

# **SWITZERLAND COUNTY HIGH SCHOOL PACERS!**

## **OUR VISION**

Switzerland County High School is committed to an environment where academic, social, and ethical growth are expected and where students share in and accept responsibility for their learning.

## **OUR MISSION**

The mission of Switzerland County High School is to create a culture of confidence in which all students are empowered with the academic, social, and ethical knowledge and skills to become well rounded citizens ready for life beyond high school.

## **SCHOOL FACTS**

Enrollment in grades 9-12: 425

Colors: Navy, Orange, White, and Columbia Blue

Nickname: Pacers

Athletic Conference: Ohio River Valley Conference

First SCHS graduating class: 1969

## **2012-13 SCHOOL CALENDAR**

August 2 – First Day of Class

September 3 – Labor Day (No School)

October 5 – End of First Quarter

October 8-12 – Fall Intersession

October 15-19 – Fall Break

November 21-23 – Thanksgiving Break

December 21 – End of First Semester

December 22-January 6 – Winter Break

January 7 – Second Semester Begins

January 21 – Martin Luther King Day (No School; PMD)

February 18 – Washington's Birthday (No School; PMD)

March 15 – End of Third Quarter

March 18-22 – Spring Intersession

March 25-29 – Spring Break

May 27 – Memorial Day (No School)

June 4 – End of Second Semester ☺

June 9 – Graduation

## SCHOOL SONG

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

## DAILY BELL SCHEDULE

8:00 – 8:23 Home Room/Activity/Study Hall (1<sup>st</sup> Per. classroom)  
8:28 – 9:14 1<sup>st</sup> Period  
9:19 – 10:05 2<sup>nd</sup> Period  
10:10 – 10:56 3<sup>rd</sup> Period

### Lunch A

11:01 – 11:26

### 4<sup>th</sup> Period

11:31 – 12:17

### OR

### 4<sup>th</sup> Period

11:01 – 11:47

### Lunch B

11:54 – 12:21

12:26 – 1:12 5<sup>th</sup> Period

1:17 – 2:03 6<sup>th</sup> Period

2:08 – 3:00 7<sup>th</sup> Period

## **TWO HOUR DELAY BELL SCHEDULE**

10:00 – 10:34 First Period

10:38 – 11:12 Second Period

11:16 – 11:50 Third Period

### **Lunch A**

11:54 – 12:19

### **Fourth Period**

12:23 – 12:56

### **OR**

### **Fourth Period**

11:54 – 12:27

### **Lunch B**

12:31 – 12:56

1:00 – 1:37 Fifth Period

1:41 – 2:18 Sixth Period

2:22 – 3:00 Seventh Period

**EMERGENCY INFORMATION (School Closing/Delay)** – During periods of inclement weather, when buses may not run or school might close, students should listen to the radio, check the school website or watch the television for closing information.

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

**SCHOOL BUS** – Riding the school bus is a privilege for students, and maintaining proper behavior while on the bus is expected in order to protect the safety of all students. All pupils being transported are under the authority of the bus driver and must obey his/her requests. School rules apply on the bus just as on campus or at other school events. Bus drivers have the option of removing students from the bus for one day.

**RIDING ANOTHER BUS/GOING HOME WITH A FRIEND** – Students are expected to ride their assigned bus. Students wishing to ride another bus must bring a signed, written request from the parent/guardian with a phone number that can be used to verify the request. Notes will be verified, signed by principal or designee, and returned to the student. (If the parent cannot be reached to verify the note, the principal may choose to deny the request.) Give the note to the bus driver as you board the bus.

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

**CELL PHONES** – Cell phones may not be used from 8:00 until dismissal. **Students using phones in class may have them confiscated** and are subject to the following discipline procedures:

1<sup>st</sup> offense – phone held until end of day

2<sup>nd</sup> – phone held 1 full school day

3<sup>rd</sup> – phone held 2 full school days – parent pickup

4<sup>th</sup> – phone held 2 full school days – parent conference – write up

**BOOKS** – Textbooks issued to students are school property. Although the Endowment currently pays the book rental, students are responsible for their books and must pay for a replacement copy if a book is lost or damaged.

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

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

**NOTE:** School lockers and storage areas remain the property of the school and are provided for the use and convenience of the students. School Administrative personnel have keys and the combinations to open lockers, and students do not have any expectation of privacy in their locker or its contents. Searches (including searches of vehicles parked on school grounds) may be conducted by administrative level staff, security personnel, or law enforcement officers. All locks used on lockers or storage areas are to be provided or approved by the school and unapproved locks may be removed and destroyed. Students should not reveal their locker combination to anyone. Students are responsible and will be held accountable for the contents within their locker.

## CAFETERIA

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

	Daily	Weekly
Breakfast:	\$ .90	\$ 4.50
Reduced:	\$ .30	\$ 1.50
Lunch:	\$2.25	\$11.25
Reduced:	\$ .40	\$ 2.00

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

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

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

**NOTE:** There are no heating facilities for a child’s sack lunch.

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

## DRESS CODE

Students are expected to dress appropriately. SCHS has high expectations for student behavior and academic performance. We expect the best from our students beginning with appropriate dress to help create the positive environment necessary for the success of our Mission. This should be a step up from “hanging out” clothes. Students are expected to show proper attention to personal hygiene, cleanliness, and neatness, and wear clothing that is not distracting to others. When questionable, the school principal or designee will make the final determination of whether a student's attire or appearance is in conflict with school policy. Students will observe the following:

1. Clothing should be clean, neat, and in good condition. (No holes, tears, rips, patches, frayed areas, etc.)
2. No clothing, tattoos, jewelry, etc., bearing advertisements, messages, or symbols of drugs, alcohol, or tobacco products, or offensive, obscene, vulgar, or inappropriate language. This includes references of a sexual nature, either symbolic or implied.
3. Dresses, skirts, shorts, etc. must be to the knee.
4. No sheer, mesh, or see-through garments of any type. Appropriate undergarments will be worn at all times and should not be visible to others.
5. No skin may be shown between the button line (bottom of shirt) and the belt line. No midriff type clothing is allowed.
6. Shirts should have sleeves; tank shirts and halter tops are not to be worn. Cleavage must not show – no low cut clothing. Sundresses that are cut low in the front or lower than the shoulder blades in the back are not allowed. No cut-out areas in sundresses are allowed.
7. Belts, flaps, etc., must be fastened. Overalls must have tabs in place and all hardware fastened.
8. No hats, hoods, caps, sun visors, combs, bandannas etc., may be worn. Sunglasses may not be worn inside unless medically prescribed and approved by the principal.
9. Facial piercings should be clear and not distracting.
10. No pajamas, slippers, tights, yoga pants, or any other clothing reasonably deemed inappropriate by teachers and administration. Think “dress for success!”

# **STUDENT CODE OF CONDUCT**

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

## **STUDENTS ARE EXPECTED TO:**

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

## **THE STUDENT CODE OF CONDUCT IS EFFECTIVE:**

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

**NOTE:** Students may be disciplined for conduct off campus that is felonious or may pose a threat to the school's learning environment or the safety of students and employees.

**HALL PASSES** – Any student in the halls outside of passing time must have a pass from their current teacher. (Students in the halls should refrain from noisy or distracting behavior.)

## **MEDICATIONS AND ILLNESS**

**MEDICATIONS AT SCHOOL** – The school is not responsible for providing general medical care or medication for students. However, during regular school hours, a school nurse will normally be present to administer medications that have been prescribed for students with special medical needs and to assist in any medical emergencies. In order to assist in meeting those students' medical needs, it is essential that the parents or guardians of each student promptly advise the principal or the school nurse of any medical condition of the student which might reasonably require the services of the school nurse. Students requiring medication should normally take it before coming to school or after returning home. If medication must be taken during regular school hours, it is the responsibility of the parent or guardian to deliver the medication to the nurse and to sign a medication permission form, available in the nurse's office. Students should not transport medication to the nurse.

The school will only administer medication that is in the original container and in its prescribed dose. Under NO circumstances can medications be borrowed from another student or staff. Only school health staff may administer medication. In order to protect all students, especially those who may have a known or unknown reaction to certain drugs, students who have in their possession pills, including aspirin, vitamins, etc., or controlled substances will be considered in violation of the Student Code of Conduct.

There is an exception for students to carry asthma inhalers provided written authorization by the parent and written instructions from a physician or physician's assistant are provided to the school. A student who uses an emergency inhaler should go see the nurse for evaluation as soon as possible after using the medication.

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

**NOTE:** Please alert the school about any medical condition and/or allergy you have that may require attention at any time during the school day.



## **ATTENDANCE**

Every student shall be in attendance each of the 180 school days for the full-length of the school day. Arriving late or departing early from school is in violation of the Indiana Compulsory School Attendance Law.

Students will be permitted to miss a maximum of six school days per semester from each class. Should a student be absent from all classes seven countable days, the student **may** lose all credit, be suspended, or recommended for expulsion. The school will notify the parents/guardians, in writing on the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> absence from each class period. A certified letter will be sent on the 10<sup>th</sup> absence and expulsion may be recommended. In addition, when a student has exceeded the 6<sup>th</sup> day absence maximum, the student may immediately file a request to examine loss/awarding of credit. This appeal must be filed no later than 5 school days before the end of the semester. A staff attendance review committee will meet to review the appeals and may provide an attendance contract in order to retain credit. Final credit will then be determined by the committee at the end of the semester.

**COLLEGE VISITS** – College days will be available to juniors and seniors only. They must be pre-arranged at least one day prior, and the student must bring back a form signed by an admissions person on the college letterhead. Students are allowed two college days per year. Any exception must be approved by the administration.

### **PRE-ARRANGED ABSENCE PROCEDURES:**

1. The parent or guardian must personally contact the principal or designee for approval. This should be done at least one week prior to the absence but no later than 24 hours prior. This will count toward the allowed six days.
2. The student must then pick up a “Conditioned Absence” form from the office, contact each teacher whose class will be missed, arrange for make-up work, and return the form to the office.
3. Students who expect to be absent from school for ten (10) consecutive days for medical reasons or who have a chronic illness should see the principal or designee to complete a medical homebound application.

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

One of the following procedures must be followed:

1. Parent/guardian calls the school after 7:40 A.M. on the day of the absence. (The school reserves the right to recall the parent/guardian.)
2. Parent/guardian comes to the school to sign in the student with the attendance officer.
3. Have a written statement from the parent/guardian. The school may call the parent/guardian who excuses a student in order to verify the statement.
4. Have a written statement from a licensed physician, dentist, etc., stating reason for the student's absence.

**EXCUSED ABSENCES** – Reasons for an excused absence include illness verified by note from parent/guardian/physician, family funeral, observance of recognized religious holidays, etc. All other absences will be considered **UNEXCUSED ABSENCES**.

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

**TARDINESS** – Students are to be in their assigned rooms when the tardy bell rings. If a student comes to school after the bell has sounded, he/she should report directly to the attendance office and sign a tardy form. (This does not apply to a student who is riding on a late in-bound bus.) Students missing more than half a class period will be counted absent for that class.

**MAKE-UP WORK** – Teachers are not required to provide make-up work for unexcused absences unless the school principal determines that circumstances warrant the granting of such makeup work.

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

**In addition, state law requires that if a student is truant or chronically absent, the student will be reported to the Bureau of Motor Vehicles to have their driving privileges suspended, and the student's work permit will be voided by SCHS.**

#### **EARLY DISMISSAL OF INDIVIDUAL STUDENTS**

SCHS is a closed campus. Students leaving school early must sign out in the attendance office with permission of their parent/legal guardian.

## ACADEMICS

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

### **TEACHER GRADING SCALE**

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

### **Grade Point Average GPA**

A	4.00
B	3.00
C	2.00
D	1.00

**AP** – SCHS offers Advanced Placement (AP) courses in Calculus, English Literature, Environmental Science, and U.S. History. These courses will have a weighted GPA grading scale due to their college level test:

A	5.00
B	4.00
C	3.00
D	2.00

- 1) Passing: 60 or above. Any grade below 60 is failing.
- 2) Each of the two semesters consists of two 9-week grading periods.
- 3) Credit is based on a passing grade per semester.
- 4) Make-up due to absences: Students with an excused absence must take responsibility for their work the first day back at school. Students should see their teachers to obtain the needed information and opportunity to make up work. Teachers will determine due dates.

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

**PERMANENT RECORDS** – A complete record is kept for each student throughout his/her school career. The permanent record includes grades, courses taken, test results, grade average, and class rank. A student may inspect his/her records by making arrangements with the Guidance Office.

**GRADE LEVEL CLASSIFICATIONS** – **Sophomore:** Must have 10 credits.  
**Junior:** Must have 20 credits.  
**Senior:** Must have 30 credits.

**VALEDICTORIAN AND SALUTATORIAN POLICY** – All graduating students with a cumulative GPA of 4.0 or above will receive the designation of Valedictorian. The Salutarian shall be the student with the highest GPA below 4.0. The two students with the highest GPA will give the graduation addresses. (Beginning with the class of 2014, the top 1% of the class based on class rank will be designated Summa Cum Laude, the next 2% of the class will be designated Magna Cum Laude, and the following 2% of class will be designated Cum Laude. The two students with the highest GPA will give the graduation addresses.)

**INDIANA CORE 40 GRADUATION REQUIREMENTS FOR CLASS of 2013 – 2015**

Indiana education, business, labor, and government leaders recommend this course of study. Most Indiana 4-year colleges require a Core 40 diploma for admission.

ENGLISH .....	8 credits
MATH .....	6 credits
Algebra I .....	2 credits
Geometry .....	2 credits
Algebra II .....	2 credits
SCIENCE .....	6 credits
Biology I.....	2 credits
ICP, Chemistry I, Physics I .....	2 credits
Any Core 40 Science .....	2 credits
SOCIAL STUDIES .....	6 credits
U.S. History .....	2 credits
U.S. Government .....	1 credit
Economics .....	1 credit
World His or Geog/History of the World	2 credits
PHYSICAL EDUCATION .....	2 credits
HEALTH AND WELLNESS .....	1 credit

Plus: 11 credits of Directed Electives, including Fine Arts, Foreign Languages, a Technical Career area, or from areas above.

Total credits ..... 40 credits

Students are required to take a mathematics or physics course during their junior or senior year. Graduates must also pass the End of Course Assessments for English 10 and Algebra I.

### **CORE 40 WITH ACADEMIC AND/OR TECHNICAL HONORS DIPLOMA**

The purpose of the Academic Honors Diploma is to encourage and reward students who pursue a rigorous, advanced course of study during the high school years. It is established as a part of Indiana's education plan for academic excellence and is available to any and all students who wish to pursue the challenge expected of them. To be eligible for an academic honors diploma, a student must complete a minimum of 47 high school credits with a minimum GPA of 3.0 and no grade lower than a C- in a required course. In addition to the requirements of the Core 40 Diploma, the student must complete:

- a. 2 Additional Math credits
- b. 6 or 8 Foreign Language credits  
(3 years of one language or 2 years each of two languages)
- c. One of the following:
  - i. Two AP courses and corresponding AP exams
  - ii. Academic dual high credit courses resulting in 6 college credits
  - iii. One AP course with exam *and* academic transferable dual high school/college course(s) resulting in 3 college credits
  - iv. Score 1200 or higher combined SAT math and critical reading
  - v. Score a 26 composite ACT

### **INDIANA CORE 40 REQUIREMENTS FOR CLASS of 2016 AND BEYOND**

Beginning with the class of 2016, the Core 40 requirements are amended to require a math or quantitative reasoning course each year. Additionally, for the Core 40 academic honors Diploma, the SAT score is changed to 1750 combined reading, math, and writing score with a minimum score of 530 for each section.

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

- a. Once school begins, a student may not drop a Career Center course until the end of the semester.
- b. Students attending the Career Center are still SCHS students and are expected to comply with all SCHS rules of behavior and dress.
- c. When arriving in the morning, students will park their cars in assigned areas immediately and enter the school until the bus arrives.
- d. No one may drive to Versailles with the exception of cosmetology students. All others must ride the bus.

e. Students must be courteous to all other riders, avoiding profanity, throwing objects, changing seats, or any other action, which is disrespectful.

f. Students returning from Versailles may not go to their parked vehicles after arriving back from Versailles.

g. Students returning from Versailles may not leave the SCHS campus until the end of the school day.

h. Any suspension from Switzerland County High School or the Southeastern Career Center also means suspension from the other school as well for the same period of time.

**MID-TERM GRADUATION** – Students desiring to graduate at mid-term must submit a Mid-Term Graduation Application to the principal or guidance counselor no later than October 10th of their senior year. This application must be approved by the Board of School Trustees. In order to graduate at mid-term, a student must have completed the 40 required credits.

**GRADUATION CEREMONIES** – No student will be allowed to participate in graduation ceremonies unless they have met, or are within 2 credits of, graduation requirements.

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

**COURSE ENROLLMENT OR CHANGE PROCEDURES** – Course enrollment begins early in the spring with individual class meetings where the guidance department distributes information concerning course descriptions, required courses, electives, and diploma options. Students, assisted by the Guidance Counselor, then complete their tentative schedules. **STUDENTS HAVE ADEQUATE TIME TO PLAN THEIR PROGRAMS IN THE SPRING; SERIOUS THOUGHT AND CAREFUL PLANNING WILL RESULT IN PROPER COURSE SELECTIONS. THERE WILL BE NO SCHEDULE CHANGES EXCEPT FOR:**

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

Withdrawals from courses after five school days are recorded as WF's and count as credit attempted by the student.

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

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

## **EXTRA CURRICULAR ACTIVITIES**

**DANCES** – School-sponsored dances are permitted at Switzerland County High School if the following conditions are met:

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

**GOOD STANDING** – Students in good standing must have

1. Passing grades in five classes.
2. A Voluntary Drug Testing form on file.
3. No more than five days out of school suspension.

### **SCHOOL CLUBS AND ORGANIZATIONS:**

**Art** – *Advisor: D. Baker*

**Business Professionals of America (BPA)** – *Advisors: D. Seaver & K. Thayer*

**Chorus** – *Advisor: J. Grice*

**Conservation/Science Club** – *Advisor: B. Fancher*

**Dance Team** – *Advisor: T. Beitzel*

**Drama Club** – *Advisor: TBA*

**Dream It, Do It** – *Advisor: K. Thayer*

**Fellowship of Christian Athletes (FCA)** – *Advisor: M. McClure*

**French Club** – *Advisor: TBA*

**Future Farmers of America (FFA)** – *Advisors: G. Curlin & K. Woolston*

**Key Club** – *Advisor: V. Smith*

**National Honor Society** – *Advisor: P. Jones*

**Outdoor Club** – *Advisor: S. Holliday*

**Spanish Club** – *Advisor: J. Cole*

**STATS SADD** – *Advisor: C. Jesop*

**Student Council** – *Advisor: S. Holliday*

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

**ATHLETIC TEAMS:** Cross County, Golf, Basketball, Track & Field, Soccer, Volleyball, Softball, Baseball, Swimming, Wrestling, and Cheerleading

**OTHER ACTIVITIES:** Band, Flag Corp, and Yearbook,

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

## **DRIVING**

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

**PARKING IS A PRIVILEGE** – To park on school grounds a student must be properly licensed and insured, and in good standing. The annual parking fee is \$5.

**PARKING RULES** – All students must have a parking permit and park in their assigned spaces.

**DRIVING EXPECTATIONS** – Students are expected to drive safely and courteously, and refrain from speeding, spinning tires, cutting others off, littering, etc.

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

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



## **DRUG TESTING**

### **ANOTHER GOOD REASON TO JUST SAY NO!**

High school students interested in taking part in a school-sponsored extracurricular activity must agree to participate in a drug-testing program that includes **random drug testing** during the school year. **"School-sponsored extracurricular activity" includes parking a vehicle on school property.** The intent of the Student Drug Testing Program is detecting and preventing illegal drug and alcohol use among all students. The Board of School Trustees believes that participating in extracurricular activities is a privilege offered to eligible students.

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

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

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

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

> First Positive Drug Test Result – Student and parent will meet with the principal or designee. Student and parent will be given names of counseling and assistance agencies that they may wish to contact. The student will have his/her driving/extracurricular privileges suspended for 45 school days. A follow-up test will be given after the 45-day suspension.

> Additional Positive Drug Test Results – The above procedures will be followed, and in addition the school reserves the right to continue testing the student at any time during the remainder of the school year.

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

## **DISCIPLINE**

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

**AUTHORITY OF THE PRINCIPAL** – The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operations of the school. In cases of disruptive, disorderly, or dangerous conduct not covered in this code, the principal may undertake corrective measures believed to be in the best interest of the school.

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

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

A. Due process procedures required by law will be followed.

B. The degree of disciplinary action will be in proportion to the severity of the misbehavior as well as:

1. Student's discipline history
2. Degree of premeditation, impulse, or self defense
3. Age and/or disability
4. Strength of evidence
5. Cooperation/remorse

C. The following disciplinary actions may be imposed by any staff for any violation of the Student Code of Conduct.

- a. Parental contact by teacher reporting the misbehavior.
- b. Isolation during lunch.
- c. Classroom isolation from peers
- d. Student participation in conference with parent and teacher.
- e. Participation in a school-service project.
- f. After-school detention (with prior notice to parent).

D. The principal or designee may use any of the above discipline management techniques and may also employ:

- a. Student participation in conference with parent/guardian, teacher and/or principal

- b. Restriction from school programs, such as clubs, activities, teams, extra- and co-curricular events, field trips and special assemblies.
- c. Discipline Contract
- d. Alternative Classroom Placement
- e. Participation in the cleaning or repair of damage caused to the school-related environment.
- f. Suspension from riding the bus.
- g. Friday or Saturday School (work detail)
- h. Suspension from school.
- i. Placement into an alternative school program.
- j. Referral to superintendent's designee for a discipline hearing for long-term suspension or expulsion.
- k. Referral to law enforcement agencies.
- l. Any other disciplinary technique that positively promotes the Student Code of Conduct.

**BEHAVIORS RESULTING IN DISCIPLINARY ACTION INCLUDE:**

Assault and/or battery  
Bullying  
Cheating and plagiarism  
Criminal violations on/off campus  
Cyber bullying  
Damage and vandalism  
Disrespectful behavior and verbal assault  
Disruptive or unruly behavior including on school bus or waiting to board bus  
Dress code violations  
Driving or parking violations  
Encouraging others to violate the Code of Conduct  
False alarms  
Falsifying report  
Fighting, aggressive or confrontational behavior,  
Gang or gang-like activity  
Inappropriate public display of affection  
Insubordination or non-compliance  
Out of assigned area  
Profane, vulgar, or obscene words or gestures  
Threats and intimidation  
Terroristic threats  
Unexcused absences or tardies  
Use of possession of tobacco, alcohol, or drugs  
Weapons or dangerous instruments

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

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

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

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

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

**SEARCHES** – School officials may search a student if there is reasonable suspicion that the student is in possession of an item that is illegal or against school rules. Student vehicles brought on campus; student book bags, desks, and other school property are subject to inspection and search by school authorities at any time without further notice to students or parents. Students are required to cooperate if asked to open book bags, or a vehicle brought on campus. Drug- or weapon-sniffing dogs may be used at the discretion of administrators at school or at any school function, including activities that occur after normal school hours or off the school campus.

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

**IMPORTANT NOTICE TO STUDENTS REGARDING CELL PHONE CONTENT AND DISPLAY** – The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes including images or text that depicts or describes of any incident that includes “sexual conduct” by a child under the age of 18. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as a ground for confiscation of the device, suspension, or expulsion.

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