wells Community Schools that all students' medication be administered by a parent or guardian at home. Under certain circumstances, however, medication may be administered by authorized school personnel.

Procedure: If it is determined that a student needs to take medication while he or she is at school, the following guidelines will be used.

1. NO nonprescription medication shall be administered to a student without the written and dated consent of the student's parent/guardian. The consent will include, but is not limited to, the following information:
 - a. Name of the student
 - b. Name of the medication
 - c. Dosage to be given
 - d. Time to be given
 - e. Start and stop date
 - f. Signature and date of the parent/guardian
2. NO prescription medication will be administered without a completed "Medication Permission Form" and "Liability Release." A signed handwritten note from a parent/guardian will be accepted to cover one day until the proper paperwork can be completed.
3. All prescription medication must be accompanied by a physician's prescription, a copy of the

original prescription, or a pharmacy label.

4. All medication, **prescription or non-prescription**, must be in the original labeled container. Under no circumstances will a medication sent in a plastic bag with a note be administered to a student. All medications must be kept in the nurse's office unless an approved note is on file with the nurse and the school.

5. A physician prescription is required for all herbal medications.

6. Parents/guardians are advised to bring the medication to the school nurse's office. A student is allowed to bring medication to the school, but the school will not be liable for lost or stolen medication that is brought to the school by a student or those medications carried by a student.

7. Students in kindergarten through grade 8 are not allowed to transport prescription medication FROM school. A parent or guardian must pick up prescription medication from school OR authorize in writing a person 18 years or older to pick up the medication and bring it home. Students in grades 9 through 12 may be allowed to transport medication home ONLY if the student's parent/guardian provides written permission. Students in kindergarten through 8 may transport nonprescription medication FROM school with parent/guardian permission.

8. Students who need to carry and/or administer their own medication such as asthma inhalers, bee sting injections, or other medications must have a completed "Medication Permission Form" and "Liability Release Form." Students are not to carry any medication, prescription or otherwise, on their person during the school day without these forms. Students found to have violated this rule may face disciplinary action.

9. Medication remaining in the nurse's office at the conclusion of the school year will be discarded.

LIBRARY MEDIA CENTER (LMC)

1. Students may use the media center for individual quiet study, research, or reading as privileges permit.

2. Classroom teachers and classes have priority over study halls for use of equipment and facilities.

3. Students are to check out materials before leaving the LMC with them.

4. Return items promptly. Students are subject to fines and fees for late materials or loss of borrowed books and materials.

5. Students damaging LMC property, books, or equipment will be disciplined. Any library books or equipment that are lost or damaged, must be paid for by the student.

6. No food or drink is permitted in the LMC.

7. The privilege of using the LMC during the school day may be revoked for failure to follow LMC rules.

8. Students must obtain permission from the LMC staff prior to using an LMC computer. You must be working on a teacher assignment and show that assignment to the LMC staff before working on that assignment.

Student Service

Student service is offered to a student in place of a study hall class or during a period they do not have a class. Students must complete apply for a student service position within the first five days of the semester. If a schedule change after the first five days of a semester occurs, the student will be granted

consideration for placement. Only one student will be allowed with a teacher per period with a teacher not having more than two student service helpers in one day. A student must maintain their academic grades and attendance, as required by any extracurricular club/group.

TEXTBOOKS, INSTRUMENTS, SCHOOL PROPERTY

1. In the event of loss or abuse of textbooks, whether accidental or purposeful, payment must be made for book(s) in accordance with the scale fixed by the school district.
2. Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period you use such equipment or material. In the event of loss or abuse of instruments, equipment or property, restitution will be determined by the costs for replacement or repair.
3. When personally owned or rented instruments or equipment are brought to school, the school cannot assume responsibility for loss or damage. The responsibility remains with the student and parents.

PEST CONTROL POLICY

Southern Wells Community Schools are committed to providing students a safe environment. We seek to prevent students from being exposed to pests and pesticides. While pesticides protect students from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to students. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to students. Notice will be provided, at least two school days, prior to the date and time of any pesticide application. The notice will include the date and time of the pesticide application, the general area where the pesticide will be applied, and the telephone number to contact the school for more information. Any parent or student, who wishes to be contacted prior to the application of any pesticide, may contact the superintendent's office at 765-728-5537 and your name will be put on the list. The school nurse will also know at least two days prior to the application.

LOCKERS

- Each student will be assigned a locker(s).
- You are to use only the locker(s) assigned to you, and KEEP IT LOCKED AT ALL TIMES. All personal items and books, when not in use, are to be kept in lockers.
- Report any locker problems to the office.
- Combinations are changed annually. Do not give another student your combination.
- Do not store your materials in another student's locker.
- All materials, including book bags, must be kept in your locker.

1. *Locks.* The school corporation will retain access to student lockers by retaining a master key. Students may not use their own locks to prevent access to a locker by school officials and any unauthorized locks may be removed without notice and destroyed.

2. *Use of Lockers.* Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as, but not limited to, drugs drug paraphernalia, beverage containing alcohol, weapons, any flammable substance, bomb

or explosive device, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any stolen items, any obscene material, or tobacco products. Students with prescription or over the counter drugs shall refer to the Medication Policy and Procedure section above. Students will be expected to keep their lockers in a clean and orderly manner.

3. *Authority to Inspect.* The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire and other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. "Reasonable suspicion" as used in these rules may be based on a number of factors including: (1) information received by the principal or his designee from teachers, or students, law enforcement officer, or detection devices, including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated. Before a particular student's locker is inspected, the student if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduction of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Situations that may arise, but are not limited to, that a student does not have to be present for a locker search are for illegal drugs, a weapon, any item that may be harmful or pose a safety threat to the school. During any search, the school would go on a modified lockout so students are not in the hallway witnessing the search. Teachers are not allowed to let students out of the classroom, shut their doors, and call the office if an emergency arises during a modified lockout.

4. *Inspection of All Lockers.* An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant principal reasonably believes that such inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) When the school corporation receives a bomb threat; (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use; (c) At mid-term, end of grading period, and before school holidays to check for missing library books, or ab chemicals or school equipment; (d) Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary, and then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

5. *Student Material.* When conducting an inspection pursuant to these rules, the inspector shall

take care to avoid unduly disrupting the contents of the locker

6. *Disposal of Confiscated Contraband.* All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC20 81 5-4; or school rules; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; or (d) destruction.

7. *Involvement of Law Enforcement Officials.* If the principal, superintendent or assistant principal has a reasonable suspicion that a locker or lockers contain anything in violation of school rules or that could contain item(s) that violate the Indiana Criminal Code. They may request law enforcement assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing such official to inspect. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such officials, the request shall be denied. The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to reasonable suspicion that a locker or lockers contain contraband.

8. *Locker Cleaning.* Nothing in these rules shall affect members of the custodial staff who, at the direction of the principal, clean out (a) lockers from time to time in accordance with the general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe it contains rotting, spoiling or mildewing items such as food, wet clothes, etc.

FERPA Directory Information Definition

Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Southern Wells Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Southern Wells Community Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Southern Wells Community Schools to the contrary in accordance with Southern Wells Community Schools procedures. The primary purpose of directory information is to allow the Southern Wells Community Schools to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. *[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]*

If you do not want Southern Wells Community Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must complete the consent to broadcast form by the end of the first week of each school year. Southern Wells Community Schools has designated the following information as directory information: *[Note: an LEA may, but does not have to, include all the information listed below.]*

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

Consent to Release Student Information--Military

State and federal law requires the school to release pertinent student information to the various branches of the United States Military Service. At the same time, schools cannot release pertinent student information to other groups or agencies without parental permission. Also, parents can request that their student's information not be shared with anyone. The law calls for parents to formalize this request by the end of the student's sophomore year. Parents have the right to deny their student's information being given to the military by contacting the guidance office or by completing a form during registration.

Hatch Amendment

Right to inspect certain instructional materials. In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled within the Southern Wells Community Schools which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. Legal Reference: 20 U.S.C. 1232h (a), Student Submission to Required Surveys, Analysis, or Evaluations of School Programs. No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

- (1) Political affiliations;
- (2) Mental and psychological problems potentially embarrassing to the student or his/her family;
- (3) Sex behavior and attitudes;
- (4) Illegal, anti-social, self-incriminating and demeaning behavior;
- (5) Critical appraisals of other individuals with whom respondents have close family relationships;
- (6) Legally recognized privileged and analogous relationships, such as those lawyers, physicians, and ministers;
- (7) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), Legal Reference: 20 U.S.C. 1232h (b).

Rights of Students in Homeless Situation

The McKinney-Vento Act protects the educational rights of students experiencing homelessness. In general its protections include the right to enroll in, attend and succeed in school. Specifically, the act ensures that children and youth:

1. can go to school with children who are not homeless;
2. stay in the school they went to before becoming homeless or whatever school/program they were enrolled in last (school of origin), if that placement is feasible*
3. can choose to enroll in any public school program in the attendance area they are currently living in;
4. receive transportation to their school of origin if their parent/guardian requests such transportation;
5. can enroll in school without giving a permanent address;
6. can enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment;
7. receive the same special programs and services, if needed, as provided to all other children served in these programs; and
8. can enroll and attend classes in the school program of choice even while the

school and parent seek to resolve a dispute over enrolling the student.

PPRA Notice/Consent/Opt-Out for Special Education

PPRA Model Notice and Consent/Opt-Out for Specific Activities [LEAs should adopt the following model form as appropriate] The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Southern Wells Community Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility. This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

ASBESTOS

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Southern Wells Community Schools is available for review and copying by students, staff and guardians during normal business hours in the central office. Information is also found on the corporation website under legal notices.

ACADEMICS

SCHOOL TRANSCRIPTS & RECORDS

Seniors and graduates may request a copy of their records. Individual permanent records indicating scholastic achievement, attendance records, testing results and health data are maintained as confidential information by the school. Your parents (until you reach age 18), or you may inspect these records upon request. If you feel your records are incorrect you may request, in writing, to have the records amended (changed). For more information about any of these, contact the office. The federal Family Educational and Privacy Rights Act (FERPA) provides specific rights to parents and students. If you transfer your records will be mailed to your new school. *Whenever parental consent is required for the inspection or release of a student’s health and educational records, either parent may provide such consent unless specifically stated otherwise by court order.*

TO WITHDRAW FROM A CLASS

1. A student who withdraws from a class because of disciplinary or attendance problems will receive an “F” for the class and no credit will be earned.

2. Vocational students to neighboring schools are expected to complete the entire course.

GRADING SYSTEM

1. A unified grading scale is used in grades 7-12.

A+ = 99-100 B+ = 88-89 C+ = 78-79 D+ = 68-69 A = 93-98 B = 83-87 C =
73-77 D = 63-67 A- = 90-92 B- = 80-82 C- = 70-72 D- = 60-62 F = 0-59

2. All high school courses will give semester exams, though they need not be cumulative. The final exam will count no more than 20% of the final course grade. Class Participation MAY make up to 20% of a student's grade if the teacher chooses to do so. Since there is no way to substitute for the actual participation in daily class activities, any unexcused absence can result in a zero (0) participation grade for the class(s) affected. For excused absences, the student must make up his/her missed work to receive the participation grade. Any student on a suspension from school will earn a zero participation grade for the classes affected.

3. Even if a student has not completed all required work, the student will receive the grade earned at the present time with those missing grades being calculated in the grade as Fs. The student will then have up to a 2 week opportunity to get their work turned into the teacher and the grade changed.

4. Semester Tests. Students who are absent the last two days of a semester will need to arrange (with the principal) to return to school and take these tests on their own time. The student receives a zero for any test not made up.

5. Make-Up Work

a. Following an unexpected absence, it is the sole responsibility of the student to get assignments from teachers and arrange for make-up work. The time given by the teacher will depend upon the length of time missed and the type of work to be made up. The amount of time given should be the same as the number of days missed.

b. If a student will be absent from school for more than 2 school days, a parent should call and make arrangements to pick up assignments for the student.

c. School work missed for excused absences must be made up in order to receive credit. Work not made up will result in a zero grade for that work.

d. Teachers do not have to allow make-up work for the time a student is considered truant.

e. Generally, students will not be held responsible for making up an assignment or test on the day following the absence if the work was announced during the time of absence. However, if the assignment or test was announced (verbally or on a written assignment sheet) prior to the absence, the student will be responsible for the assignment or test on the day returning to school after the absence.

f. A student is responsible to make up all work missed during the days of suspension. The completed work is to be turned in on the first day back to school. Assignments may be obtained at the beginning of the suspension and tests made up when returning to school.

- g. Students can make up class work and tests during ISS. However, work missed during ISS must be made up during the ISS days.

ISSUING GRADE REPORTS

Grade reports will be distributed on the 5th or 6th school day following the end of the 9-week grading period. They do not have to be returned to the school. Any questions concerning a grade should be directed to the teacher issuing the grade.

GUIDANCE SERVICES

The purpose of the guidance department is to help each student in his/her social, educational, vocational, and personal adjustment. The counselor may aid students in planning their schedule and school program, listen to students as they share problems, find job opportunities, and plan for a post high school career. Guidance personnel will help you assess your own abilities and interests from test results. During the year, special programs will provide information concerning post high school education, vocational choices, financial aid, careers, the armed forces, etc.

SCHEDULE CHANGES

1. Schedule changes are allowed when a master schedule conflict occurs, the student needs a class previously failed, a scheduling error, a prerequisite has not been met, medical documentation, or a teacher recommends that the student drop the class.
2. Changes, not meeting the conditions listed in #4 below, must be approved by the principal or his designee. The change must not adversely affect class size.
3. Once school starts, schedule changes must be made during the first 5 days of the course.
4. Any changes after that time will be because the teacher indicates the student is working to ability and having extreme academic difficulty, a physical condition has appeared, or there is an emergency or extenuating circumstance. This will require a parent conference to approve and complete the change.
5. Schedules will not be adjusted to accommodate any work schedules.

Senior Honors/Commencement Ceremony

VALEDICTORIAN AND SALUTATORIAN

These honors recognize the seniors who are ranked, according to grade point averages, number one and number two in the graduating class. Duplicate awards are made in case of ties. The valedictorian and salutatorian will be decided using class rank at the end of the 8th semester. These students receive special recognition at the commencement ceremony. The top ranked student will serve as class valedictorian. The student ranked second will serve as class salutatorian.

All candidates for Valedictorian and Salutatorian must attend an accredited high school a minimum of seven (7) semesters. Candidates must also attend Southern Wells a minimum of four (4) semesters during grades 9-12. Candidates must also earn the Indiana Academic Honors or Technical Honors Diploma.

In addition to Valedictorian and Salutatorian, special recognition will be given to all graduating seniors at the commencement ceremony who complete their 8th semester above a 3.5 grade point average on a 4.0 scale. Distinctions will be made based upon the following:

3.5-3.74 gpa	Honors
3.75-3.99 gpa	High Honors
4.0 and above	Distinction

If a student takes a college course off Southern Wells' campus or with no association to Southern Wells and the course is being utilized to meet an Indiana graduation requirement, it WILL be factored into the student's grade point average. It will not be a weighted grade. If the off-campus/no association college course is an elective course not being used to meet an Indiana graduation requirement, it will NOT be factored into the student's grade point average.

Finally, if a student in his or her senior year fails to finish the school year in good standing due to poor attendance, suspension, expulsion, or personal conduct, he or she *may* lose the opportunity to be recognized for any and all senior honors. This includes but is not limited to: Valedictorian/Salutatorian, GPA distinction and honors, commencement ceremony participation, and departmental awards. These decisions will be made at the discretion of the administration. **Students who have not completed ALL state of Indiana graduation requirements will not participate in the commencement ceremony.**

Weighted Courses:

The following courses receive an extra weight when calculating a student's grade point average: AP English Literature and Composition, AP Calculus, AP U.S History, AP Chemistry, AP Environmental Science, Advanced Composition, Anatomy and Physiology, Biology II, and Biology II: Botany/Zoology.

FOREIGN EXCHANGE STUDENTS

Foreign Exchange students are guests in our school for one year.

1. The exchange student must be a full year student in attendance on the first day of school and staying through the close of the school year.
2. The exchange student can enter as no greater than a junior. We do not allow exchange students to have senior status and participate in commencement. We classify exchange students as 9th, 10th, or 11th graders.
3. The exchange student needs to be highly proficient in English. This is a critical area for their immersion into our academic and social settings.
4. The exchange student needs to take a challenging academic schedule based on their prior academic experiences, and they are expected to perform with the same expectations as all students in our building.
5. The exchange student and host family are expected to follow all student handbook policies no different than our own local students. Particular attention needs to be placed on adherence to the Southern Wells attendance policy. Travel needs to be scheduled during our breaks/vacations and not during academic time.
6. We encourage our exchange students and their host families to get heavily involved in the school community. The best way for an exchange student to have a great experience is to be a highly engaged and involved student.
8. If accepted, we would need a copy of the student's high school transcript translated in English as well as defined dates of arrival and departure.

9. Southern Wells Junior - Senior High School will not issue an Honorary Diploma to exchange students.
10. Only those students who have or are on approved programs will be admitted to Southern Wells Junior - Senior High School.
11. Students will be placed in their appropriate grade levels by the school counselor according to age and past experiences. Final determinations are to be made by the principal.
12. For information regarding Foreign Exchange Student athletic eligibility see IHSAA regulations.

Graduating Junior Status Students

Any student who has the intent to graduate at the end of their junior year, must inform the guidance counselor by the end of their sophomore year. Activities traditionally for “seniors only” will be allowed for those juniors whose schedule meets the requirements of a senior status student.

Graduation Program and Rehearsal Expectations

A meeting will be held with all students who are scheduled to graduate the week after Spring Break. Students will receive a form outlining the expectations to participate in the graduation ceremony. A parent and the student must sign and return the form to the guidance office before they will be allowed to participate in the ceremony.

Credit Recovery

Credit recovery is offered to 9-11th graders during the summer for all students. 12th grade students may take credit recovery during the school year. Other grade level students may be placed in credit recovery during the school year upon approval by the principal for an extenuating circumstance. The class is an online format with physical attendance in the school building to complete for credit. Any 9-11th student who does not complete their summer course(s) may be placed in the physical class the following school year. If a student is taking credit recovery because they failed a class, the final grade will be determined by an average of the physical course and the online course. If a student is taking credit recovery to improve their grade, the physical class grade and online grade will NOT be averaged together. All expectations must be approved by the principal. Additional Credit Recovery guidelines will be provided by the instructor on the first day of class. There is a course fee for credit recovery classes.

Junior-High Credits

All 7th and 8th grade students will earn .5 credit each quarter for his or her English, Math, Social Studies, and Science class. A student must have at least a 1.5 credit for each class at the end of the year. Any student who does not have at least a 1.5, may be enrolled in summer school. Credits will be reviewed at the end of the first semester for possible placement into an English or Math remediation class. All exceptions must be approved by the principal.

GENERAL INFORMATION

CO-CURRICULAR PROGRAM

All students are encouraged to participate in the co-curricular program. Co-curricular activities are various activities occurring after school hours in conjunction with a class or other activities in which students receive grades. They are available to extend the academic and social atmosphere of school. Co-curricular activities may include academic contests and activities, band, choral groups, drama, ICE, and leadership contests.

GUIDELINES

1. Each organization, regulations governing the group, and/or activities must be approved by the school, and must be under direction of the school. A constitution, by-laws, list of membership, officers, and a plan of activities must be on file in the high school office. Copies of governing regulations must be available to involved students.
2. An organization may be declared “Non-functioning” or completely removed from the school if they act contrary to school policies or if they have no planned activities.
3. All activities, trips, excursions, etc. must be approved by the administration and coordinated through the Master Calendar of Activities. No Sunday activities will be permitted unless approved by the administration.
4. Adequate chaperoning must be provided for all activities and events on/off school grounds. No private home meetings are permitted unless approved by the administration.
5. Hazing for any purpose is prohibited.
6. When school is dismissed due to inclement weather conditions, all student activities, practices, and contests scheduled for the day will be canceled. To conduct a practice or other activity on these days needs administrative approval. If approved, attendance by students shall not be required.

PARTICIPATION AND ATTENDANCE

It is a privilege to participate in the co-curricular activity programs. Participation carries with it varying degrees of responsibility, sacrifice, and recognition. Since participants represent their school and student body, it is their duty to conduct themselves in a manner that is healthy and positive for themselves, their family, their school, and their community.

1. In order to attend or be a participant in school activity (including practices) students must be in attendance at school by the start of the 4th class period of that particular day, or because of extenuating circumstances (i.e. a valid appointment, funeral, etc.) must receive prior approval from an administrator.
2. Co-curricular activity participants are expected to attend school on the day following an activity, maintain a good attendance record, and be prompt to school and classes.
3. Any student who is suspended or expelled is ineligible to be in attendance or participate in any school activity during the time of suspension or expulsion. Any student who drops out of school is ineligible to participate in any school organization or school-sponsored activity, except as a registered guest at dances.

CONFLICTS IN ACTIVITIES

1. When conflicts arise, the sponsors and/or coaches will get together and work out a solution so the student does not feel in the middle. If a solution cannot be found, the Activities Director and the principal will make the decision based on the following:
 - a. Relative importance of each event
 - b. Relative contribution the student can make to each event
 - c. The length of time each event has been scheduled
2. The student will not be penalized by a sponsor or coach because of decisions made about conflicts.

SUSPENSION FROM CO-CURRICULAR ACTIVITIES

In the event that a student is suspended from a co-curricular activity outside the regular

school day, that student's grade during the suspension will be based on both his or her classroom performance as well as the outside of school assignments/practices, and/or performances missed because of the suspension.

For additional information regarding policies related to co-curricular activities, see the Extra Curricular Activity (ECA) Handbook

ATTENDANCE POLICY/PROCEDURES

ATTENDANCE PHILOSOPHY/REGULATIONS

Regular attendance and promptness are essential to good performance in school. Absence from school is one cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities which took place on the previous days. Whenever a class is missed, for any reason, the classroom experience can never be completely made-up. Since responsibility is a learned behavior and regular school attendance encourages the development of responsible patterns of behavior, each student attending Southern Wells Jr./Sr. High School is expected to make every effort possible to be in school every day. The Southern Wells Jr./Sr. High School Attendance Policy is developed with the idea that if students are not present in school they are not learning. The attendance regulations are expressed to encourage attendance and to encourage an "on-the-job" attitude for students to follow and maintain throughout life.

ABSENCE FROM SCHOOL

Students who are absent from school must have a parent or guardian (not the student) call the High School Office by 9:30 a.m. Students are to report to the High School Office between 7:30 a.m. and 8:00 a.m. to present any notes. Failure to call the school or to present a note will result in the absence being recorded as unexcused. The attendance secretary will attempt to contact all parents or guardians who have not called in by 10:45 a.m.

Absences to school will fall under one of three categories. Those categories are defined below and include- Excused, Illness, Unexcused

Excused Absences

1. Absences of the student when confirmed by a doctor. (Exact dates must be specified by the doctor in writing.) A doctor's note must be submitted within two (2) days after returning to school.
2. Attendance at a funeral when requested by a parent.
3. College visitation - two (2) days permitted for seniors; one (1) day for juniors. (Arrangements must be made in the Guidance Office two (2) days prior to the visitation. The student must not have any unexcused absences at the time of visitation. In addition, college visitation absences are not allowed during the last two weeks of school. Exceptions to this policy must be cleared with the guidance department.

4. Students shall not be counted absent for missing school because of any reason authorized by Indiana Criminal Code.
5. Other emergency and unusual circumstances as approved by the attendance dean may be considered on an individual basis, taking into account the student's attendance history.
6. A nurse or front office visit.
7. In-school suspension and out-of-school suspension.
8. Absences caused by school activities or school business.
9. Placement in a hospital or other juvenile facility.
10. Absences due to religious holiday or observance.
11. Absences during the school day when being sent home by the school nurse.

Illness

Personal illnesses not requiring a doctor's attention. Consecutive days of illness will accumulate and each day will be counted as one (1) day of absence. Parents or guardians must contact the school the day of the absence to verify the student's absence. Students who miss school because of illness MUST refrain from working at their job and attending social or school activities on the day of absence. Any violation of this policy will result in an unexcused absence for the time in question. Medical documentation must be presented to the school after 3 consecutive days of absences.

Unexcused Absences

1. Any absence not falling under the illness or excused category.
2. Any Excused absences if note is not submitted within two (2) days of the student returning to school.

By Indiana law, the school is responsible for the safety, health, and well-being of all students during the school day, or until the parent resumes responsibility for that student. Therefore, students will be allowed to leave school only for necessary or emergency reasons. (Students will not be allowed to leave school to change clothes or pick up material for class projects.)

Procedures and Attendance Contracts

Any student who reaches six (6) combined full day absences in the Illness and/or Unexcused category will be placed on an attendance contract. At this point, all future absences not deemed Excused will be considered Unexcused.

Any student who reaches four (4) unexcused absences in one or more periods during a semester will be placed on an attendance contract. At the 7th unexcused absence, that student may be issued a W/F for the course.

When a student reaches 10 unexcused full day absences may be referred to the appropriate agency.

Students must receive permission from the parents and from the Principal/Attendance Dean before leaving the school grounds. Students wishing to attend Elementary events must have their parent present and sign them out in the High School Office. In order to leave school during the day, the student must follow these procedures:

1. Bring a written note from a parent or guardian, or have the parents call the school, or have a parent appear in the High School Office.
2. Receive permission from the Principal and/or Attendance Dean.
3. Stop in the High School Office and sign a sheet stating the time of departure and the reason for leaving. Those returning the same day are to sign back in at the High School Office.

Any student who becomes ill during the school day is expected to report, with a pass from a teacher, to the Nurse's Office. If it is necessary for the student to go home, the parents or an authorized adult will be contacted before a student is sent home.

IC 20-8.1-3-20, Indiana Compulsory School Attendance Law, section 20, requires a parent to produce a certificate of a child's incapacity on demand to the school within six (6) days if requested.

Perfect attendance will be calculated during the last week of school. Students with zero illness and/or unexcused absences are eligible for perfect attendance.

TARDIES TO SCHOOL AND/OR CLASS

Punctuality is an important habit to develop for life after High School. Since passing periods are 5 minutes in length there is no real reason for tardiness to class. If you are detained by a teacher, or some emergency arises, be sure to get a pass from the teacher that detained you. Significant tardiness to their first hour may also result in the loss of driving privileges. Tardies will be reset at the semester. Teachers will record and monitor tardies for their classes and notify the Attendance Dean when a student reaches their third tardy.

Any student who arrives after 8:00, but before 8:10 is considered tardy to school. All students arriving after 8:00, must sign-in at the High School office and receive a pass from the Secretary in order to be admitted into class. The following are not acceptable reasons for being tardy to school: car trouble, missing the bus, oversleeping or delays caused by trains/traffic.

Consequences for Tardiness (per period)

- 1-2 Tardies- Warning by classroom teacher
- 3 Tardies- 1 hour after school detention
- 4 Tardies- 1 Hour after school detention
- 5 Tardies- 2 Hours after school detention
- 6 Tardies- 2 Hours after school detention and conference with parent/guardian
- 7+ Tardies-1 Day ISS per administrative discretion

Consequences for Skipping Detention

- 1st offense—reschedule the detention

2nd offense—Double time for the detention missed (Ex. 1 hour detention is now 2 hours)

3rd offense—ISS for each 2 hours of detention missed

4th offense—1 day OSS

Absences and Extracurricular Activities

In order for students to be eligible to participate in extracurricular activities (includes practices), the student must attend school the last 4 periods of classes of that particular day. Exemptions shall be allowed for valid appointments, funerals, etc., with administrative approval.

- a. Any student who is absent from school because of a suspension is ineligible to be in attendance or participate in any school activity during the suspension.
- b. Participation in an evening extra-curricular activity is not an allowable reason for being absent for any portion of the next school day.
- c. A student who has been absent from school the entire day is not to attend school activities scheduled for that day.

Any Exceptions or Appeals to an Attendance Policy, Rule, or Consequence, will be determined by an Attendance Committee (teachers and administrators) in a conference with the student and/or parent(s). The student or parent may request this conference. to explain why the committee should alter the attendance consequences.

Students who are absent the last two days of a semester will need to arrange (with the principal) to return to school and take these tests on their own time. The student receives a zero for any test not made up.

A Driver's License may be invalidated for the next semester if a student loses credit(s) because because of excessive absences.

To enroll at Southern Wells the student must live with a parent who lives in this district, or must have legal guardianship papers, or must go through the transfer application process to attend.

Indiana Compulsory School Attendance Law, IC 20-8.1-3-20, section 20, requires a parent to produce a certificate of a student's incapacity on demand to school within 6 days if requested.

Right to Appeal Penalties. The student and parents have the right to appeal any penalties imposed as a result of these attendance rules, and to have a hearing by filing a charge with the superintendent

Emancipation/Legal Guardianship. The policies in this handbook apply to all students regardless of age. Parental responsibilities do not end when a student becomes 18 years of age. A student is emancipated after reaching age 18 only upon establishing his or her own residence, receives no financial support from parents, and is not claimed as a tax deduction by either parent. Until emancipation, parents/guardians are the responsible spokesperson for the student. A student who leaves the home of his or her parents must establish a legal guardianship within 20 days. If the guardianship is not established, school officials may contact the Wells County Public Welfare Department for a review of the situation and recommendation for possible action.

Physical Education Excuses. In order to be excused from participating in physical education class you will need to bring a signed statement from a doctor stating why you should be excused, or your parents are to call the school nurse by 8:00 a.m. stating why you should be excused. The nurse will decide if your physical condition is such that you are to be excused for that day. Other reasons (e.g., religious objection to a particular activity, required dress, etc.) need administrative approval to be excused. This is being done out of courtesy to parents and should not be misused. We reserve the right to limit the number of days a student will be excused. Major long term absence will require a doctor's diagnosis and written excuse.

Students Enrolling After Behavior Problems and/or Attendance Problems. A student, age 16 or older, who has been withdrawn or expelled from Southern Wells for chronic behavioral or attendance problems in his previous tenure as a Southern Wells student, may re-enter a second time on a probationary basis for one semester, until he/she demonstrates a sincere desire to continue his/her education.

- A probationary student will be permitted only one major disciplinary problem. A 2nd major offense in that semester will result in a recommendation for expulsion. Three minor disciplinary offenses will be classified as a major offense.
- Any student, age 16 or older, who has been withdrawn and/or been expelled from Southern Wells High School on two previous occasions and desires to re-enter the regular school term at Southern Wells a 3rd time will be required to have earned two high school credits by some other accepted means (correspondence courses, summer school, alternative school, or a qualified adult education program) in order to re-enroll at Southern Wells.
- Waivers to these policies may be granted to individuals who have previously withdrawn because of medical problems and to individuals who have not been in attendance in a regular high school for a period of at least three years.

DRUG TESTING POLICY

A Statement of Need and Purpose

In an effort to provide all students the opportunity to be in a safe and drug free educational environment, Southern Wells Community Schools will implement a random drug testing program. This policy is being initiated for the following reason:

1. Students using drugs, alcohol, or tobacco illegally pose a threat to their own health and safety, and that of others.
2. Early intervention with teens can keep students from developing lifelong detrimental habits and encourage them to be good role models with healthy lifestyles.
3. It gives students a reason to say no.

This program is not intended to be punitive or disciplinary in nature. A positive test result in the random drug-testing program will not result in suspension or expulsion from school. Sanctions are limited to disqualification for the privileges and activities that allowed the student to be entered in the

pool. Test results are kept confidential and access within the administration is made on a strict need to know basis only. The athletic director, assistant principal, athletic and academic coaches, and extracurricular sponsors of any student who tests positive may be notified if the principal determines that they have a need to know. Parents and guardians will receive notification that their child has been tested and the results of the test. The purpose of this program is to identify a student with drug residues in his/her body, to provide notification to the custodial parent/guardian, and to educate, help and direct students away from drug and alcohol abuse and toward a healthy, safe and drug free participation in school activities. Students that test positive will be encouraged to participate in drug education and smoking cessation programs to educate them about the dangers of drugs, alcohol, and tobacco.

***This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling provided herein.**

Students in grades 7-12 must sign a drug testing consent form by the end of the second week of the school year to be eligible to participate in any one or a combination of the following:

1. Driving
2. Athletics
3. Extra-curricular or co-curricular Clubs
4. Band
5. Choir
6. Any student who would like to participate in the program, but who does not otherwise qualify for the testing pool, may do so with the consent of a parent or guardian.

All of these activities require that a student be at their best and chemical free in order to provide a safe environment not only for himself/herself, but also for other students who potentially could be affected.

Outcomes of Testing:

Individual coaches and sponsors reserve the right to make their policy more stringent as long as students are given notification at the beginning of their season. When a student starts their freshman year, they do so with no prior infractions.

If students participate in more than one activity, any consequence rendered, will apply to all activities the student is involved in at the time a positive test result is returned.

Consequences for a positive test can carry over into the next season if necessary. A driver's season is considered one school year for the purpose of this policy. If a student refuses a test, it is an automatic positive and is considered their first offense. Students only need to complete the consent form once.

What follows is an explanation of the outcomes should a student driver or a student involved in extracurricular or co-curricular activities have a positive drug/alcohol test:

Offense: Consequence:

1st Positive -50% of season lost and/or a 90 day driving suspension -If student agrees to enroll in an intervention program at their cost within 2 weeks of the positive test and verification of enrollment in program is presented, the punishment will be reduced to 25% and/or a 45 day driving suspension.

2nd Positive -365 day suspension from extra-curricular activities season and/or driving, unless the intervention program has been completed.
- Student agrees to 10 random drug tests throughout the year at their expense. If the student agrees to pay for the tests and the treatment program is completed, the suspension is dropped to 50% and/or 90 days for drivers.

3rd Positive Career ban from participation in anything.any extra-curricular activities and loss of driving privileges

Consequences for Positive Tobacco Test

Students who are 21 and drivers only will not incur any consequence, but parents will be notified of the positive result. These students may be subject to search of their person, belongings, vehicle, and lockers to determine a possible possession of tobacco on school grounds.

Offense: Consequence:

1st Positive -Notify parent/guardian
-completion of an educational intervention essay
-Suspension from 1 event
-No suspension for drivers 1 week driving suspension

2nd Positive -Notify parent/guardian
-completion of an educational intervention at student expense.
-Suspension from 2 events
2 week driving suspension

3rd Positive -Notify parent/guardian
-completion of an educational intervention at student expense
-Suspension from 50% of events
-90 day driving suspension
-Must agree to 10 random tests in the following 365 days at student expense.

4th Positive Career ban from participation in any extracurricular activities and loss

of driving privileges

Frequency and Type of Test

Tests will be administered randomly, throughout the school year. The number of students tested may vary depending on cost and available funds. We will be using an Oral Fluids test which will be administered by either an administrator or the school nurse.

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the “consent form” prior to participation in any of the aforementioned activities.

Each student shall be provided with a “consent form”, a copy of which is attached hereto, which shall be dated and signed by the student and by the parent/guardian or custodian. In so doing, the student is agreeing to participate in the random drug testing program at Southern Wells Community Schools. The student also voluntarily agrees to be subject to its policy for his/her entire school career (7-12).

NON-CONSENT FORM

A student signing the “non-consent form” is stating he/she does not plan to participate in extracurricular activities or drive to or from school for that current school year. If a student wishes to participate in extracurricular activities or drive to or from school at a later date that same school year, he/she must submit to a screening of his/her saliva and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the saliva collection.

WITHDRAW OF CONSENT FORM

If a student wishes to be pulled from the pool, he/she must sign a “Withdrawal of Consent Form.” The “Withdrawal Consent Form” must be signed by the student and custodial parent/guardian or custodian before the student’s ID number is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student for **365 days**. After the 365 days has elapsed, he/she may reenter the testing pool by signing a “Consent Form” and by testing negative. The student and/or parent/guardian or custodian will be financially responsible for the saliva collection.

Any student who refuses to sign the appropriate form will be ineligible to participate in all extracurricular activities and from driving to or from school. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extracurricular activity program at a later date must submit to a screening of his/her saliva and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the saliva collection.

CERTIFYING SCIENTIST RESPONSIBILITY

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

1. The certifying scientist determines if any discrepancies have occurred in the “Chain of Custody”.
2. Depending on the substances found in the sample, if necessary, the principal/designee will contact the Parent/guardian or custodian to determine if the student is on any prescribed medication from a physician.
3. If the student is on medication, the parent/guardian or custodian will be asked to obtain a letter from the prescribing physician, within 24 hours or 1 business day, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result. The certifying scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
4. Finally, the certifying scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results.
 - a. For example, a drug screen positive for codeine may be ruled negative by the certifying scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following a tooth extraction.
 - b. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication(maybe a parent gave the student one of his/her pills), this would likely be ruled a positive drug test by the certifying scientist.
 - c. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the certifying scientist.
5. The certifying scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

RANDOM DRUG TESTING GUIDELINES CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.
2. Before the student's oral fluid is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
3. **Oral Fluid Collection** – A sanitized and sealed package will be given to each student. The oral fluid collection kit will contain a tube with a buffer solution and a collection pad/stick. The sealed package will be opened by the student and remain in the student’s possession until the pad/stick is placed in the tube and the tube is sealed. Only the lab may break the seal.

4. If the seal is tampered with or broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to this retest.
5. After it has been sealed, designated personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results of the first drug test back to the school designee only. If the first drug test is "positive", the parents will be notified by the school and have the opportunity for a split specimen to be sent to another certified lab of the parents' choice and at their expense.
6. In order to maintain confidentiality, the container which contains the oral fluid, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. The student will initial the specimen container and/or date and sign the chain of custody form. Also, the result sheet for the oral fluid collection will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheets.

NOTIFICATION PROCEDURE FOR A POSITIVE TEST

When a principal/designee is notified that a student has tested positive the principal will:
Notify the student and parent/guardian or custodian of the positive test result and give the student and the parent/guardian or custodian the following information:

- a. the substance(s) they tested positive for in the drug test
- b. the student and/or parent/guardian or custodian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained within 24 hours or 1 business day.
- c. the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian or custodian

PICK-UP PROCESS

The vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the "Chain of Custody" form properly annotated.

STUDENT CODE OF CONDUCT/GLOSSARY OF OFFENSES

Parking Tag Policy

Students driving to school is considered a privilege, not a right. A student driver is responsible for the conduct and safety of those who ride in or drive his/her car. Indiana law provides schools the right to establish rules and regulations in granting this privilege to students. Not being able to identify any vehicle that is on school grounds at any time could compromise the safety of the students, faculty, and visitors at Southern Wells. A student that wishes to drive to school will be expected to show due regard for all other drivers and pedestrians at all times.

Any student who drives to school must obtain a parking permit from the office. These parking permits will cost \$5.00 and will not be issued until the student has a completed vehicle registration form in the

office. Each student is to have their hang tag visible at all times. Failure to display your hang tag in a registered vehicle will result in the following:

1. 1st Violation- Warning and a call home to parents.
2. 2nd Violation- Driving privileges suspended for 5 days.
3. 3rd Violation- Driving privileges suspended for 30 days.
4. 4th Violation- Driving privileges suspended for 365 days.

Student drivers become under the care of the school during commutes to and from the building. Students are expected to follow all rules of the road and proceed to school in a safe and responsible manner. Students who are found to be in violation of Indiana Traffic Law or are to be found operating their vehicle in an unsafe or irresponsible manner may be subject to disciplinary action, including, but not limited to a traffic citation and/or loss of driving privileges. Incidents of this nature will be considered on a case by case basis by administration and law enforcement.

The following types of student conduct (but not limited to what is listed) shall be considered in violation of school rules and shall be dealt with according to the guidelines prescribed when occurring on school grounds, during and immediately before or immediately after school hours, or at any other time when the school is being used by a school group, off school grounds at a school activity, or traveling to or from school or a school activity. Misconduct during routine bus travel to or from school may also result in suspension of riding privileges.

Dress Code

It is our goal that Southern Wells be a safe haven for students and that the culture of the school is positive. Throughout life, many responsibilities dictate appropriate attire and appearance. In keeping with this concept, the staff of Southern Wells expects students' appearance to meet standards of decency, safety, and cleanliness. While the selection of clothing worn at school is the responsibility of the parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of the student's attire. School attire should conform to the following general regulations that are not intended to be all inclusive:

1. Students will wear footwear at all times.
2. Bandanas and Headgear are not to be worn during the school day, which begins upon entry and exit of the building. Headbands should not have any items sticking up. Dress-up days are the exception.
3. The entire front, back, midriff, shoulders, and sides must be covered at all times. Shirts worn must be long enough to be able to be tucked in. Tank tops and tube tops are unacceptable. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or of sheer design is not acceptable. No undergarment should be showing or worn as an outer garment (this includes boxer shorts).
4. Coats are to be worn ONLY when entering and leaving the building, and are not to be taken to the classroom. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
5. Shorts, skirts and dresses must be longer than finger-tip length. Slits in skirts and dresses must also not extend higher than this measure.
6. Holes in jeans must be no higher than finger-tip length.
7. Attire may not be worn that could cause personal injury to the student or others or

that may damage school property; this includes spikes or studs on clothing or jewelry, anything around the neck that resembles a dog collar or that has a ring used to clip items to, chains, including chains on wallets or exceptionally long chains.

8. Clothing that has pictures, writing, etc. which promotes, is suggestive of, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted. Interpretation of such meanings is at the discretion of the administration.

9. Clothing that has pictures, writing, etc. which represent disrespect toward minorities, religious groups, sexual affiliation, violence, death, destruction, gore, blood, or the macabre is not permitted.

10. Clothing displaying any type of weapon is not permitted.

11. Gang or secret organization paraphernalia or apparel is not permitted at school. Interpretation of such meanings is at the discretion of the administration. Any clothing or items considered by the school administration to be disruptive to the educational process will not be permitted.

12. Makeup may not be worn in such a way that it is disruptive to the educational environment.

NOTE: The administration reserves the right to make the final judgment concerning the appropriateness of the student's attire.

Consequences for dress code violations:

1st Offense A written warning will be issued

Student will be asked to change and sent home if necessary

Class time missed will be unexcused

2nd Offense 2 hour detention

Student will be asked to change and sent home if necessary

Class time missed will be unexcused

3rd Offense 1 day ISS

Student will be asked to change and sent home if necessary

Class time missed will be unexcused

Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

Public Display of Affection

Any public display of affection beyond holding hands is inappropriate behavior in school.

Repeated violations will be referred to the administration.

All Sport Passes/Special Event Tickets

The misuse of these items will result in the pass being confiscated. The penalty for general misbehavior will be assigned.

Unauthorized Area

After arriving at school, no student is permitted in any area not designated on the student's

pass.

Theft

The stealing of another student's property or school property is regarded as a major disciplinary offense and students found guilty will be punished and be expected to make full restitution. The student may be referred to law enforcement.

Vandalism

Any student who recklessly, knowingly, or intentionally causes significant damage to school property (vandalism) could legally be charged with a criminal misdemeanor and suspended from school pending a parent conference and must make financial restitution.

Insubordination

Refusal to follow a reasonable directive from a faculty or staff member. Insubordinate students may be referred to law enforcement and/or probation

Disrespect with Profanity towards a Staff Member

Any student who chooses to verbally disrespect a teacher and while doing so intentionally uses profanity directed toward that staff member. Incidents such as this may be considered incorrigibility and the student may be referred to law enforcement and/or probation.

Cheating

Any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include plagiarism, forgery, unauthorized copying or sharing of information, and all other forms of academic dishonesty.

Plagiarism

Intentionally taking the written composition of another person, or parts of passages of another person's writings, or the ideas or language embodied in another person's writings, and passing them off as the product of one's own mind. Plagiarism shall include not only cases where students exactly duplicate the literary work of another person, but also all cases where unfair use of such a work is made by lifting out a portion or portions without giving credit to the author. Author can also include other students.

Cult and Gang Activity

Cult and gang activities will not be tolerated at Southern Wells or school sponsored activities and will be considered unlawful (IC 35-45-9-1; as hereinafter amended). These students may be referred to law enforcement.

Cell Phones and Personal Music players

Cell phones and Personal Music players are permitted during passing periods. Cell phones and personal music players may be used in class at the discretion of the classroom teacher when used for educational purposes. Cell phones and personal music players are permissible during lunch. Any student who is on their cell phone during a time it is not permitted by the teacher or school may have their phone confiscated until the end of the day. Any student who repeatedly violates this rule will have their cell phone confiscated and a parent will have to pick up the phone from the school during normal school hours.

Cell phones are not allowed in the PE locker rooms. Taking, sending, or requesting or

displaying pictures (digital or otherwise) or recording audio or video without the consent of the student or staff member in a situation not related to a school purpose or educational function is prohibited. 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. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by the Indiana Criminal Code.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4, for any person/student (1) to exhibit, photograph or create a digitized 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 Level 6 felony under I.C. 35-42-4-4, 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)(4) 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.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if: (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or (2) the students removal is necessary to restore order to protect persons on school property, including an unlawful activity during weekends, holidays, or other school breaks, and the summer period when a student may not be attending

classes or other school functions (IC 20-33-8-15; as hereinafter amended).

General Misbehavior

Including, but not limited to, undue display of affection, disrespectful conduct, cheating, uncooperative behavior, littering, graffiti, horseplay, disruptive behavior, forging passes or notes, and use of vulgarity, profanity, or abusive language. The consequences for general misbehavior may range from discussing the problem in private with the student to a suspension from school (either in-school or out-of-school). Consequences may also include contacting parents or detention

Tobacco

Use or possession of items connected with smoking, chewing, etc. Items (tobacco; cigarettes; lighters; matches; e-cigarette devices, juice, chargers, or accessories etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 21 and in possession of a tobacco product, a law enforcement officer will be notified and may issue a citation to the student for illegal possession of the tobacco product (IC 35-46-1-10.5; as hereinafter amended).

Fighting

Physical aggression between students or toward a student causing or intending to cause bodily harm (IC 35-42-2-1; Battery; as hereinafter amended).

1st Offense 3-5 day ISS/OSS, depending on the severity and conflict resolution meeting with administration and participants.

2nd Offense 4-6 day ISS/OSS and conflict resolution meeting with administration and participants.

3rd Offense 10-day OSS and recommended expulsion

Harassment/Intimidation

Verbal or written torment, assaults, or threats, sexual comments or touching directed toward another student or staff member (IC 35-45-2-1 & 35-45-2-2; as hereinafter amended).

Possession of Firecrackers

Related materials or devices will be confiscated. Police report and 4-10 day OSS and possible request for expulsion. Students may also be referred to law enforcement.

Repeated Violation of Rules

Students who violate different rules or repeatedly violate any rule validly adopted by the principal, superintendent, or Board of Education will be subject to withdrawal or expulsion.

Inappropriate Use of Computers

Students who use the computers for anything other than a faculty approved activity, will be subject to a computer or internet suspension.

Bullying

Overt, repeated acts or gestures including: (1) verbal or written communication transmitted; (2) physical acts committed; (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student (20-33-8-0.2; as hereinafter amended).

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is

also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- b. has a substantially detrimental effect on the targeted student's physical or mental health;
- c. has the effect of substantially interfering with the targeted student's academic performance; or
- d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to school administration (assistant principal or principal) who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.

5. The school administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

6. The school administrator will be responsible for working with the school counselor(s) and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behaviors of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2, I.C. 20-33-8-13.5

SCHOOL BUS RULES

Riding a school bus is a privilege, not a right. Therefore, it is important that you be on your best behavior at all times to keep from losing the privilege to ride the bus to and from school. Student safety is our number one priority.

The bus driver has a tremendous responsibility to transport students to and from school safely each day. This job demands full attention. Therefore, students are expected to cooperate fully with the driver. If a student becomes a discipline problem or jeopardizes the safety of others, he/she may be assigned a permanent seat by the driver, sent to the principal for disciplinary action, or have their bus riding privilege withdrawn by the administration and/or driver. Each bus driver may have his/her own specific rules, but to enhance the safe operation of a school bus, the following regulations are established in compliance with Indiana Code and current administration guidelines.

1. Each student should be waiting at his/her boarding station when the school bus arrives. Unless a driver is earlier than the regular pick-up time, he/she is not required to wait for the student. It is the responsibility of the student to be at the bus stop at the regular pick-up time.
2. Each student shall be seated immediately upon entering the bus in a place assigned by the driver. The driver had the right to establish a seating plan, and to change it at his/her discretion.
3. No student shall stand or move from place to place while the bus is in motion. 4. Loud, boisterous, or profane language and other improper conduct shall not be

- tolerated. Improper conduct may be defined as bullying, teasing, scuffling, tripping, holding, hitting, or using hands, feet, or body in any other objectionable manner. Similar rules outlying improper behavior in the classroom or school where the student attends will also apply. Do not divert the driver's attention by creating excessive noise or activity.
5. No windows or doors will be opened or closed except by permission of the bus driver. When permission is given, windows may be lowered only to the line clearly marked at the side of each window. No part of the body should be extended through the window opening.
 6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
 7. A driver has the authority to suspend a student from riding the bus for a period of one (1) day. The administration can extend the suspension for five (5) days. The driver may request that the student be denied the privilege of riding the school bus for up to the rest of the school year.
 8. Students are responsible to help keep the bus clean. Eating is not allowed unless the driver grants permission for special occasions.
 9. The use of alcohol, tobacco products, or any illegal substance may result in suspension for the rest of the school year and will be reported to individual school authorities for further action.
 10. Any act of violence, mutilation of seats, or written obscenities on the bus will be grounds to deny bus riding privileges to the offender and uncooperative witness. Restitution is required.
 11. The emergency door on the bus is to be used ONLY when instructed to do so.
 12. Bus changes cannot be made. If a bus change must be made, it will be permanent for the remainder of that semester. Emergency situations will be taken into consideration and will need to be approved by transportation. Students are allowed one bus in the AM and one bus in the PM.
 13. Students are subject to both the rules of the bus and the rules of the school attended.

Students are to extend the same respect and cooperation to bus drivers as to teachers and principal. Students are expected to obey the request of the driver. They have the same authority as a teacher. Please remember, to ride a bus is a privilege extended to students, not a right. This privilege can be guaranteed by thoughtful and cooperative conduct and compliance with the above regulations.

Depending upon the bus offense, the consequences may be:

1. First time – Driver gives a written warning; days off may be warranted depending upon offense.
2. Second time – Bus driver may suspend the student for one day. Driver will notify the school office and the parent.
3. Third time – Student is suspended for three days from the bus, parent is notified. The bus driver will be included in any meeting with the student and/or parent.
4. Fourth time – Student is suspended and/or removed from bus riding privileges. Length of suspension to be determined by administration based on offense. Parents notified. Severe disruptions will result in immediate denial of bus privileges plus additional action invoked by the

principal and/or driver. This type of behavior includes physical harm to another student, threat of physical harm to the driver (may result in arrest), property damage, or total disruption or defiance. Law enforcement may be contacted given the individual circumstances of the situation.

DISCIPLINE FORMAT AND PROCEDURES

SUPERVISION OF STUDENT BEHAVIOR

All faculty members, administrators, custodians and office staff have the responsibility and authority at all times and in all areas to correct any act of misbehavior. Any of these persons may send a student to the Principal's Office.

TEACHERS AS DISCIPLINARIANS

Because Southern Wells is an extension of your home, teachers are working to educate you and stand in place of your parents/guardians and require the same respect that your parents/guardians deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Any student who disrupts the educational process in the classroom will receive the appropriate disciplinary action as listed in the Office Discipline Guide. Insubordination to teachers or staff members will not be tolerated and will result in the appropriate disciplinary action. Teachers have the right to suspend a student from their class period for up to (5) days. IC 20-33-8-9

Additionally, it is understood that each teacher will handle as much of their own discipline within the classroom as possible. Teachers submit a classroom management plan to the Assistant Principal at the beginning of the school-year and therefore will address discipline according to those plans. These plans are shared with students on the first day of class and are reviewed as needed throughout the school-year. By following these classroom management plans, it is understood that teachers' consequences will understandably differ from those outlined in the Southern Wells Student Handbook.

LUNCH AND AFTER SCHOOL DETENTION

Detention is assigned to students by the principal or designee for certain infractions. Failure to follow directives or attend a detention will result in further disciplinary action.

IN-SCHOOL SUSPENSION (ISS)

ISS is assigned to students by the principal or designee for certain infractions according to the discipline policy and at other times according to his/her discretion. Failing to cooperate during ISS will result in out-of-school suspension for a period of time equal to the remaining time assigned to ISS. Students are not allowed to attend or participate in any extracurricular events on the day of an ISS (IC 20-33-8-14; as hereinafter amended).

OUT-OF-SCHOOL SUSPENSION (OSS)

Students are not allowed to attend any extra-curricular events during an OSS and are not allowed on the school campus. A second OSS may lead to loss of a driver's license. A third OSS may lead to expulsion. (IC 20-33-8-14; as hereinafter amended). Students will be assigned class assignments during OSS. For a student to receive credit for assignments assigned during OSS, the students must turn-in assignments assigned during OSS the first day they return to school after serving their OSS.

NOTE: A student receiving 10 suspension days (in-school, out-of-school, or a combination of both) in one-semester or a total of 15 suspension days in one school-year will be considered a repeated rules offender and may be subject to immediate due process procedure. A student suspended for 10-days may remain in school on a Probationary Continued Education Agreement (Form 16) at the administration's discretion. The student and parents understand the agreement to remain in school on a Form 16 waives the right to due process in the event of an infraction requiring any further suspensions.

EXPULSION

Expulsion is a last resort penalty designed for those students who, despite ample opportunity, refuse or fail to abide by the rules of this institution. Except as otherwise dictated by Southern Wells Community Schools policy, the standard expulsion shall be for the balance of the current semester and the next. Students may be re enrolled pending the outcome of a review by the expulsion examiner before the second semester of the expulsion begins. If the expulsion is issued within the final three (3) weeks of a semester, the expulsion shall extend to the following semester. Expulsion terms may be reduced at the sole discretion of the school principal or his/her designee upon consideration of the student's record, the magnitude of the offense, and other special circumstances. Students who have been expelled are not permitted on the school campus or to attend any school or school-related functions. No student may be expelled for a period greater than the maximum permissible duration (IC 20-33-8-14; as hereinafter amended).

GROUND FORS SUSPENSION AND EXPULSION

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - C. Setting fire to or damaging any school building or property.

- D. Prevention or attempting to prevent by the physical act the convening or continued functioning of any school or educational function, or any meeting or assembly on school property.
 - E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person (IC 20-33-9- 1.3; as hereinafter amended).
 5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student (IC 35-45-2-1, 35-45-2-2, & 20-33-8- 0.2; as hereinafter amended)..
 6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon (IC 35-47-5-2.5; as hereinafter amended).
 7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind (IC 35-48 et seq, as hereinafter amended). Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision, so long as the drugs are being taken as prescribed and not abused.
 8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function (IC 35-48-1-9; as hereinafter amended).
 9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function (IC 20-33-8-15; as hereinafter amended).
 11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including but not limited to:
 - A. Engaging in sexual behavior on school property
 - B. Disobedience of administrative authority
 - C. Willful absence or tardiness of students
 - D. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug hallucinogenic-drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind
 - E. Possessing, use, transmitting, or being under the influence of caffeine

- based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Possession of firearms, deadly weapons, or destructive devices (IC 20-33-8-16; as hereinafter amended). The penalty for possession of a firearm:
- 10-day Out of School Suspension pending expulsion from school for one calendar year.
 - The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds
- b. Off school grounds at a school activity, function or event
- c. Traveling to or from school or a school activity, function or event

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

SUSPENSION PROCEDURES

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to: A written or oral statement of the charges
 - A. If the student denies the charges, a summary of the evidence against the student will be presented
 - B. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal (or designee).

EXPULSION PROCEDURES

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

1. The superintendent may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - A. Legal Counsel
 - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the

person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

4. At the expulsion meeting, the principal will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10-day of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES

Students with disabilities are subject to the discipline rules adopted by the Board of School Trustees and, therefore, may be suspended or expelled or any violation(s) of such rules (IC 20-8.1-5.1 and 511 IAC 7-15; as hereinafter amended). Administrators may take the following disciplinary actions:

SUSPENSION

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's Individualized Education Program (IEP) is not a suspension. Students with disabilities may be suspended up to five (5) consecutive days, but no more than ten (10) cumulative school days in a school year.

Before a student with disabilities can be suspended, the student must be afforded a meeting with the principal or his/her designee, wherein the student is entitled to:

1. A written or oral statement of the charges against the student
2. If the student denies the charge, a summary of the evidence against the student;
3. An opportunity to explain the students' conduct.

This meeting shall precede the suspension of the student unless the nature of the misconduct requires immediate removal of the student.

EXPULSION

An expulsion is defined as separation from school attendance or a related service for more than five (5) consecutive school days. Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting, the case conference committee must meet to review the student's behavior and

determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may:

1. Request the appointment of an independent hearing officer to contest the committee's determination
2. Request an expulsion meeting
3. Waive the right to an expulsion meeting

In the event of the expulsion of a student with disabilities, educational and related services may not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.

EXPULSION FOR POSSESSION OF A FIREARM

If a student with disabilities is in possession of a firearm on school property, the principal may suspend the student in accordance with the above provision on suspension or exercise in school discipline measures or any other discipline actions set forth in the student's individualized education program.

A case conference committee meeting shall be convened as soon as possible to determine an appropriate alternative educational setting for the student. The student may be placed in the alternative educational setting for no more than 45 calendar days. The parent of the student has the right to initiate a due process hearing regarding the committee's determination, but during the pendency of any such hearing, the student shall remain in the alternative setting.

The case conference committee shall also determine whether a causal relationship exists between the student's behavior and the student's disability. If there is a causal relationship, the student cannot be expelled, if the case conference committee determines there is no causal relationship, the student must be expelled for a period of at least one calendar year, subject to modification only by the superintendent. During the expulsion period, the student shall continue to receive educational services as determined by the case conference committee.

Legal Reference: 20 U.S.C. 1415; IC 20-33-8-16; 511 IAC 7-15-1; 511 IAC 7-15-2

Southern Wells Community Schools

Responsible Use Policy

Introduction

Southern Wells recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Southern Wells network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Southern Wells makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Southern Wells may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Southern Wells will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit

of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

Web Access

Southern Wells provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to

circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review. Students found to be attempting to circumvent browsing restrictions may be subject to disciplinary action from administration, including confiscation of the device.

Email

Southern Wells provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students found to be misusing email, including for the harassment of other students, may be subject to disciplinary action from administration.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Southern Wells may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

Southern Wells will provide K-1st grade users iPads and 2nd-12th grade users Chromebooks to promote learning inside and outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. These mobile devices are the property of Southern Wells Community Schools and loaned to the students for educational purposes for the academic year.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Do not wait to report damages. Users may be financially accountable for any damage resulting from negligence or misuse. Users are responsible for all repair and replacement charges caused intentionally through lack of reasonable care or precaution including lost devices. Users may not opt to keep damaged devices.

Users should bring the mobile device completely charged to school each day.

Users should never remove the case from the device. Although the cases are reinforced to help protect the device, they are not guaranteed. It remains the student's responsibility to care for and protect his/her device.

Users should never remove, modify, or tamper with the asset tags or labels on the device. These labels are very important and students may be charged up to the full replacement cost for tampering with asset tags or labeling.

Users are responsible for backing up personal data. Never consider any document safe when only stored on one device. Students can back up files using the school provided Google Drive account. All files stored in Google Drive will be synced across devices. If a mobile device crashes or needs to be restored, the local student data will be lost on the device.

Use of school-issued mobile devices off the school network will be monitored.

Damage and Repairs

Students will be responsible for the repair of damages, accidental or otherwise, that occur to their device. Damages that occur due to intentional misuse or extreme negligence may place students under disciplinary action from administration. Students that damage devices, accidental or otherwise, that are not their own will be held responsible for repairs. A sample list of repair costs is below, but is subject to change without notice.

	iPads	Chromebooks 2nd-6th	Chromebooks 7th-12th Grade
Total Replacement	\$299	\$207	\$345
Screen/Digitizer	\$120/\$72	\$70	\$180
Keyboard/Touchpad/ Home Button	\$65	\$50	\$100
Charger	\$25	\$25	\$25
Case	\$35	\$35	\$35
Headphone Jack Replacement	\$65	\$120	\$100
Battery	\$99	\$60	\$79

Stylus	-	-	\$35
Other Damage Fees may Apply	*	*	*

Repair Process and Loaner Devices

Students are expected to bring a fully charged device to school everyday. If a student doesn't bring his/her device to school this may result in disciplinary action. A limited number of loaner devices are available in the Media Center. A loaner device can be checked out for use during the school day. Loaners are checked out directly to the student and are the student's responsibility. The student is responsible for any damage to the device. The loaner needs to be returned by 3:10 PM unless your device is in for repair. If your device is being repaired you may keep the loaner until your device is fixed and returned.

Retuning Mobile Device

At the end of the academic year, users will turn in their Chromebook, charger, and case. Failure to turn in the mobile device will result in the user being charged the full replacement fee of the device and case.

Users who transfer out or withdraw from Southern Wells must turn in the mobile device, charger and case on the last day of attendance. Failure to turn in a mobile device will result in charges for the full replacement fee of the device and case. Unpaid fines and fees of students may result in filing of criminal charges or small claims action.

Personally-Owned Devices Policy

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Sound

Sound should be muted at all times, unless permission is obtained from the teacher. Headphones may be used at the discretion of the teacher. Students should have their own personal set of headphones for sanitary reasons.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school);

parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, may result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Illegal Usage

Students found to be using their school issued device and/or the school network to conduct illegal activity may be subject to confiscation of their device and other disciplinary action. Southern Wells administration will cooperate with law enforcement to assist with investigation that may lead to the discovery or recovery of evidence, including turning the device and student account over to any investigating police agency. Students found to be using school technology illegally may be subject to school discipline, up to and not limited to expulsion.

Examples of Responsible Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Bring my device fully charged for the day
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of irresponsible Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Vandalizing, damaging, or disabling the property of another individual or organization
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use. ✓
Alter devices, hardware or software.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Southern Wells will not be responsible for damage or harm to persons, files, data, or hardware.

While Southern Wells employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Southern Wells will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities

- Legal action and/or prosecution

EXTRA-CURRICULAR ACTIVITIES HANDBOOK

Southern Wells Junior/Senior High School

Athletic Opportunities All students are encouraged to participate in the athletic program. Southern Wells Jr./Sr. High School is a member of the Indiana High School Athletic Association (IHSAA) and the Allen County Athletic Conference (ACAC). We are bound by the rules and regulations of these organizations.

Senior High Sports Offered:

- a. Boys—Cross-country, football, basketball, wrestling, baseball, track, and golf
- b. Girls—Cross-country, golf, volleyball, basketball, softball, and track.
- c. Cheerleader Squads—Varsity and Junior Varsity. Separate squads will be chosen for football and basketball.
- d. Positions are available on teams to be a student manager or statistician.

Junior High Sports Offered:

- a. Boys—Cross-country, football, basketball, wrestling and track.
- b. Girls—Cross-country, volleyball, basketball, and track.
- c. Cheerleader Squads—8th grade and 7th grade
- d. Positions are available on teams to be a student manager or statistician.
- e. Sixth graders are eligible for teams according to ACAC by-laws
- f. Junior High Sports are not offered to students under the 6th grade.

Cheerleader Squads

Varsity, Junior Varsity, 8th grade and 7th grade. Separate squads will be chosen for football and basketball.

Music Opportunities

- a. Marching Band, Pep Band, Junior High Band
- b. HS Choir and Junior High Choir

Clubs and Organizations

- a. Art Club
- b. FFA (Leadership Contests & Judging Teams)
- c. FCCLA (Proficiency Contests, etc.)
- d. Spanish Club
- e. Sunshine Society
- f. National Honor Society
- G. Biology Club
- H. Tabletop Gaming
- I. ICE Class
- J. BPA (Contests)
- K. Student Service

Academic Competitions Teams

Drama Productions

Student Councils

EXTRACURRICULAR GUIDELINES

New Club

In order to form a new club at Southern Wells Junior/Senior High School, the following requirements must be met:

1. New Student Club Request Form must be filled out and submitted to the school principal(s).
2. Club must have a staff sponsor.
3. Clubs must have a clear description of the purpose of the club. Suggested areas of focus include academic or service-based.
4. Clubs must be voluntary, student initiated, and not directed, conducted, controlled or regularly attended by non-school persons.
5. New club requests will be considered during the first two weeks of each new semester.

Selection of Participants

Participants will be selected on the basis of dependability, behavior, cooperation, sportsmanship, determination, and ability. It may be necessary from time to time, to cut or remove participants from the team or group. It is the responsibility of the coach/sponsor/adviser to determine the membership of the team/group. Once the selections are made, coaches may have a meeting with the participants and parents to emphasize what is expected in the way of attitude, behavior, language, caring of issued equipment, etc.

School Dismissal Practice Policy

When school is dismissed due to inclement weather conditions, all student activities that are scheduled for the day will be cancelled unless there is a significant change for the better (i.e. fog). This will include all extracurricular practices, meetings, contests, etc. To conduct a practice on these days needs administrative approval. If approved, attendance by participants will be voluntary and not mandatory.

School Equipment and Facilities

1. A participant is financially responsible for all equipment checked out to him/her. The participant is to treat all equipment respectfully, and not abuse it, loan it to others, or wear it outside the activity.
2. Coaches are to see that all equipment and uniforms are turned in promptly. Missing items will be settled for at that time. A student who does not return equipment may become ineligible to participate in the activity until the equipment is returned or paid for.
3. Keep valuables and clothing locked in your locker.
4. Coaches/sponsors/advisers are primarily responsible for all equipment for their

activity at all times.

5. Keep the facilities clean. Pick up after yourself and turn off all lights or other items you turned on. No horseplay.

6. Keep glass bottles out of the gymnasium and gym lobby.

7. Shoes that have spikes or cleats are not to be worn in the school building.

Dropping An Activity

1. Any participant quitting a team/group will not receive any awards for that activity. 2. In athletics, an athlete who quits one team in a season may not participate in another sport until the season of the sport he/she has quit is completed. The only exception being by mutual consent and agreement of both coaches of that same sports season and the athlete involved.

Participants Who Work

Work is not to interfere with practice, competitions or performances. If work becomes a problem, the participant may have to make a choice between the activity and work.

Student Managers/Assistants

Be thankful you have student managers and assistants. Treat them with respect.

Insurance

1. Each participant is responsible for his/her own insurance coverage. The school does not have a paid insurance plan for participants.

2. The IHSAA does have catastrophic insurance coverage on athletes that may go into effect when the individual athlete's coverage is depleted.

Building Use Policy

All outside groups desiring to use the school building need to complete the building use policy found on the school web-site. In house groups will need to complete an activity request.

CODE OF CONDUCT FOR EXTRACURRICULAR PARTICIPANTS

Eligibility Seasons

1. It is to be understood that all seasons are not the same number of days in length.
2. The seasons for athletes will be based on the dates established by the IHSAA.
3. Seasons for students involved in activities other than athletics will be based on the dates established by the IHSAA for football, boy's basketball, and boy's track.
4. The summer season for athletes and non-athletes is defined as the period of time between the end of IHSAA boy's track and the start of football.

Academic Eligibility

High School

1. In order for any Senior High student to participate (except as a spectator) in any extracurricular activity students must have earned passing grades in five out of seven credit level classes for the previous 9-week grading period. (If a student is enrolled in a course to which they would not receive a credit (ex. Study hall, service working) the student must still pass the five out of the six credit level courses.
2. All entering 9th grade (Sr. High) students are declared eligible for the first 9-week grading period of school. After the initial grading period, entering 9th graders must have passed a minimum of five classes the previous 9-week grading period (Still adhering to rule 1).
3. Nine-week grades take precedence over 4 ½-week grades and Semester grades take

precedence over 9-week grades that end a semester.

4. An ineligible student may practice, but not participate, in the actual activity or sport with the approval of the student's parent(s) and activity coach/sponsor/adviser.

Junior High

1. All entering 7th grade (Jr. High) students are declared eligible for the first 4 ½-week grading period of school.

2. In order for any Junior High student to participate (except as a spectator) in any extracurricular activity students must have earned passing grades in the equivalent of five classes for the previous 4 ½-week grading period.

3. Nine-week grades take precedence over 4 ½-week grades and Semester grades take precedence over 9-week grades that end a semester.

4. An ineligible student may practice, but not participate, in the actual activity or sport with the approval of the student's parent(s) and activity coach/sponsor/adviser.

Conduct and Participation Rules

1. All school rules and policies outlined in the general school handbook are in effect for Extra Curricular Activities. In addition, if you violate any of the rules below you may be restricted from participating in any or all extracurricular activities. This restriction may extend into the following school year:

- a. Knowingly possessing, using, transmitting, selling or being under the influence of alcohol and/or illegal drugs in or out of school or on or off school grounds. Use of a drug as prescribed by a licensed physician is not a violation of this code.
- b. Firing, displaying, or threatening the use of firearms, explosives, or other weapons in or out of school or on or off school premises for any unlawful purposes.
- c. Deliberately causing damage to property in or out of school or on or off school premises.
- d. Stealing or knowingly possessing stolen goods at any time and any place.
- e. Use of abusive language and/or vulgar, indecent language, or gestures which can cause a disruption or interference with an extracurricular activity.
- f. Participants are expected to have no difficulties with law enforcement agencies, including conviction for a misdemeanor or felony.
- g. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any persons in or out of school or on or off school premises. Self-defense or reasonable action undertaken to protect some other person does not, however, constitute a violation of this provision.
- h. Participants are to have no involvement in sexual offenses while in the care and custody of the school, on school premises, or at any school activity.
- i. Smoking or the use of tobacco products and/or electronic cigarettes including snuff and chewing tobacco while in or out of school or on or off school grounds.
- j. Failing to comply with the directions or rules of the coach/adviser/sponsor. k.

Refusing to identify him or herself to any teacher, administrator, or other authorized person immediately before, during or after school or at school sponsored events. If an identification card has been issued to a student it shall be produced if requested.

2. All violations of the above rules (except those listed in number 3 below) will be enforced during the season of participation for athletes, regardless of the place of occurrence. For all other extracurricular activities they will be enforced when they occur on school grounds, at a school activity or function, or when the participants are representing the school, such as using tobacco while in a school uniform after the activity is completed.

3. Exceptions to number 2 above: The rules for possession or use of firearms at school, conviction of a felony, selling or using, tobacco, alcohol and drugs, theft and/or vandalism will be in effect during the off-season or summer as well as the season of competition or participation.

4. Students who have criminal law proceedings pending against them, or who are on probation may be suspended from participation in practice and athletic contests during the time of such proceedings, if the extracurricular activities council determines that the offense is serious in nature and there is essentially no doubt that the offense occurred. The participant will be given an opportunity to present reasons why there should not be a suspension.

5. Additional Rules of Coaches/Sponsors/Advisers: The coach/sponsor/adviser of each activity may have additional rules and regulations for his/her activity, and should expect participants to meet these reasonable standards. Enforcement of these rules is left to the individual coach/sponsor/adviser. These additional guidelines are to be approved by the activities director and kept on file in his/her office and the principal's office. All participants should receive a copy of these rules and one should be posted. The participant is to obey the specific rules of the coach of their particular sport. 6. Participants who display fits of temper, fight, etc. when things don't go as desired are displaying a lack of maturity. Behavior that is contrary to sportsmanship is a direct reflection on the school, school officials, team, and coaches, and will be addressed by the appropriate authorities. All participants are expected to demonstrate good sportsmanship

Extra-Curricular Activities Trips

1. It is expected that all concerned will act in an acceptable manner when traveling, and will conduct themselves on the bus in a manner of keeping with bus rules.
2. Participants are to follow the directions of the coaches on trips.
3. Equipment and facilities of the opposing school will be respected and cared for just like personal equipment. Any breaking, defacing, etc., that is purposely done, will result in restitution by that person as well as consequences imposed by the school.

4. When entering restaurants or other public places, the participant should be orderly, and follow accepted rules of behavior.
5. Activity/team members will be required to ride the bus to and from the activity unless the coach/sponsor/adviser gives approval to do otherwise. The coach/sponsor/adviser may give approval for the participant to ride home with his/her parent/guardian, or another parent if the participant's parent has given the proper permission. A written note from the participant's parent may be required for him/her to ride home with another parent. Participants will not be allowed to ride home with another student or a boy or girl friend.
6. A participant who is not directly involved in the competition may be encouraged to attend and support the competition, but will not be required to do so.
7. Participants and coaches/sponsors/advisers are responsible to see that the bus or van is cleaned up (left in the condition received) after that trip.

Gymnasium and Halls

1. Keep glass bottles out of the gymnasium or gym lobby.
2. Shoes that have spikes or cleats are not to be worn in the school building. Carry them in the building and put them on outside the building and remove them before coming into the building.

Suspension from Extracurricular Activities

1. A participant in violation of rules of the activity in which he/she is participating may be suspended from that activity by his/her coach/sponsor/advisor for the remainder of that particular season. Each coach/sponsor/advisor will determine if a participant who is under suspension may continue to practice.
2. In the event a student is suspended from a co-curricular activity (one that includes both course work and extracurricular) outside the regular school day, that student's grade during the suspension will be based on both his or her classroom performance as well as the outside of school assignments/practices, and/or performances missed because of the suspension.

Appeal Procedures

1. Any participant has the right to appeal a disciplinary action decision of a coach, sponsor, or advisor.
2. The student and/or parents or guardian must notify the activities director or principal in writing within five (5) school days of the decision indicating a desire for a hearing.
3. At the hearing, the administrator may reduce or revoke the penalty of the coach/sponsor/advisor, but cannot invoke a penalty more severe than that recommended by the coach/sponsor/advisor.

CONSEQUENCES OF EXTRACURRICULAR RULE INFRACTIONS

General

1. The Disciplinary Actions in this section are the minimum that a coach/sponsor/adviser may impose on a participant who has violated these specific

rules.

2. A coach/sponsor/adviser may impose more severe consequences, but those penalties will be only for his or her particular athletic season.
3. A suspension may extend into the next season that the participant has a record of participation until the percentage of contests/competitions/performances imposed by the penalty has been missed.
4. In athletics, penalties are based on a 10-contest season as a minimum, but if the number is over ten, then the percentage of the total contests will be used.
5. Confession cannot be used as a method to avoid confrontation by school officials, once the officials have knowledge of the infraction.
6. When multiple activities are involved, punishment will be divided among each activity until the penalty is completed.

Tobacco Use/Possession-Alcohol Possession/Use-Traffic Violations that become a Misdemeanor

- 1st Time - Participant admits to violation when confronted - 25% of contests in that season
Evidence proves that athlete violated the rule - 50% of contests in that season
- 2nd Time - 100% of contests in that season
- 3rd Time - 365 days from time penalty imposed
- 4th Time - Ineligible for extracurricular activities for rest of high school career

Drug Possession/Use Acts of Vandalism and Theft/Misdemeanor Conviction

- 1st Time - Athlete admits to violation when confronted - 75% of contests in that season
Evidence proves that athlete violated the rule - 180 days from time penalized
- 2nd Time 365 days from time penalty imposed to being ineligible for extra-curricular activities for rest of high school career
- 3rd Time Ineligible for extracurricular activities for rest of high school career

Selling Drugs/Firearms in School at School Activity or on School Grounds/Felony Conviction

- 1st Time - 365 days loss of eligibility
- 2nd Time - No longer eligible for extracurricular activities in high school

Self-Referral By Students Participating In Activities

1. Students participating in activities may take advantage of a self-referral procedure to seek information, guidance, counseling and assessment in regard to student use of tobacco, alcohol, and other drugs.
2. Voluntary referrals do not carry punitive consequences:
 - a. Referral is allowed one time in a student's career at Southern Wells Senior High School.
 - b. Referral must be only by the student.
 - c. Referral cannot be used by students as a method to avoid consequences once a Code rule is violated and a student has been identified as having violated one of the rules of the code.

- d. Referral must be made to the activities director, a guidance counselor, or administrator.
3. A student shall not practice or participate in extracurricular activities until the agreement has been completed, signed and returned to the school office building.

ATHLETIC LETTERS AND AWARDS

LETTER REQUIREMENTS OF INDIVIDUAL SPORTS

1. Awarding of Varsity letters is left to the discretion of the Head Coach and Athletic Director, when extenuating circumstances arise or when the criteria for receiving an athletic award is in question. ALL Student Athletes must finish the season in good standing to be eligible to earn a Varsity Letter.
2. The head coach of each sport will notify parents and participants of letter requirements specific to their sport.
3. Athletes and managers are expected to be at all scheduled practices, meetings, and contests. It is the responsibility of the athlete/manager to contact his/her coach in advance if any absence is necessary. Just like an athlete on an athletic team an athlete that does not practice would not be eligible to participate in the athletic contest and thus the manager will be held at the same standard.
4. Managers that attend and only help out during games for that sport are welcomed, but they will be ineligible for earning a letter, and will receive a participation award certificate.

RECEIVING AN ATHLETIC AWARD

1. A participant must be eligible, according to IHSAA rules, at the beginning and end of the season in which he/she participates. In addition, the athlete must be in good standing to qualify for an award. This includes the fields of athletics, scholastics, and conduct.
2. All awards will be presented at an appropriate sports banquet or program.
3. Awards to participants of non-varsity teams will be a certificate.

ATHLETIC JACKETS, LETTERS, AND ACCESSORIES

1. A 6" chenille 3-dimensional "SW" shall be used for a varsity award. An athlete may receive only one varsity award.
2. The jacket will be of scarlet body, with knit collar and cuffs (blue with stripes), with white or blue leather sleeves. The 3-dimensional SW will be worn on the left chest. Metal symbols of the sports lettered in will be worn on the letter. Numerals of chenille, three inches high, will be placed on the left sleeve, designating the year of graduation. The only patches worn on the jacket will be for an IHSAA or conference championship, all-conference status, All-State (both athletic and academic).
3. When an athlete / manager earns 6 points, he/she is eligible to purchase an athletic jacket. To earn points: Lettering = 3 points; Participation = 1 point.
4. Any athlete / manager who successfully completes four seasons in the same sport and has not received a varsity athletic award letter will be awarded a varsity letter and is then eligible to purchase his/her athletic jacket.
5. Each time an athlete/manager letters, the athlete/manager will receive a varsity letter award certificate and in addition to that will be eligible to purchase a chevron for their letter

- jacket.
- The first chevron for each sport will have that sports specific emblem on it. Each additional letter in that same sport would be a blank chevron to add underneath.
6. Three Sport Athletes
 - Student athletes/managers involved in 3 sports with participation of any kind will receive a three sport athlete certificate.
 - A student athlete/manager that receives three VARSITY letters, earning a VARSITY letter in each of the three sport seasons during a school year, will receive a three sport athlete certificate and will be eligible to purchase a Three Sport Athlete patch for that school year.
 7. Conference patches will be available to each letter winner of a team that wins the conference tourney or regular season championship. Also, any student-athlete who earns 1st or 2nd team all-conference or earns academic all-conference designation will be eligible to purchase the appropriate patch for their letter jacket.
 8. Individuals who are a sectional finalist, regional qualifier, state qualifier, or their team won the conference, sectional, regional, semi-state, state runner-up, or state championship will be eligible to purchase a patch for their letter jacket.
 9. Student-athletes who are recognized as Academic All-State are also eligible to purchase academic patches for their letter jacket.
 10. One major letter may be transferred from any other high school after having earned a letter at Southern Wells High School.

SENIOR ATHLETIC PLAQUE

Athletes / Managers: The athlete must earn 6 varsity athletic award letters during high school, and participate plus successfully complete at least one sport season as a senior, or must complete 10 sport seasons in three different areas (including those lettered) with at least one sport season completed as a senior.

SOUTHERN WELLS OUTSTANDING ACHIEVEMENT AWARD

1. An athlete / manager must letter in 10 sports during high school in order to be eligible.
2. Each athlete who meets the standards will receive a life-time pass to all Southern Wells home athletic contests and a framed certificate signifying his/her outstanding achievement.