

Switzerland County Middle School

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

Student and Parent Handbook 2012-2013

Property of: _____ Grade _____

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

Superintendent: Mr. Mike Jones
 Special Services Director: Mr. Darrell Mahoney
 Food Services Director: Mrs. Gayla Bullock
 Transportation Director: Mr. Ivan Green
 School Safety Specialist: Mr. Tony Spoores & Mr. David Todd

Middle School Principal: Mr. John Druba
 Middle School Assistant Principal & Athletic Director: Mr. Tony Spoores
 Middle School Counselor: Mrs. Phyllis Weaver

Middle School Extra Curricular Accounts and Secretary: Mrs. Donita Cole
 Middle School Nurse, Attendance, and Athletic Secretary: Ms. Joan Hickman

	Seventh Grade Team	Eighth Grade Team	
Language Arts	Mr. Adam Cole	Mrs. Rebecca Meyerhoff	
Reading	Mr. Chris Mattox		
Math	Mr. Mark Boggs	Ms. Rahe Jean Griffin	
Science	Mrs. Amanda Alford	Mr. Brian Ford	
Social Studies	Mr. Sean McGarvey	Mr. Paul Hewitt	
Health/Physical Education	Mrs. Pam Yates	Mr. Larry Gault	
Computer Department	Mr. Larry Gault	Mrs. Pam Yates	
	Mr. Ryan Jesop	Mr. Ryan Jesop	
Special Services	Mrs. Cathy Fox Mrs. Amanda Cole	Band Mrs. Tammy Beitzel Choir Mr. Jonathan Grice Art Ms. Donna Baker Ag Mr. Kyle Woolston	
Special Services Nurse			
Itinerate EH	Mrs. Judy Stoner		
Speech and Hearing	Mrs. Rita Ross		
Instructional Aides	Mrs. Sue O'Banion Mrs. Madonna Jordan	Librarian Mrs. Vicki Koons	
Head Cook	Mrs. Bev Curlin	Head Custodian Mr. Steve Higgins	
Food Services Personnel	Mrs. Linda Andrews Mrs. Mary Low Chase Mrs. Crystal Higgins Mrs. Jeanette Knaus Mrs. Glenna Riley	Custodial Staff Mr. Gene Parks Mr. Randy Vann	

RIGHTS-RESPONSIBILITY-REGULATIONS

Concerning School Behavior for Students School Year 2012-2013 including Summer 2013

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

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

ARRIVALS AND DISMISSALS

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

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

CLOSING OF SCHOOL DUE TO WEATHER

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

VISITORS

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

TELEPHONE CALLS, MESSAGES TO STUDENTS AND CELL PHONES

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

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

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

BOOK RENTAL

Book fees are a yearly fee for the rental of textual material. These rental texts are to be maintained by the student and returned in satisfactory condition at the close of the school year. The student may take the book home and must replace it if it is lost or stolen. If a textbook is damaged, a fine will be imposed. If a textbook is lost, full replacement costs will be charged to the student. Students are responsible for damage textbooks on a prorated basis.

When a student withdrawals from school textbook rental refunds will be issued at 66 1/3% of costs by October 15th. A refund of 33 1/3% will be issued if the withdrawal is between October 16th and Thanksgiving. No refund will be given for students who withdraw after the Thanksgiving break. No refund will be issued for lab fees or consumables (workbooks, folders, etc.) that have been issued.

ONE-TO-ONE INITIATIVE—iPAD 2 CONTRACTUAL AGREEMENT

To The Student

The iPad 2 is yours to use for educational purposes, innovation, and creativity. Responsible use of your iPad 2 is expected. You are also expected to fully participate with the iPad 2 in all classrooms as directed by your teachers. Finally, we hope you enjoy your iPad 2 to its fullest potential.

To The Parent

The Switzerland County School Corporation is leading the way in the integration of the newest technology innovations and putting them into the classroom. With a significant investment in educational technology and infrastructure, your child will be exposed and trained to utilize technology as a tool and resource in order to enhance their learning. The iPad 2 that your child is receiving can be used for word processing, access to the internet, and run a variety of “apps” that enhance the educational process. As we move forward, many classroom materials, including textbooks, will be added to the iPad. Teachers will communicate with students through the iPad and will distribute and collect many classroom papers and documents, electronically. Finally, we encourage your child to be innovative with the iPad. The device can be used for a variety of applications. We encourage you to support your child in learning to use the new technology, ask questions, and have them teach you what they are learning. If you ever have questions, please contact school personnel.

Equipment

Apple iPad 2 16GB WiFi (\$500 value)

iPad protective case (\$40 value)

Various educational apps (\$30 value)

Total value \$570.00

Expectations

1. Students must abide by all school rules as outlined in the Student Handbook and Acceptable Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teachers.
3. Students and parents agree to be responsible for proper care of the iPad 2, and that any damage or loss may result in financial liability in replacing the iPad 2.
4. Students and parents agree that any inappropriate use of the iPad 2 will result in school discipline that may include the loss of technology privileges, and other discipline outlined in the student handbook.
5. Students and parents agree that all apps and content to be installed on the iPad 2, including music and media files, must be acceptable in a school environment.
6. Parents agree to monitor student use on the internet while on their home network using the iPad 2.
7. Students and parents agree that Switzerland County School personnel may search the school issued iPad 2, and at no time, should a student expect a right to privacy of materials on the iPad.
8. Students and parents leaving Switzerland County Schools must return the iPad 2 to the school corporation in good working condition.

DRESS CODE

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

- 1. Shoes shall be worn at all times.**
- No bare midriff shirts, blouses, or tank tops are to be worn. Shirts that have narrow shoulders must be 2 ½ inches in width at the narrowest point. All cleavage must be covered by shirt.
- All slacks, shorts, jeans, are to be worn at the waist – not pulled down around the hips.
- There should be no see-through mesh garments worn without appropriate under-clothing. The underclothing must meet the minimum standards set forth in item number two on this list.
- Hats, caps, and bandanas are not allowed in schools. This includes both genders.
- Hairstyles should be worn in a non-distractive fashion.
- No clothing will be permitted if it displays profanity, suggestive phrases, tobacco, alcohol, or drug advertisements.
- Torn, shredded, slashed, ripped, cuts, or holes in pants or jeans should be below mid-thigh. Skirts or shorts** are to be no shorter than the student's mid thigh. Leggings are only allowed if appropriate skirts or shorts are worn covering them. No spandex or tight-fitting shorts are allowed. Mid-thigh is the furthest reach achieved by students fingertips when the student stands erect, relaxes their shoulders and puts their hands straight down at their sides. The longest finger is used to make this determination.
- If a student's attire does not meet these minimum standards, is a health hazard, or is a classroom distraction, the teacher is to send the student to the office for appropriate action.
- 10. Book bags, backpacks, and gym bags are to be placed in the lockers upon arrival at school or placed in a designated area and remain there until the end of the school day.**
- Students are not to bring or wear link chains (including those attached to a student's wallet and/or belt loops).
- 12. Body piercing jewelry must be limited to the ears.** No jewelry should be worn in the eyebrows, nose, or other visible places. Any other piercing should be covered by clothing. **Clear, transparent, flexible and above all safe retainers** made of non-allergenic monofilament polyamide will be allowed to keep your piercing open during school hours. If any earring is deemed dangerous by the office the student in question will be asked to remove it. If the student refuses discipline action will be taken.
- Children are not to wear baggy pants, pants with detachable pockets, or pants with pockets that exceed the normal pocket length of 6 to 8 inches. (Baggy pants will be defined as follows; excess material doubled over at the knee or waist cannot exceed 4 inches.)
- Students will not be permitted to display or write symbols, profanity, suggestive phrases, or to have tobacco, alcohol and/or drug advertisements on their skin. This is to include facial decorations that exceed the boundaries of the lips, eyes, or nose.
- 15. Coats and jackets are to be stored in the lockers.** Sweatshirts with or without hoods are allowed in the classrooms if additional clothing layers are desired by the students.

NOTE FOR STUDENTS WITH FACIAL PIERCINGS:

Our school rules state: Body piercing jewelry must be limited to the ears. No jewelry should be worn in the eyebrows, nose, or other visible places. Any other piercing should be covered by clothing.

Industry now offers clear transparent flexible and above all safe nose retainers, eyebrow retainers, labret retainers, tongue retainers, lip retainers and formed nose stud retainers which offer the best and safest way to hide piercing for school or work. These piercing retainers will keep your piercing open, without drawing attention to them. The retainers we will permit at school are clear, transparent, and flexible. These retainers are made of non-allergenic monofilament polyamide, which the same material used in non-absorbable sutures. The retainers are available for purchase in local stores that offer piercing jewelry and on-line.

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

PEST CONTROL POLICY

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

The Corporation will:

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

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

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

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

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

ATTENDANCE

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

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

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

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

Any days missed after five (5) days in one semester will result in being assigned one Friday School or two After Schools to complete missed school work. Students will not be allowed to attend any extra-curricular activities or field trips until the school work is made up. **Students missing more than the maximum of five (5) days per semester will receive an "F" in all coursework and are subject to expulsion. The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of chapter 20 of the Indiana School Laws and Rules to an intake office of the juvenile court. The intake officer shall proceed in accord with IC 31-30 through IC 31-40.**

Compulsory attendance exceptions:

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

HOMEWORK FOR ABSENT STUDENTS

If a student is absent more than two days, the parent may call before 9:30 a.m. and ask for the homework to be gathered; the work and school books will be made available for pick-up between 3:00 and 3:30 pm that day. If an earlier time for pick-up is desired, please make that request at the time of the notification.

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

CAFETERIA

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

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

PROCEDURE FOR NON-PAYMENT OF LUNCH/BREAKFAST

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

HEALTH-ILLNESS-INJURY

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

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

PRESCRIPTION DRUGS AND MEDICATION

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

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

SCHOOL PROPERTY

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

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

STUDENT RULES FOR TRANSPORTATION BY BUS

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

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

FIRE AND TORNADO DRILLS

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

GRADING SCALE

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

CLASSES OFFERED IN THE MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT

When available, high school classes will be offered for credit to 8th grade middle school students. These classes may include: Algebra I, Fundamentals of Agricultural Science and/or a Foreign Language.

8TH Grade Classes for High School Credit

1. For students who receive an “A”, “B”, “C”, or “D” in the class, the grade will be added to the high school transcript and GPA.
2. Students who receive an “F” in the class will receive no high school credit.
3. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in Algebra, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
4. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in a Foreign Language, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
5. Students working towards an Academic Honors Diploma, who earn a “B”, “C”, or “D” in Fundamentals of Agricultural Science, have the choice to take the class again during their career at the High School to earn a higher grade and the high school grade will apply.
6. Students who earn a “D” in Algebra, Fundamentals of Agricultural Science, or Spanish during middle school who do not choose to retake the class will not be eligible for an Academic Honors Diploma.
7. Any class taken during eighth grade for high school credit may be taken over in high school and the grade earned during high school years will apply.

HOMEWORK POLICY

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

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

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

NATIONAL JUNIOR HONOR SOCIETY

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

AFTER SCHOOL ACTIVITIES AND ATHLETICS

Activities	Elected Activities
Academic Bowl –winter and spring Builder’s Club- fall, winter, spring Drama Club- fall, winter, spring Spell Bowl – fall All-School Dances- fall, winter, spring	Junior Honor Society- fall, winter, spring Student Council- fall, winter, spring Peer Mediators-fall, winter, spring, summer Class Officers Drama Club Yearbook/Newspaper
Fall	Winter
Coed Soccer 6 th , 7 th , and 8 th Grade Girl’s Volleyball 6 th , 7 th , and 8 th Boy’s Cross Country 6 th , 7 th , and 8 th Girl’s Cross Country	6 th , 7 th , and 8 th Grade Cheerleading 6 th , 7 th , and 8 th Grade Boy’s Basketball 6 th , 7 th , and 8 th Grade Girl’s Basketball 6 th , 7 th , and 8 th Grade Swim Team 6 th , 7 th , and 8 th Grade Wrestling
Spring	
6 th , 7 th , and 8 th Boy’s Track 6 th , 7 th , and 8 th Girl’s Track 6 th , 7 th , and 8 th Boy’s Golf 6 th , 7 th , and 8 th Girl’s Golf	

After School Activities and Athletics are considered to be extracurricular events and participation in these events is a privilege. Students, who are passing five (5) subjects, are in good standing in the school, and display a high standard of social behavior shall be welcome to participate. Students must have a current physical form on file in the office before participating in any sport.

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

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

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

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

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

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

SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS

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

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

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

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

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

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

Driver's License

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

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

Bullying Defined IC 20-33-8-0.2

Overt, repeated acts or gestures, including:

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

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

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

During the school day students must have their cell phones and electronic devices turned off and secured out of sight. Use of an electronic device can lead to confiscation of the device for a reasonable length of time, suspension, or expulsion.

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

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

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

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

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

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

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

SWITZERLAND COUNTY MIDDLE SCHOOL GUIDELINES FOR DISCIPLINARY ACTIONS

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

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

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

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

DISCIPLINARY REFERRALS

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

AFTER-SCHOOL DETENTION

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

FRIDAY SCHOOL

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

ALTERNATE PLACEMENT (FORMARLY IN-SCHOOL SUSPENSION)

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

OUT-OF-SCHOOL SUSPENSION

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

SUSPENSION PROCEDURES

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

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

HOME SCHOOL

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

WITHDRAWAL

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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