

## **SULLIVAN MIDDLE SCHOOL**

### **2020-2021 STUDENT AND PARENT HANDBOOK**

#### **SULLIVAN MIDDLE SCHOOL MISSION STATEMENT**

The mission of Sullivan Middle School is to meet each student's needs with the best education possible through programs that promote knowledge, self-esteem, initiative, and life skills. Our students are given a foundation in basic skills in order to pursue academic, creative, and vocational success in a global society. In partnership with the family and community, our school seeks continuing development of programs, policies, staff, and facilities.

#### **PRINCIPAL'S STATEMENT**

As your principal, I would like to take this opportunity to welcome all of you to Sullivan Middle School.

The success of a school and the students attending that school depends largely upon the ability of all students, parents, staff, teachers, and administrators to work together as a team.

For this school to function effectively and smoothly so that students can obtain a quality education, all members of this team must be informed on what is expected of them. Once they have been informed, they must then be willing to follow through in meeting those expectations.

This handbook is an attempt to explain those expectations. The cooperation and support that all parties give in helping to meet those expectations can determine the success of the students and ultimately the success of the school.

We have a great school. We have great teachers, great parents, and the greatest students, and it is my hope that we exceed the expectations that you have concerning your child's education.

Mr. Dustin Hitt,  
SMS Principal

**TABLE OF CONTENTS**

**ACADEMICS-----3**  
**ANNOUNCEMENTS/SCHOOL INFORMATION-----4**  
**ATHLETIC PROGRAMS AND ORGANIZATIONS-----5**  
**ATTENDANCE-----6**  
**BELL AND LUNCH SCHEDULE----- 13**  
**BICYCLES AND MOPEDS-----14**  
**BULLYING-----14**  
**BUS CHANGES OR DISMISSAL DESTINATION CHANGES----- 15**  
**CAFETERIA-----16**  
**CLOSED CAMPUS-----16**  
**DANCES, BALLGAMES, AND NIGHTLY SCHOOL ACTIVITIES--17**  
**DETENTIONS AFTER SCHOOL----- 18**  
**DISCIPLINARY CODE OF CONDUCT FOR STUDENTS-----19**  
**CELL PHONES AND ELECTRONIC DEVICES----- 24**  
**DISCRIMINATION----- 25**  
**DRESS CODE FOR STUDENTS-----27**  
**DRUG TESTING/TOBACCO POLICY----- 28**  
**EARLY DISMISSAL-----38**  
**GRADE REPORTING-----38**  
**HARASSMENT-----39**  
**HOMEWORK-----47**  
**HOME SCHOOL OR PRIVATE SCHOOL-----47**  
**DISTINCTION/HONOR ROLL-----47**  
**LOCKS AND LOCKERS-LOST OR STOLEN ITEMS-----48**  
**MEDICATIONS/REQUIRED IMMUNIZATIONS/HEAD LICE-----49**  
**MORNING ARRIVAL-----52**  
**PARENT-TEACHER CONFERENCES-----52**  
**PASSES AND PASSING PERIODS----- 52**  
**PICKING-UP STUDENTS DURING THE DAY/AT DISMISSAL---- 53**  
**PUBLIC COMPLAINTS AND CONCERNS-----54**  
**TELEPHONE USE BY STUDENTS-----56**  
**VISITORS-----56**  
**ASBESTOS AND PESTICIDE-----57**  
**STUDENT EXPRESSION/SPEECH-----58**  
**MCKINNEY-VENTO HOMELESS YOUTH-----58**

## ACADEMICS

Courses meet for different term durations. Term durations consist of the following:

Year	YR	36 Weeks
Semester	S	18 Weeks
Quarter	Q	9 Weeks

**The 6<sup>th</sup> Grade Curriculum consist of the following subjects:**

<u>COURSE</u>	<u>TERM DURATION</u>
Math	Year
Social Studies/Geography	Year
Language Arts	Year
Science	Year
P.E.	9 Weeks
Business	9 Weeks
Agriculture	9 Weeks
Band	Year
<b>Google Apps</b>	<b>9 Weeks</b>
ISTEP Remediation	9 Weeks

**The 7<sup>th</sup> grade curriculum consists of the following courses:**

<u>COURSE</u>	<u>TERM DURATION</u>
Math (7 <sup>th</sup> Grade or Pr-Algebra)	Year
Social Studies/Geography	Year
Language Arts	Year
Advanced ELA	Semester
Science	Year
Advanced Science	Semester
P.E.	9 Weeks
Music	9 Weeks
College and Careers	9 Weeks
Latin	9 Weeks
STEM	9 Weeks
Google Apps	Semester
Band	Year
Math/ELA Technology	Semester
Language Lab	Year

The 8<sup>th</sup> grade curriculum consists of the following courses:

<u>COURSE</u>	<u>TERM DURATION</u>
Math (Pre-Algebra or Algebra)	Year
U.S. History	Year
Current Events	Semester
Language Arts	Year
Science	Year
Advanced Science	Semester
P.E.	9 Weeks
Music	9 Weeks
Latin	Semester
ISTEP Remediation	Year
STEM	9 Weeks
College and Careers	9 Weeks
Band	Year
Math/ELA Lab	Semester
Language Lab	Semester
Agriculture	Semester

**Semester grades in high school classes taken at SMS will be recorded on the student's high school transcript unless the parent chooses otherwise.**

**Sullivan Middle School Retention Policy: Retention is considered on a case by case basis by the principal, and the principal will use his/her discretion in determining whether to retain a student or not. However, the following will be used in most cases: Core classes are considered to be math, science, social studies, and language arts. During the course of the year, a student will receive 16 grades in core classes. If a student fails 75% of his or her core classes, then he/she will be retained.**

## **ANNOUNCEMENTS/SCHOOL INFORMATION**

At Sullivan Middle School, we find it vitally important for our school community to stay informed about what is going on at the school.

There are three primary ways that we get information out to our school community. First, announcements run all day everyday on televisions placed throughout the building. Next, we email daily announcements home to parents. Finally, we have an announcement period built in to the day where the announcements are gone over with students by teachers.

In addition to these sources for information, a monthly calendar will also be sent home with students at the beginning of each month listing the school activities and the daily menus for the upcoming month for SMS.

Announcements are also posted on the electronic sign north of the SMS building.

Any parent or student who has a question about SMS school events or activities, may also contact the school office by telephone at 268-4000.

## **ATHLETIC PROGRAMS AND EXTRACURRICULAR ORGANIZATIONS**

Many athletic programs and student organizations are offered to SMS students. The programs and the seasons are listed below:

<u>ATHLETIC PROGRAM OR ORGANIZATION</u>	<u>SEASON</u>
Golf	Fall
Soccer	Fall
Football	Fall
Cross Country	Fall
Boys' Tennis	Fall
Volleyball	Fall
Boys' Basketball	Winter
Girls' Basketball	Winter
Cheerleading	Fall/Winter
Dance Drill Team	Winter
Wrestling	Winter
Track	Spring
Girls' Tennis	Spring
Student Council	Yearly
Junior Beta Club	Yearly
Science Olympiad Team	Winter

### RULES

1. Before a student tries out or begins practice for in any sport or athletic activity, he/she must have an approved physical examination form on file at school. The physical examination must be given during the school year when the sport is held or during the summer months prior to the beginning of the sport.
2. Athletes, cheerleaders, and drill team members must display sportsmanship at all athletic events.
3. Athletes, cheerleaders, and drill team members will be required to follow the **DISCIPLINARY CODE OF CONDUCT FOR STUDENTS** found elsewhere in this handbook.
4. Before a student can participate in an athletic activity, his/her parents must turn in a signed permission form to the school.
5. If a student makes more than two F's on a report for a grading period, he/she will not be allowed to participate in any interscholastic contests, games, or competitions until he/she makes all passing grades in a later grading period report.

## ATHLETIC PROGRAMS AND EXTRACURRICULAR ORGANIZATIONS

6. To participate in games and contests, students must attend practices unless the coach or sponsor excuses the student from practice or the student is not in school on the day of practice due to an excused absence.
7. If school is cancelled for a day or at the end of the day due to inclement weather, practices and games will also be cancelled.
8. To participate in an athletic event, the student must have attended school for the entire school day during the school day of the scheduled event. This includes practices
9. Athletes are required to ride the athletic bus to and from athletic events unless the parent provides the coach or sponsor with a written signed statement that the parent will be taking the student to and/or from the athletic event.
10. Only the athletes or participants and their coaches or sponsors are allowed to ride the athletic bus. Other students, fans, and parents will not be allowed to ride the bus because of liability problems.
11. The athlete is responsible for washing and keeping his/her uniform neat and clean. No bleach should be used on the uniforms. The uniforms should be washed according to directions.
12. School uniforms are to be worn during athletic contests only and not during practices. If the school paid for the uniforms, they will have to be returned to the school at the last event of the respective sport.
13. No food or drink will be allowed on athletic buses.
14. Athletes are expected to follow the bus rules that are posted on each bus.
15. Only players dressed in uniforms will be allowed on the floor or field to shoot or participate.

**In addition to the above stated rules, it is to be remembered that extracurricular activities are considered privileges, and students involved in any extra-curricular programs may lose opportunities to participate if their conduct warrants it. The principal will always have discretion to suspend or not to suspend students' rights to participate in extra-curricular activities due to discipline. However, the following step process will generally be used. For the use of this policy, "Offense" may be defined as any discipline referral resulting in detention, in-school study, out-of-school suspension, or expulsion. During any given season: 1<sup>st</sup> Offense-1 day suspension from practice. 2<sup>nd</sup> Offense- suspension from part of 1 game. 3<sup>rd</sup> Offense- suspension from an entire game. 4<sup>th</sup> Offense- suspension from 3 games. 5<sup>th</sup> offense- removal from the team.**

## ATTENDANCE

### Southwest School Corporation Bylaws & Policies

#### 5200 - ATTENDANCE

The Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The principal shall require from the parent of each student or from an adult student who has been absent for any reason, a written or verbal statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence of more than five (5) days duration.

Repeated absences may result in the suspension, expulsion, or retention of a student.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School Corporation rule and is in violation of I.C. 20-33-2-4 to 17.

The Board authorizes the principal to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Illness verified by note from parent/guardian (Counted absent)
- B. Illness verified by note from Physician (Counted absent)
- C. Family funeral (Counted absent)
- D. Maternity (Counted absent)
- E. Military Connected Families (e.g. absences related to deployment and return) (Counted absent)
- F. Page or honoree of the General Assembly (Not counted absent)
- G. Participating in election (Not counted absent)
- H. When subpoenaed or appears in court (Not counted absent)
- I. When serving with the National Guard for no more than 10 days (Not counted absent)  
Serving with the Civil Air Patrol for up to 5 days (Not counted absent)
- K. Educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation.; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal; school sponsored field trips. (Not counted absent)

- L. Academic bowls, bands orchestra trips, choral performances for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. (Not counted absent)
- M. Short vacations with father and/or mother (legal guardian) not to exceed five (5) days per school year with prior approval by building principal. (These 5 days count as five (5) of the ten (10) days). (Counted absent)
- N. Exhibiting projects at State Fair (Not counted absent)
- O. Such other good cause as may be acceptable to the principal or permitted by law. (Principals will determine if absences will be counted or not counted in this scenario.)

Any student who misses more than ten (10) days during a school year may be subject to possible retention or failure of subjects. This policy will also apply to individual classes.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program or other guided learning experiences to be in regular attendance for the program provided.

The principal shall develop administrative guidelines for the attendance of students which:

- A. Ensure a school session which is in conformity with the requirements of the law;
- B. Ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. Govern the keeping of attendance records in accordance with the rules of the State Board.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting.

The principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. Identifies the habitual truant, that is, "the student who refuses to attend school in defiance of parental or school authority";
- B. Investigates the cause(s) of his/her truant behavior;
- C. Ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- D. Provides for the reporting as deemed appropriate to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-4 et seq.	Revised 5/25/99
511 I.A.C. 1-3-1	Revised 11/17/04
511 I.A.C. 6-2-1(c)(12)	Revised 12/07



# Southwest School Corporation

## Administrative Guidelines

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### **5200 - ATTENDANCE**

The School Board requires all students enrolled in the schools of this Corporation to attend school regularly in accordance with the laws of the State. The Corporation's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### **Excusable Reasons for Absence**

The Corporation accepts only the following as excusable reasons for absence from school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the participation and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- A. Illness verified by note from parent/guardian (Counted absent)
- B. Illness verified by note from Physician (Counted absent)
- C. Family funeral (Counted absent)
- D. Maternity (Counted absent)
- E. Military Connected Families (e.g. absences related to deployment and return) (Counted absent)
- F. Page or honoree of the General Assembly (Not counted absent)
- G. Participating in election (Not counted absent)
- H. When subpoenaed or appears in court (Not counted absent)
- I. When serving with the National Guard for no more than 10 days (Not counted absent)
- J. Serving with the Civil Air Patrol for up to 5 days (Not counted absent)
- K. Educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation.; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal; school sponsored field trips. (Not counted absent)
- L. Academic bowls, bands orchestra trips, choral performances for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. (Not counted absent)

- M. Short vacations with father and/or mother (legal guardian) not to exceed five (5) days per school year with prior approval by building principal. (These 5 days count as five (5) of the ten (10) days). (Counted absent)
- N. Exhibiting projects at State Fair (Not counted absent)
- O. Such other good cause as may be acceptable to the principal or permitted by law. (Principals will determine if absences will be counted or not counted in this scenario.)

### **Attendance Necessary for Credit**

Any student who misses more than ten (10) days during a school year may be subject to possible retention or failure of subjects. This policy will also apply to individual classes.

A conference will be held with parents, the students, and school officials prior to finalizing a decision.

After five (5) days absence, a letter to the parent/guardian will be sent to notify them of the number of absences and requesting a parent conference concerning the absences.

When a student reaches the ninth absence, a second letter will be sent notifying the parent that one (1) more absence will require a parent conference that will determine retention or failure of subject(s). (The building principal may include the teacher in the conference.)

The building principal may excuse additional days if there are extenuating circumstances.

### **Student Vacations During the School Year**

Students are permitted to go on vacation 5 days per school year (except the week ending each semester, during final exams, and standardized state assessments). However, the vacation with parent(s) and/or guardian(s) must not exceed five (5) days in duration and must be preceded by prior approval of the principal. These five (5) days count as five (5) days of the ten (10) days allowed under Attendance Necessary for Credit.

When planning for vacations keep in mind semesters may be extended due to make-up days.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The building principal will only approve a student's absence for a vacation when he/she will be in the company of his/her own parent (legal guardian) but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for more than the five (5) approved school days, he/she will be considered unexcused for the absence(s) and subject to truancy regulations.

The student may be given approximate assignments and materials for completion.

Separate daily assignments may be given.

## Truancy

A student shall be considered truant each day or part of the day if he/she is unexcused from his/her assigned location without parental knowledge. **Absence** is defined as non-presence in the assigned location any time beyond the tardiness limit. A student in junior/senior high school will be considered tardy rather than absent if he/she is in his/her assigned location within fifteen (15) minutes after the official start of the school period.

Truancy demonstrates a deliberate disregard for the educational program and is considered as a serious matter. Administrative action taken will be as follows:

- A. No credit will be recorded for work missed as a result of truancy.
- B. A record of the truancy will be entered in the student's record file.
- C. A parent conference may be held.

A student shall be considered a "habitual truant" when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated ten (10) truantries during a school year (I.C. 20-33-2-11). The superintendent or designee (principal) shall report a child who is habitually absent from school in violation of this chapter to an intake officer of juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accordance with IC 31-30 through IC 30-40.

In accordance with State law, the building principal and/or attendance officer shall use Form 5200 F to keep the Bureau of Motor Vehicles informed of each student whose truancy has resulted in at least two (2) suspensions or an expulsion from school or if the student has withdrawn from school in an effort to circumvent the loss of his/her learner's permit or application for a driver's license. (IC 20-33-2-11)

The disciplining of truant students shall be in accord with Board policies and due process, as defined in Policy 5611 and the Student Code of Conduct.

## Students Leaving School During School Day

No staff member shall permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

## Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. Providing meaningful learning experiences every day.
- B. Speaking frequently of the importance of students being in class, on time, ready to participate;
- C. Keeping accurate attendance records (excused vs. unexcused);
- D. Incorporating defined, daily participation as part of the teaching/learning process and each grading period (see AG [2220](#));
- E. Requiring students to make up missed assignments before or after the regular school day.

### **Make-Up Opportunities**

A student may make-up units of study with a properly certificated teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making-up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.

A student wishing to make-up work must contact the school to obtain assignments.

### **Tardiness**

- A. Students not in homeroom or in class on time as established by classroom rules are considered tardy.
- B. All students who are tardy to school must report to the principal's office to sign in.
- C. When a teacher detains a student after class, he/she shall issue a late pass for the student's next class.
- D. Teachers are requested to refer cases of chronic tardiness to the principal.
- E. When students have been tardy to homeroom or to class on multiple occasions, disciplinary action may follow (refer to student parent handbook).

### **Perfect Attendance Awards**

Perfect attendance certificates and/or awards will be presented at the end of the school year to any student who does not have any tardies or absences in their attendance record throughout the school year.

**BELL AND LUNCH SCHEDULE (20/21 Covid plan bell schedule included in the Covid plan at the end of the handbook)**

Regular Schedule

1 <sup>st</sup> Hour	8:05-8:55	(50 Minutes)
Announcements	9:00-9:05	(5 minutes)
2 <sup>nd</sup> Hour	9:05-9:55	(50 Minutes)
3 <sup>rd</sup> Hour	10:00-10:50	(50 Minutes)
A Lunch	10:55-11:20	(25 Minutes)-7th
4 <sup>th</sup> Hour	11:25-12:15	(50 Minutes)-7th
B Lunch	11:20-11:45	( 25 Minutes)-6th
4 <sup>th</sup> Hour	10:55-11:45	(50 Minutes)-8th
C Lunch	11:50- 12:15	(25 Minutes)-8th
5 <sup>th</sup> Hour	12:20-1:10	(50 Minutes)
6 <sup>th</sup> Hour	1:15-2:05	(50 Minutes)
7 <sup>th</sup> Hour	2:10-3:00	(50 Minutes)

One-Hour School Delay

Warning Bell	9:00
1 <sup>st</sup> Hour	9:05-9:45
Announcements	9:55-10:00
2 <sup>nd</sup> Hour	9:55-10:35
3 <sup>rd</sup> Hour	10:40-11:20
A Lunch	11:25-11:50 (7 <sup>th</sup> )
4 <sup>th</sup> Hour A Lunch	11:55-12:45 (7 <sup>th</sup> )
4 <sup>th</sup> Hour C Lunch	11:25-12:15 (8 <sup>th</sup> )
B Lunch	11:50-12:15 (6 <sup>th</sup> )
C Lunch	12:20-12:45 (8 <sup>th</sup> )
5 <sup>th</sup> Hour	12:50-1:30
6 <sup>th</sup> Hour	1:35-2:15
7 <sup>th</sup> Hour	2:20-3:00

Two-Hour School Delay

Warning Bell	10:00
1 <sup>st</sup> Hour	10:05-10:35
Announcements	10:40-10:45
2 <sup>nd</sup> Hour	10:45-11:15
3 <sup>rd</sup> Hour	11:20-11:50
A Lunch	11:55-12:20 (7 <sup>th</sup> )
4 <sup>th</sup> Hour A Lunch	12:25-1:15 (7 <sup>th</sup> )
4 <sup>th</sup> Hour C Lunch	11:55-12:45 (8 <sup>th</sup> )
B Lunch	12:20-12:50 (6 <sup>th</sup> )
C Lunch	12:50-1:15 (8 <sup>th</sup> )
5 <sup>th</sup> Hour	1:20-1:50
6 <sup>th</sup> Hour	1:55-2:25
7 <sup>th</sup> Hour	2:30-3:00

## **BICYCLES, MOPEDS, SKATEBOARDS, AND ROLLER SKATES/BLADES**

Bicycles, mopeds, skateboards, and roller skate/blades are not permitted, and walking or riding any of the above mentioned items to school is not permitted. In some cases it may be arranged with the principal to allow walking or riding one of the before mentioned items. However, these cases will be the exception and not the rule.

## **BULLYING**

Bullying means 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 student.

Consequences can be assigned for any substantiated, overt, and repeated acts of bullying.

## **BUS CHANGES OR DISMISSAL DESTINATION CHANGES**

When a parent wants a student to ride another bus to a friend's or relative's house or go to another destination at dismissal time than what is listed in Harmony on a brief temporary basis, the parent should send in a signed note to the office so that the student can obtain a bus pass from the principal to ride the bus.

**To avoid classroom interruptions during the school day, it would be extremely helpful to the school if parents would send these notes in of a morning with the student rather than calling the school during the day.**

# **BUS RULES**

## **THREE BASIC RULES for the Bus Rider:**

1. Follow the bus driver's instructions the first time they are given.
2. **Remain seated and facing forward in your assigned seat.**
3. Talk quietly to those seated with you.

### **Other Guidelines for the Rider**

- The bus driver may assign seats.
- 20/21 Kids must wear a mask while riding a bus.
- Be courteous.
- Do not use profanity.
- Do not eat or drink on the bus; keep the bus clean.
- Violence is prohibited.
- Do not use or possess tobacco.
- Keep your hands and head inside the bus.
- Do not destroy property.
- For your own safety, do not distract the driver through misbehavior.
- **Items not allowed in the classroom are not to be taken on the bus.**

**Note: Indiana Code 20-27-10-2 states in part "When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation."**

## **CAFETERIA**

Once a student deposits money in his/her cafeteria account, he/she may not take any money from the account to use for other purposes. The state is requiring this.

Also, when students purchase food in the cafeteria, they are encouraged to select three food items from the menu so that the school corporation can be reimbursed for the meals by the state. If a student selects less than three items on the menu, the state will not fully reimburse the school corporation for the meal.

If a student does not have money for lunch, he or she will need to call their parent to get money. If the parent cannot be contacted, the student will be allowed to charge for one full Type A lunch. To help keep cafeteria account records straight, students will not be allowed to charge for a la carte items. A student will not be allowed to make any additional charges until the charge is paid.

## **CLOSED CAMPUS**

SMS is a closed campus. This means that no student can leave the school campus during his/her assigned classes or lunchtime without permission from the principal. However, a student may leave campus with his/her mother or father and grandmother or grandfather if the student's parents give written permission for him/her to do so. One of these four relatives must sign the student out in the office before leaving, though. For the 20/21 school year, until further notice, no student may be signed out for lunch. Also, parents may not come in and eat with their children.



## **DANCES, BALLGAMES, AND OTHER NIGHTLY SCHOOL ACTIVITIES**

For dances, only SMS students are allowed to attend unless the principal grants special permission to invite other grade levels or other schools within the school corporation.

For nightly school activities such as dances, ballgames, and etc., students are to remain in the facility where the event is being hosted until they leave to go home. Once a student leaves the facility, he /she will not be allowed to return unless accompanied by a parent.

Students are not allowed to wander around outside when a school event is occurring inside a school facility.

At school dances, inappropriate or “dirty” dancing will not be permitted. Students are not permitted to run in the gym during a dance. Any students who do not follow these rules or the **DISCIPLINARY CODE OF CONDUCT** found elsewhere in this handbook may be removed from the dance or banned from future dances.

Policy for approved dancing is listed below:

- When you dance, you will face each other.
- Vulgar or dirty dancing will not be permitted (grinding).
- Rough play will not be permitted on the dance floor. This includes pushing and shoving.
- When slow dancing, you will need to conduct yourselves in tactful and tasteful manner.

It will be up to the chaperones to decide if you are following the guidelines. If a chaperone feels that you are not following the dance guidelines, then the chaperone will warn you once. If the chaperone has to talk with you a second time, then you may be asked to leave. Any student asked to leave will not receive a refund for the dance.

## DETENTIONS AFTER SCHOOL

A detention period after school will be set up on one designated day of the week from 3:15-4:15 p.m. (these times may vary a little. Detention runs one hour from the time the students are in the room) in the classroom of the teacher designated to be the detention supervisor for that week. In the past, this has been on Monday evenings.

Parents or their designate will need to pick their SMS student up at 4:15 p.m. at the north entrance to the building.

Detentions may be postponed with excuses for doctor or dental appointments or any other reason approved by the principal. The principal must be notified in advance if a student is to be excused for a detention.

Athletic events or practices will not be accepted as legitimate reasons for postponing detentions. If a student is involved in any extracurricular events, then that student needs to understand that they will miss practices or meetings due to detention if they receive a detention.

If a student does not eventually serve a detention, then he/she may receive either an in-school study, out-of-school suspension, or expulsion or other alternative consequences.

Also, if a student misbehaves during the detention period, the detention supervisor will remove the student. If the student is removed from detention as a result of their misbehavior, then it will be considered the same as them not going or missing detention.

**It will be the principal's discretion in what punishment to give to students for missing detention; however, in most cases the following model will be used concerning students skipping or being removed from detention. 1<sup>st</sup> Offense- 1 day of in-school study. 2<sup>nd</sup> Offense- 1 day of out-of-school suspension. 3<sup>rd</sup> Offense- 3days out-of-school suspension. 4<sup>th</sup> Offense- 5 days out-of-school suspension. 5<sup>th</sup> Offense- 10 days out-of-school suspension with a recommendation for expulsion.**

## **DISCIPLINARY CODE OF CONDUCT FOR STUDENTS**

**The following types of student misconduct will not be permitted. For the school to operate as smoothly as possible so that students can obtain a quality education, parents and students must cooperate with the school to enforce this disciplinary student code of conduct.**

1. Fighting, pushing, shoving, kicking, hitting, and other forms of aggressive bodily contact are not permitted.

If a student fights, he/she will be subject to out-of-school suspension. 1<sup>st</sup> offense- five days out of school suspension. 2<sup>nd</sup> offense- ten days out-of school suspension with a recommendation of expulsion. The principal will use his/her discretion and may choose to move for expulsion or longer suspensions for more severe fights. Also, in some cases it may be determined that a student was forced to use self defense because they were attacked. In these cases, it must be determined by the principal that the student had no other option but to defend his or herself. In these cases the punishment may not be as severe for the student who was attacked.

2. Being off school grounds during the school day without principal authorization or approval will not be permitted. Once a student has entered school grounds, he/she must remain on school property until dismissal time or permission is granted by the principal to leave the grounds.
3. Skipping classes without school personnel permission will not be tolerated.
4. In the hallways, students should walk rather than run. Students should speak in a moderate, conversational tone in the hallways.
5. During lunchtime in the cafeteria, students should talk in a moderate, conversational tone.
6. Food throwing and popping milk cartons or sacks in the cafeteria will not be tolerated.
7. Cheating and copying other students' work will not be permitted.
8. Any form of gambling on school property will not be allowed.
9. Student disruptions and interruptions during class are unacceptable behaviors.
10. Using violence, force, noise, coercion, threat, intimidation, fear, and passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct will not be tolerated. Such conduct includes but is not limited to the following:

- A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.
  - D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other school personnel to conduct the education function under this supervision.
11. Causing or attempting to vandalize or cause damage to school property and personal property within the school is not permitted.
  12. Theft or stealing of school property or personal property in the school is not permitted. This will result in expulsion.
  13. Causing physical injury to any person intentionally will not be permitted.
  14. Threatening or intimidating any student for the purpose of, or, with the intent to obtain money or anything of value from the student or extorting money from other students will not be tolerated.
  15. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be used as a weapon will not be tolerated. Any student caught with a weapon at school will be expelled. Ammunition is not to be brought to school. Any student caught with just ammunition will be suspended 3-5 days on their first offense. Any offense for ammunition after the first offense will result in expulsion.
  16. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicants of any kind will not be permitted. Medical prescribed drugs are exempt from this provision. If a student is caught with any illegal substance, the police will be contacted, and the student will be expelled from school.
  17. Engaging in the unlawful selling of a controlled substance is illegal and will not be tolerated on school property or at school sponsored functions.
  18. Engaging in something that constitutes a danger to other students will be unacceptable.

19. Engaging in something that constitutes an interference with school purposes or an educational function will not be permitted.
20. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function will be considered inappropriate behavior.
21. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function is inappropriate.
22. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law is unacceptable school conduct.
23. Engaging in sexual behavior or display of romantic affection on school property or during any school sponsored activity is not permitted.
24. Repetitive absences or tardiness of a student will be considered unacceptable school conduct.
25. Forging other people's names to papers or documents will not be permitted.
26. No student shall possess, handle, or transmit any firearm, explosive, or explosive device on school property or at a school event.
27. Insubordinate acts and disrespect directed toward school personnel will be unacceptable.
28. Possession or the use of any tobacco products on school property or at a school sponsored event will not be permitted.
29. Other items which are forbidden at school unless special permission is granted by the principal include but not limited to the following: dice, gum, skateboards, roller skates, roller blades, lighters, knives, guns of any kind, ammunition of any kind, bows, radios, tape players, disc players, cd players, whistles, harmful drugs, cap explosives, darts, cigarettes, tacks, pins, balloons, firecrackers, video games, cell phones, pagers, and beepers.
30. Food, beverages, and lollipops are not to be taken out of the cafeteria unless granted permission by the principal. Gum chewing in the building during the school day will not be allowed unless granted special permission by the principal.

31. Students are to remain in the cafeteria during lunch hour until they are dismissed. When students are dismissed, they will need to exit the northwest cafeteria doors and go directly to the gym or other designated destination. They are not allowed to loiter in the hallways and restrooms of the junior high building or outside during lunch hour. Any student who does not obey these rules and the rules for the gym may lose the privilege of going to the gym during lunchtime.
32. Substantiated profanity and/or obscenities from a student will be considered misconduct by a student. If a student uses profanity to or at a teacher/ staff member, he/she will be suspended out-of-school for 5 days.
33. Possession and/or distribution of pornographic or sexually explicit materials on school property will not be permitted.
34. Lying or perjuring one self is considered unacceptable school behavior.
35. Students are not allowed to write notes about staff, each other, and back and forth to each other.
36. Inappropriate or unauthorized use of school computers is not allowed and will not be tolerated.

Consequences for violation of any of these policies may include but not be limited to the following: suspension, expulsion, after-school detention, Saturday school, parent conferences, **loss of field trips**, report and conference with Sullivan County Juvenile Probation Department, report and conference with Sullivan County Division of Child Protective Services, counseling services, or report and contact with law enforcement agencies.

If any student receives more than 20 discipline referrals which result in detention, ISS, OSS, or expulsion in any given **school year**, the student will be suspended 10 days pending expulsion. At the 17<sup>th</sup> referral in a **year**, the student will be put out-of-school suspension for 1 day. At the 18<sup>th</sup> referral in a **year**, the student will receive a 2 day out-of-school suspension. The 19<sup>th</sup> referral in a **year** will result in a 3 day out-of-school suspension. The 20<sup>th</sup> referral in a **year** will result in a 5 day out-of-school suspension. Finally, the 21<sup>st</sup> referral will result in a 10 day out-of-school suspension with a recommendation for expulsion.

**7<sup>th</sup> and 8<sup>th</sup>** Grade Class Trips- Typically there is an end of the year trip planned to Holiday World for the 8<sup>th</sup> graders and Skyzone for the **7<sup>th</sup>** graders. Any **7<sup>th</sup> or 8<sup>th</sup>** grade student who accumulates more that 10 discipline referrals resulting in detention, ISS, OSS, or expulsion throughout the year prior the 7<sup>th</sup> or 8<sup>th</sup> grade class trip will not be allowed to attend the **7<sup>th</sup> or 8<sup>th</sup>** grade class trip. **Also, any student who has more than 10 unexcused absences will not attend the class trip.**

## **DISCIPLINARY CODE OF CONDUCT FOR STUDENTS**

### **DUE PROCESS RIGHTS FOR STUDENTS**

Before a student is suspended from school, a meeting will be held with the student prior to the suspension. At this meeting, the student is entitled to:

- A. Written or oral statement of the charges.
- B. If the student denies the charges, a summary of the evidence against the student will be presented; and
- C. The student will be provided with an opportunity to explain his or her conduct.

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

Following suspension, the parents or guardians of the suspended student will be notified in writing. The notification will include the dates of the suspension, description of the student's misconduct, and the action taken by the principal.

The principal may also recommend to the superintendent that the student be expelled from school. Students and parents will be notified of their rights if this should occur.

## **CELL PHONES AND ELECTRONIC DEVICES**

No cellular phones are permitted in the classrooms. Students may have their cell phones in the mornings and at lunch. However, students may not bring cell phones into the classroom. If a student is caught with a cell phone in the classroom, then they will receive a discipline.

### **Penalties for violation of cell phone policies**

First Violation: Cell phone confiscated, discipline referral documentation, phone returned at the end of the day.

Second Violation: Cell phone confiscated, discipline referral documentation, parent or guardian must pick the phone up, detention assigned.

Third Violation: Cell phone confiscated, discipline referral documentation, parent or guardian must pick the phone up, one day of in-school study assigned.

Fourth Violation: Cell phone confiscated, discipline referral documentation, parent or guardian must pick the phone up and conference with the principal. Two days of in-school study assigned.

Note: any text messages/picture messages of a threatening message or inappropriate images will be subject to law enforcement.

**Further violations will result in a recommendation for expulsion.**

## **DISCRIMINATION**

### **Section I**



If any person believes that the Southwest School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and/or (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Corporation's Civil Rights Coordinator:

**Chris Stitzle**

**Southwest School Corporation**

**31 North Court Street**

**Sullivan, IN 47882**

## **Section II**

The person who believes s/he has valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps.

### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### **Step 2**

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

## **DISCRIMINATION**

### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

#### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

Inquiries concerning the nondiscrimination policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The Corporation's Coordinator, on request, will provide a copy of the Corporation's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

## DRESS CODE FOR STUDENTS

1. Shoes or sandals are to be worn at all times.
2. Clothes should be clean, safe, and non-disruptive to the educational process.
3. Bandannas or similar head apparel are not to be worn during the school day.
4. Hats are not to be worn in any school building during the school day unless a special school spirit activity day has been planned. Hats are also not to be worn at nightly school programs.
5. Coats, jackets, and back packs are to be stored in the student's locker unless they are needed during inclement or cold weather.
6. Sunglasses are not to be worn in the school building and during class time unless it is for a documented medical condition.
7. Any clothing that is intended to expose private parts of the body or does expose private parts of the body will be considered inappropriate. Any clothing that reveals undergarments will be considered inappropriate. Jeans with holes above the students longest finger (when standing straight and arms are to the side) are not to be worn.
8. Any clothing which could cause property damage or personal injury is not to be worn, e.g. chains.
9. Any clothing that advertises or promotes the use of alcohol, tobacco, or drugs is not permitted.
10. Any clothing with sexually suggestive or offensive slogans or designs will not be permitted.
11. Any clothing which causes a disruption and interferes with the educational process will be considered unacceptable.
12. Garments such as short skirts and shorts, tops, those that reveal bare midriffs or backs, tube tops, see-through tops, tank tops, those with spaghetti straps, and those with plunging or revealing necklines are not permitted. The length of shorts and skirts is up to the discretion of the principal. However, as a guide for Sullivan Middle School students, shorts and skirts should not be shorter than the ends of a student's longest finger when the student's arms are placed at his/her sides. Soffe shorts are not to be worn. Leggings, spandex, and or yoga pants may be worn; however, the student's top must extend down to the end of the student's longest finger when he/she is wearing leggings, spandex or yoga pants..
13. Any clothing that advertises or promotes gangs or cults is not permitted.

Any student who does not follow the dress code will be asked to cover up the inappropriate clothing or asked to change into more appropriate clothing. Students may be required to call their parents if the problem cannot be corrected at school.

Continued and persistent neglect to follow the dress code will result in some form of disciplinary action.

## DRUG TESTING

### SULLIVAN MIDDLE SCHOOL

#### 5530.01 – DRUG TESTING AND EDUCATION PROGRAM

##### SCOPE OF THE PROGRAM

The testing policy of Southwest School Corporation will include the following two groups:

##### **RANDOM TESTING and INDIVIDUALIZED “REASONABLE SUSPICION” TESTING.**

1. **RANDOM TESTING** will be used for students who:
  - a. Are involved in athletics and/or any school sponsored extra-curricular activity. Extra curricular activity is defined as any activity that the student participates in that is outside the scope of the regular school day.
  - b. Drive to school.
  - c. Are under age 18 and a parent or guardian elects to enroll them in the program and/or any student who VOLUNTEERS to be included in the program.
  
2. **INDIVIDUALIZED “REASONABLE SUSPICION” TESTING** will be used for students who:
  - a. Exhibits a **“REASONABLE SUSPICION”** of drug/alcohol use. Students who use or abuse drugs and/or alcohol often exhibit negative behaviors and/or display other indicators of drug or alcohol use. These indicators can include, but are not limited to, the following: mood swings, aggressive or lethargic behavior, fighting, risk-taking behavior, paranoia, bragging or talking to other students about drug and/or alcohol use, psychosis, loss of interest in school and favorite activities, drastic change in dress, declining grades, poor grooming, rapid weight loss, truancy or excessive tardiness and/or absence, isolation from friends and family, depression, or withdrawal. Such students are at higher risk relative to academic performance and social interaction.
  
3. **DEFINITION OF “REASONABLE SUSPICION”**

As used in this policy, “reasonable suspicion” relies upon and includes but is not limited to: observation of negative behaviors and actions based upon the aforementioned indicators of a problem; specific observation of inappropriate or unusual behavior; body odors or speech of student; information received from staff members, parents, students, school employees or detection devices/services; the past record of a student in connection with the above-listed factors; and/or an accident involving a motor vehicle before, during, or after school hours, at school, or at a school function.

  - a. The administration reserves the right to test a student, at any time, based upon “reasonable suspicion” of drug and/or alcohol use. A refusal to submit to a drug/alcohol screening test by a student under “reasonable suspicion” will be considered the same as if one had tested positive for drug/alcohol use.
  - b. The administration will document the indicators and provide a copy to the student and parents.

**4. SOUTHWEST SCHOOL CORPORATION  
DRUG AND ALCOHOL POLICY (Use, Possession, and Reasonable Suspicion  
Testing)**

- a. Any student found to be under the influence or in the possession of any substance defined as a “drug” as described in the Southwest School Corporation Drug Testing and Education Program while on Southwest School Corporation (SWSC) property or at any school function, whether on SWSC property or not, will be turned over to law enforcement for processing.
- b. The student will be suspended out of school for ten days with recommendation for expulsion.
- c. The student will also be subject to the Southwest School Corporation Extra-Curricular Activity Substance Abuse Disciplinary Policy.

**SOUTHWEST SCHOOL CORPORATION  
DRUG TESTING AND EDUCATION POLICY  
November 16, 2005 (Revised 8/11/11; revised 5/16/12; revised 12/18/13)**

**5530.01 DRUG TESTING AND EDUCATION PROGRAM**

**A STATEMENT OF NEED AND PURPOSE**

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extra curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residue in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified “positive” test conducted by his/her school under this program other than stated therein.

**INTRODUCTION**

The effective date of this program is January 3, 2006, with revisions made on August 11, 2011; May 16, 2012, and December 19, 2013. This program does not affect the current policies, practices, or rights of Southwest School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Southwest School Corporation

reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

## **REASONABLE CONCERN**

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

### **SCOPE**

Participation in extracurricular activities is a privilege. This policy applies to all Southwest School Corporation students in grades 7-12 who wish to participate in extracurricular activities that are listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, Managers, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members Performing choir members, and participants in solo/ensemble contests.
3. Academic Teams
4. Drama
5. FFA
6. National Honor Society
7. Student Government
8. All other approved Southwest School Corporation clubs and extra-curricular activities.

This policy also applies to any student who wishes to drive to school, from school, or during school.

## **CONSENT FORM**

At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to 10% of eligible students will be randomly tested up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Southwest School activities or drive.

The Southwest School Corporation Drug Testing and Education Policy is part of the Student Handbook and is approved by the Board of School Trustees. Indiana State Law requires that we ask you to acknowledge in writing that you have a reviewed a copy of the Student Handbook which contains school policies. By allowing a student to attend a Southwest School Corporation School, the parent consents to all school policies contained in the Student Handbook. Failure to sign or return a form does not affect the student's responsibility to act in accordance with policies outlined in the handbook.

## **NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests may

not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Southwest School Corporation Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Southwest School Corporation Board of Education, to the extent permitted by such subpoena or legal process.

## **BANNED SUBSTANCES**

For the purpose of this Policy, the following substances or their metabolites that can be tested for are considered illicit or banned for Southwest School Corporation students.

Alcohol Amphetamines Anabolic Steroids  
Barbiturates Benzodiazepines Cocaine Metabolites  
LSD Marijuana Metabolites Methadone  
Methaqualone Nicotine Opiates  
Phencyclidine Propoxyphene Other Specified Drugs

## **TESTING PROCEDURES**

(1) Midwest Toxicology Services will do the selection of participants to be tested randomly, and selections will be made from time to time throughout the school year. Names will be drawn from two pools of those eligible to be tested. The first pool will include students in grades 7 and 8. The second pool will include students in grades 9 through 12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Midwest Toxicology Services will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

(2) If the student shows signs of tobacco and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/designee may call the student's parent/guardian to notify that the student will be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.

(3) No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

(4) Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

(5) All students will be given a maximum of two hours to produce a specimen. If unable to produce a specimen, the student will be given up to 12 ounces of fluid. If still unable to produce a specimen within two hours, an oral swab test will be administered. If the oral swab test indicates a positive test, the student will be required to produce a urine sample for testing. In addition, the parents/guardian will be telephoned and informed the student has had a positive oral swab test.

(6) All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit

will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

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

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

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

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

#### **COLLECTION OF SPECIMENS, CHAIN OF CUSTODY**

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

#### **TEST RESULTS**

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

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

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

A student who tests positive will be subject to the disciplinary consequences outlined in the Administrative Guidelines of this Policy and the Southwest School Corporation Extra-Curricular Activity Substance Abuse Disciplinary Policy in the Student Handbook.

A “follow up” test will be performed by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow up” test is



negative, the student will be allowed to resume extracurricular activities and/or driving. If a second “positive” result is obtained from the “follow up” tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the Southwest School Corporation reserves the right to, at any time during the remaining school year, test any participating student who previously tested “positive”.

(4) Information on a verified “positive” test result may be shared with a student’s coach, sponsor, principal, or other designated school official. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.

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

### **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

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

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

### **FINANCIAL RESPONSIBILITY**

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

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

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

### **CERTIFYING SCIENTIST RESPONSIBILITIES**

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

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

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

## **OTHER RULES**

Apart from this drug testing program, Southwest School Corporation coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

## **SOUTHWEST SCHOOL CORPORATION DRUG TESTING AND EDUCATION PROGRAM RANDOM DRUG TESTING ADMINISTRATIVE GUIDELINES**

## **CHAIN OF CUSTODY**

(1) The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.

(2) The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator may call three or four students drawn from the pool to the collection site simultaneously. Calling three or four students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)

(3) Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.

(4) A kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.

(5) If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.

(6) Students will be instructed to remove all coats, empty pockets, and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have five minutes to produce a urine specimen. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.

(7) After it has been sealed, lab personnel will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee.

(8) In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead the student's identification number will appear on the container. Also, the result sheet for the urinalysis will be mailed back to the principal/designee with no name attached; only the student's identification number will appear on the result sheet.

## **COLLECTION PROCESS**

Selected student athletes report from class to the collection site. A specimen of urine is collected following this process:

- a. Student first is asked to wash their hands with soap and water and dry them.
- . b. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area. Pockets must be empty.
- c. The drug testing custody and control form is completed by the Student

and collector.

d. The collector prepares the urine bottles.

e. The collector adds a bluing agent to the water in the urinal or toilet.

f. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.

g. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then rewash their hands.

h. With the student watching, the collector will recap the specimen bottles tightly.

i. The collector checks the volume, reads and records the temperature within four minutes of collection, and looks for evidence of tampering.

If tampering is suspected, a second specimen will be requested.

A second suspected tampered specimen would be considered refusal to test and the Principal/Designee notified.

j. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.

k. The student is asked to initial the transport bag.

l. The sealed bottles are placed inside the transport bag and the top sealed as directed.

m. The top lab copies of the drug testing custody and control form are folded with the top portion visible to the outside and placed in the Requisition Pouch. This pouch is then sealed as indicated. The student is given the donor copy of the form.

n. While the student watches, the sealed specimen bag is carried to a secured storage area.

o. The Student is then sent back to class.

p. The collector distributes the remaining copies of the form as required, being responsible for getting the appropriate copy of the form to the Certifying Scientist in a timely manner.

q. The Principal/Designee will be notified immediately of any student who refuses to give a urine sample.

### **Notification Procedure for a Positive Drug Test**

When a principal/designee is notified that a student has tested positive the principal will:

a. Notify the student of the positive test result and give the student the following information:

- the substance(s) they tested positive for in the drug test
- the parent/guardian will be contacted to set up a conference
- the student and/or parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained
- the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference

b. Notify the parent of the positive test result and give the parent the following information:

- the substance(s) the student tested positive for in the drug test
- the student and/or parent/guardian may submit any documented

prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained

- the consequences of the positive drug test will be determined by the administration based on school policy and explained to the student and/or parent/guardian in conference

The principal/designee will work with the parent in an attempt to arrive at a mutually agreeable time for a conference.

The principal/designee will attempt to follow the guidelines for parent notification in a timely manner for every positive drug test result. In extenuating circumstances the administrator/designee may notify the parent first if he/she believes reversing the order of notification is in the student's best interest.

Notification will be made in person or by telephone. Notification will not be made by leaving messages with other individuals, on answering machines, or through e-mail.

### **PICK-UP PROCESS**

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

### **CONSEQUENCES FOR RANDOM DRUG TESTING VIOLATIONS**

#### **First Violation**

- A. Building administrator will meet with the student and parent/guardian(s) to discuss the test results and consequences.
- B. The student with a positive test will not be allowed to participate in any school related activity, athletics, extra-curricular activities, after school activities, or drive to school until a retest shows negative results.
- C. In addition to have a negative retest, students must comply with the Corporation's discipline policies governing extra-curricular activities.
- D. The student with a positive test will be periodically retested for the remainder of the school year with the first retest being administered after there has been sufficient time for the illegal substance to leave the student's system, but no sooner than ten (10) school days.
- E. The parent/guardian(s) will be provided with information about substance abuse counseling and education programs

#### **Second Violation**

- A. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, extra-curricular activity, or drive to school for one (1) calendar year from the date of the second positive test. At the end of this period, the student must have a negative retest before s/he may participate in any of the aforementioned activities.
- B. The student must attend an approved substance abuse counseling, educational, or rehabilitation program. The cost for the program will be the student's responsibility.
- C. Refusal to participate in a recognized drug awareness/treatment program will be

considered as a third violation of this policy.

### **Third Violation**

A. The student will not be allowed to participate in athletics, school clubs, attend any after school activity, extra-curricular activity, or drive to school for the remainder of his/her time at the junior high school (7th and 8th grade) level or if the student is in high school, the remainder of his/her time at high school.

### **EARLY DISMISSAL**

School may be dismissed early from time-to-time due to utility emergencies or deteriorating weather conditions. Working parents need to have a back-up plan on where to send students when school is dismissed early. Parents need to inform students on their plan. School closings will be announced on WTHI (Channel 10) TV, WTWO (Channel 2) TV, and WNDI radio, so parents should stay tuned to one of these stations.

### **GRADE REPORTING**

Students will receive grade reports every nine weeks. Computerized grade reports will be sent home with students on the Thursday following the end of each nine-week grading period.

Students will either receive letter grades of A, B, C, D, F, or be given credit for a course if it is designated in a student's special education IEP.

At midterm, a deficiency report will be sent home to the parents for any student who has a course grade less than a C-. Parents will need to sign these forms and return them back to school. Even though a student may not receive a deficiency report at midterm, the student may still fail a course at the end of the grading period, however.

If parents are concerned about the grades, though, they should remain in contact with the student's teacher or teachers. E-mail is a good way to correspond back and forth with teachers. Teacher e-mails can be obtained by accessing the Sullivan Middle School website.

The grading scale for SWSC students is as follows:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

## HARASSMENT

### GENERAL POLICY STATEMENT

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, staff, and all other School personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, The Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guest and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

### OTHER VIOLATIONS OF THE ANTI-HARASSMENT POLICY

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## HARASSMENT

### DEFINITIONS

#### SEXUAL HARASSMENT

Pursuant to Title VII of the Civil Rights Act of 1964 and the Title IX of the Educational Amendments of 1972, “sexual harassment” is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment, or status in a class, educational program, or activity;
- B. submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working, and /or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person’s employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.



## **HARASSMENT**

- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching: obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

## **RACE/COLOR HARASSMENT**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

## **RELIGIOUS (CREED) HARASSMENT**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

## **HARASSMENT**

### **NATIONAL ORIGIN HARASSMENT**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **DISABILITY HARASSMENT**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **REPORTS AND COMPLAINTS OF HARASSING CONDUCT**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor, or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, and persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and the titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines which supplement this policy. The names and titles of these individuals will be published annually:

## **HARASSMENT**

- A. in the parent and staff handbooks.
- B. in the School Corporation Annual Report to the public.
- C. on the School Corporation web site.

The District Administrator shall establish Administrative Guidelines describing both a format and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if over age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct. Including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **CONFIDENTIALITY**

The School Corporation will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

## **INFORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

## **HARRASSMENT**

### **FORMAL PROCESS FOR ADDRESSING COMPLAINTS OF HARASSMENT**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witnesses who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation, the Complaint Coordinator or designee will prepare and deliver to the District Administrator a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

A copy of the written report will also be delivered to the member of the School Corporation community or third party making the complaint and the individual accused of the harassing conduct.

Upon review of the written report, the District Administrator will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of the District Administrator's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

## **HARASSMENT**

The decision of the District Administrator shall be final.

A Complainant who is dissatisfied with the District Administrator's decision may appeal it to the Board by submitting written notice to the District Administrator within ten (10) days of the date of the District Administrator's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the District Administrator's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the District Administrator's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

## **SANCTIONS AND MONITORING**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee, or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to eliminate such conduct in the future.

## **HARRASSMENT**

### **ANTI-HARASSMENT COMPLAINT COORDINATOR**

The following individual shall serve as the “Anti-Harassment Complaint Coordinator” for the School Corporation hereinafter referred to as the “Complaint Coordinator”.

Chris Stitzle

Southwest Sullivan School Corporation

812-268-6311

110 North Main Street  
Sullivan, IN. 47882

[cstitzle@swest.k12.in.us](mailto:cstitzle@swest.k12.in.us)

## **HOMEWORK**

1. When students are absent from school two consecutive days or more, parents may contact the office between 7:30 and 9:00 a.m. of the second day or, thereafter, requesting homework assignments for their SMS student. If parents do not call between these hours, there will be no guarantee that the homework assignments will be ready by the end of the second day. When a student is going to be absent from school one day only, the student will have to wait to return to school to get the make-up assignments. The student will be responsible for requesting the make-up assignments for this day, however.
2. After 9:00 a.m., the school secretary will contact or e-mail the student's teachers to send the homework assignments to the office by 2:30 p.m.
3. Parents may pick the homework up in the office after 2:30 p.m.
4. Students should make every effort to complete as much homework at school as possible. If students do not get all of their assignments completed at school, they will need to complete them at home to be adequately prepared for class the following school day.
5. When students take short vacations, they should try to pick-up assignments after they return from a vacation rather than prior to the vacation.

## **HOME SCHOOL OR PRIVATE SCHOOL**

Any student entering SMS from a home school or private school may be recommended for grade placement testing. Although a student may initially be placed in a grade based upon his/her chronological age and home school/ private school grade placement, the student may be moved to an appropriate grade or program to meet his/her needs after completing the grade placement test

## **GRADE DISTINCTIONS**

There will be an honor roll each nine-week grading period and also for each semester.

**TO QUALIFY FOR THE HIGHEST DISTINCTION, A STUDENT MUST NOT HAVE ANY LESS THAN A 3.75 GPA ON THEIR GRADE REPORT FOR THE RESPECTIVE GRADING PERIOD OR SEMESTER.**

**TO QUALIFY FOR THE DISTINCTION, A STUDENT MUST NOT HAVE ANY LESS THAN A 3.5 GPA ON THEIR GRADE REPORT FOR THE RESPECTIVE GRADING PERIOD OR SEMESTER.**

**TO QUALIFY FOR HONOR ROLL, A STUDENT MUST NOT HAVE ANY LESS THAN A 3.0 GPA ON THEIR GRADE REPORT FOR THE RESPECTIVE GRADING PERIOD OR SEMESTER.**

## **LOCKS AND LOCKERS-LOST OR STOLEN ITEMS**

1. When a student is issued a locker, the school corporation retains the right to inspect the locker and its contents to ensure the locker is being used for its intended purpose, to eliminate fire hazards, to maintain sanitary conditions, to recover lost or stolen material, and to prevent the storage of weapons, tobacco, drugs, alcohol, pornography, and etc.
2. Students are not allowed to change lockers with other students.
3. The school assumes no responsibility for loss or damage to any content in a locker.
4. Students need to keep their lockers locked to prevent theft. The school is not responsible for any lost or stolen items. It is each student's responsibility to keep their personal belongings locked and secured in their lockers. Students should not tell other students their locker combinations. It is recommended that students not carry more than \$10 in cash to school at a time. Parents should try to write checks to the school as much as possible to avoid thefts of a large amount of cash.
5. Students should keep their lockers clean and organized at all time.
6. No pop, food, pornographic materials, weapons, drugs, tobacco, alcohol or any other material unrelated to the school process are to be stored in lockers.
7. Vandalism to lockers will not be tolerated.
8. Large sums of money are not to be stored in lockers.
9. Students are not allowed to write on, or, in lockers.

Any Student who does not follow the above locker rules will face disciplinary consequences, and could lose the privilege of having a locker.



## SOUTHWEST SCHOOL CORPORATION MEDICATION ADMINISTRATION AT SCHOOL GUIDELINES

The Purpose of administering medication at school is to help each student maintain an optimal state of health that enhances each student's educational efforts. *The intent of the following guidelines is to reduce the number of medications given at school, while providing safe and effective administration of medications to the students that require them.*

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**BEFORE ANY MEDICATION IS GIVEN AT SCHOOL, prescription or non-prescription, an authorization to administer medication form must be completed and signed by the student's parent/guardian.**

1. Parents/Guardians are responsible for assuring the medication arrives safely at school in a properly labeled container. An adult parent/guardian or designee is to personally bring the medication to school. **Children are not to transport medication. Children bringing medication to school is in direct conflict with the Southwest School Corporation (SWSC) Medication Administration Policy.**

2. All prescription medications must be in an original pharmacy container affixed with the pharmacy label. The pharmacy label serves as the physician's order; therefore, this label must be current with correct name, date, drug, and dosage.

3. **Effective August 11, 2020, nebulizer treatments are prohibited for use at SWSC Schools. Hand-held inhalers with spacers must be used. Please contact Susan Tincher, School Nurse, with any questions.**

4. Over-the-counter (OTC) medications at school are **discouraged**. **Effective August 11, 2020, all OTC medications must be accompanied by a physician's order, including the chronic health condition that warrants the use of OTC medication at school. All OTC medicines must be approved by the School Nurse.** OTC medications must be in the original container with the manufacturer's label. The child's name must be affixed to the container. Not more than ten OTC doses may be kept at school unless approved by the school nurse.

5. No aspirin or aspirin-containing products will be administered without a physician's order.

6. Changes in medication dosage must be documented in writing on the Permission to Administer Medication Form. **Prescription medications must be changed by physician's order only,** which may be the written physician's order itself or by a new pharmacy label. A new Permission to Administer Medication Form must be completed to reflect any prescription changes and be signed by parent/guardian. **Staff will not adjust medications by any other method.**

7. Discontinued prescription medications must be documented by written physician's order.

8. All medications will be kept in locked, limited access areas.

9. In some instances, it may benefit a student to be responsible for self-administration of medication. An Authorization for Self-Carry/Administration of Medication Form (for Epi Pens) or an Asthma Action Plan (for hand-held inhalers with spacers) must be completed by the physician and signed by parent/guardian. It is within the scope of the school nurse's responsibility to evaluate self-administration of medications by students.

**Indiana 2020-2021 Required and Recommended School Immunizations**

Grade	Required	Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps & Rubella) 2 Hepatitis A
<b>K-5<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A
<b>6<sup>th</sup>-11<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
<b>12<sup>th</sup> grade</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap

**HepB:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio\*:** 3 doses of Polio are acceptable for all grade levels if the 3<sup>rd</sup> dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose.

\*For students in grades K-10, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 on or after the 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hepatitis A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses are required for all grades K-12.

Indiana State Department of Health,  
Immunization Division  
(800) 701-0704

**Southwest School Corporation**  
**Bylaws and Policies/Administrative Guidelines**

**8451 - NO HEAD LICE**

The Spirit of the No Head Lice Policy is to minimize head lice infestations and to keep children in school. A No Head Lice Policy means the immediate exclusion of a child from school until all head lice or nits within one-quarter of an inch from the scalp are treated and removed.

**Head Lice Management Protocol**

- A. If a student is suspected of having head lice or nits, the student will be referred to the Southwest School Corporation (SWSC) school nurse or designee for examination.
- B. If head lice are detected or nits are within one-quarter inch of the scalp which could result in communicability, the child's parent or designated contact person will be notified by telephone and asked to pick the child up for treatment and removal of any nits. At the time, the parent or designate will be advised to contact their family physician or pharmacist and when appropriate, offered assistance in obtaining pediculocidal shampoo.
- C. An information sheet giving specific information about the treatment of head lice will be given to the parent or designate and key points regarding SWSC No Head Lice Policy, prevention, detection, and treatment will be addressed verbally in person when possible or via telephone.
- D. All students in that classroom will be checked in a timely manner as well as any other children who live in the same household as the child having head lice or nits within one-quarter of an inch from the scalp who may be in another classroom.
- E. If nits are detected more than one-quarter inch from the scalp, the child may remain in school for the remainder of the school day, but the school nurse or designee shall notify the child's parent or designated contact person by telephone and recommend nits be removed from the child's hair to insure that re-infestations do not occur. The child must be examined by the school nurse or designee the following school day school. If nits are still present, the child's parent or designated contact person will be contacted immediately. This process will continue until the school nurse or designee determines the child's head is free of nits.
- F. The next school day, after treatment and removal of head lice and nits, the student will be checked by the SWSC school nurse or designee. If lice or nits are detected, the student's parent or designate will be notified and the student will be excluded from school until all lice and nits have been properly treated and removed as determined by the SWSC nurse or designee.
- G. If a child has recurring incidents of head lice or nits within a two (2) week period of time, the child's parents may be reported to Child Protective Services.
- H. When a case of head lice or nits are first detected in a building, one general note or email for that school year will be sent to parents informing them that cases of head lice have occurred in the building and that parents need to check their children's heads nightly and report any head lice cases to the SWSC school nurse or designee.

## **MORNING ARRIVAL (For 20/21 Covid arrival information, see the end of the handbook)**

Students should not arrive at school any earlier than 7:30 a.m. When students do arrive, they should report to the cafeteria or gym and remain seated until the warning bell rings at 8:00 a.m. A student will be counted tardy if he/she is not in their classroom by 8:05 a.m. Many teachers require students to be in their seats before the bell rings. Students are not allowed to leave the cafeteria and wander around the building before the start of classes.

If a student needs to leave the cafeteria for some reason, he/she will need to get a written pass from the morning cafeteria supervisor. **The doors will not unlock before 7:30 a.m. If your child arrives at school prior to 7:30, they will have to wait outside without supervision.**

## **PARENT-TEACHER CONFERENCES AND CONSULTATIONS**

Parent-teacher conferences or consultations should be held on teachers' preparation periods or at a mutually convenient time for both parties.

**Every attempt should be made to avoid interrupting class for parent conferences and consultations.**

E-mailing is a good way for parents and teachers to correspond with each other.

## **PASSES AND PASSING PERIODS**

Students are not allowed in the hallways during class times unless they have permission from their teacher. It is the student's responsibility to obtain permission by the teacher to leave a class.

When moving in the halls from one class to another, students should walk, be courteous and respectful to other people in the hallway, and stay to the right of the hallway as much as possible. Since the hallways are crowded, students should avoid bodily contact with each other and keep the noise level down to a minimum when they are in the hallways.

Students are given five minutes to get from one class to another, use the restroom, or go to their lockers. Unless a staff member excuses a student, the student will be counted tardy if he/she is not in their classroom by the time the bell rings.

Students who are persistently tardy to classes may be assigned after-school detentions, given suspensions, or disciplined by other means.

## **PICKING-UP STUDENTS DURING THE SCHOOL DAY OR AT DISMISSAL TIME**

Any time a parent needs to pick a student up during the school day or at dismissal time, the parent should send in a note with the student giving the reason and the time of pick-up. The note should be turned in at the office. These notes will then be given to the attendance clerk.

**To avoid classroom interruptions during the school day, it would be extremely helpful to the school if parents would send these notes in of a morning with the student rather than calling the school during the day.**

During the School Day:

When parents pick students up during the school day, they should enter the school's front entrance and report to the office.

Picking Up Students at Dismissal Time:

Parent pick-up will be in the front of the building (For 20/21, it is the back of the building).

## **PUBLIC COMPLAINTS AND CONCERNS**

Any person or group having a legitimate interest in the operations of this Corporation shall have the right to present a request, a suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Board of Trustees. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **MATTERS REGARDING A PROFESSIONAL STAFF MEMBER, SUPPORT STAFF MEMBER, OR ADMINISTRATOR**

#### **A. First Level**

If it is a matter specifically directed toward a staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his his/her authority and Corporation administrative guidelines. However, a professional staff member can involve the Administration, and/or Association Representative at Level 1, if deemed appropriate.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the principal.

#### **B. Second Level**

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable. However, the staff member's supervisor can involve the Administration, the staff member, and /or the Association Representative at Level 2, if deemed appropriate.

## **PUBLIC COMPLAINTS AND CONCERNS**

### **C. Third Level**

If a satisfactory solution is not achieved by discussion with the principal, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken. Should the matter be resolved in conference with the Superintendent the Board may be advised of the resolution.

### **D. Fourth Level**

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision, nor more than ten (ten) business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

## **TELEPHONE USE BY STUDENTS**

Students are not allowed to use the school phones unless permission is given by a staff member. Forgotten homework, books, sport items, clothing, or money are not considered an emergency.

Students are not allowed to carry and use cell phones on school property during the school day. Any cell phone confiscated by a staff member may be kept in the office by the principal for an indefinite period of time.

## **VISITORS**

Any visitors during the school day should report to the school office. If parents want to visit a classroom, they should contact their child's teacher to schedule a mutually convenient time for the visit



ANNUAL AHERA NOTIFICATION  
SOUTHWEST SULLIVAN SCHOOL CORPORATION  
SCHOOL YEAR 2010/2011

**Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Southwest Sullivan School Corporation is required to annually notify all school building employees, building occupants, or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities including periodic re-inspection and surveillance activities that are planned or in progress.**

**The AHERA related activities conducted have been the Periodic/ 6-Month Surveillance and the AHERA Mandated 3-Year Re-inspection plans to maintain current information on the condition of materials in our building and response actions for maintenance, renovation, and demolition of affected buildings. The AHERA 3-Year Re-inspections were conducted by ASTESCO, Inc. an independent firm. The reports for these activities are available at the Southwest Sullivan School Corporation Administrative Office, 110 North Main Street, Sullivan, IN 47882.**

**In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the AHERA Periodic/6-Month Surveillance of all building materials. These Periodic/6-Month Surveillance activities are scheduled for August, 2010 and February, 2011. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.**

**The AHERA Management Plans are available for public review at the Administration Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).**

## PESTICIDE USE IN SCHOOLS

The *Pesticide Use at Schools Rule*, 357 IAC 1-16, was adopted by the State of Indiana on November 20, 2010, regulating the use of pesticides and herbicides on school property. The purpose of this rule is to minimize the potential for chemical exposure to students while at school by ensuring that pesticides and herbicides are used only by licensed or certified applicators; and that students are not in areas when pesticides or herbicides are being applied.

Since Southwest Sullivan School Corporation is committed to the health and well-being of its students, any spraying applications that have to be done in SWSC will occur after school, on week-ends, or during vacation periods.

To comply with this new rule, however, any parent who wants to be notified of these spraying dates needs to submit a letter to the school corporation office in writing as soon as possible so their names can be placed on a pesticide notification registry to be notified as to the dates when spraying will occur. It is not necessary for parents to submit a letter requesting placement on this pesticide notification registry unless there is a concern.

Questions relating to this state rule may be directed to the Southwest Sullivan School Corporation office.

### ➤ Student Expression/Speech

Students have a constitutional right to freedom of expression, but the right is not unlimited and the School prohibits student demonstration, protest, or other expression:

- likely to cause a substantial disruption to classes or other school activities
- likely to provoke a violent response from others
- that is obscene, lewd, vulgar, and/or objectively offensive
- that involves threats of violence
- that rises to the level of harassment
- that advocates for illegal activity

If a student participates in a prohibited demonstration or protest, the school may administer discipline up to and including **[suspension/expulsion]**. Missing school to participate in a prohibited demonstration and/or protest will be treated as an unexcused absence.

## ➤ Homeless Information

### ***McKinney-Vento Homeless Children and Youth***

*The McKinney-Vento Homeless Children and Youth Program was designed to make sure all homeless children and youth have equal access to the same free and appropriate public education as children and youth who are not homeless. This includes preschool education. Homeless students are those who lack a fixed, regular, adequate nighttime residence. This includes students who are sharing the housing of other persons due to loss of housing, economic hardship or similar reason; are living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals.*

*State and local educational agencies are required to develop, review and revise policies to remove barriers to the enrollment, attendance and success in school that homeless children and youth may experience. Local educational agencies also must provide homeless children and youth with the opportunity to meet the same challenging state content and state student performance standards to which all students are held. For more information, please see Southwest School Corporation's webpage under the Homeless (McKinney-Vento) tab or contact Mr. Stitzle, the SWSC McKinney-Vento/Homeless Liaison.*

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**Due to the pandemic, many things for the 20/21 school year look different. Here is some information on bell schedules and plan structure for the 20/21 school year.**

**Bell Schedules:**

## **2020-2021 Bell Schedule**

8:10-9:05	1 <sup>st</sup> Hour
9:15-10:05	2 <sup>nd</sup> Hour
10:15-11:10	3 <sup>rd</sup> Hour
11:10-11:45	A LUNCH (7 <sup>th</sup> )
11:55-12:50	4 <sup>th</sup> Hour (7 <sup>th</sup> )
11:45-12:15	B LUNCH (6 <sup>th</sup> )
11:20-12:15	4 <sup>th</sup> Hour (8 <sup>th</sup> )
12:15-12:50	C LUNCH (8 <sup>th</sup> )
1:00-1:55	5 <sup>th</sup> Hour (7 <sup>th</sup> )
1:00-1:50	5 <sup>th</sup> Hour (8 <sup>th</sup> )
2:00-2:55	6 <sup>th</sup> Hour (8 <sup>th</sup> )
2:05-2:55	6 <sup>th</sup> Hour (7 <sup>th</sup> )

## **2020-2021 One Hour Delay**

9:10-9:55	1st Hour
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10:05-10:50 2nd Hour  
10:50-11:20 Lunch 7th  
11:30-12:20 3rd Hour 7th  
11:20-11:50 Lunch 6th  
11:00-11:50 3rd Hour 8th  
11:50-12:20 Lunch 8th  
12:30-1:15 4th Hour  
1:25-2:05 5th Hour  
2:15-2:55 6th Hour

## **2020-2021 Two Hour Delay**

10:10-10:40 1st Hour  
10:50-11:20 2nd Hour  
11:20-11:50 Lunch 7th  
12:00-12:50 3rd Hour 7th  
11:50-12:20 6th Grade Lunch  
11:30-12:20 3rd Hour 8th  
12:20-12:50 Lunch 8th  
1:00-1:30 4th Hour  
1:40-2:10 5th Hour  
2:20-2:55 6th Hour

## **2020/2021 SMS Re-entry Parent Information**

It is the effort of all of us at SMS to offer a quality education to all students while at the same time keeping all students, staff, and parents as safe as possible. Because we are in the midst of a pandemic, the following plan has been developed to offer the best possible scenarios for safety and student learning, and any needed contact tracing.

- Students may be dropped off at school between 7:45 AM and 8:10 AM. Students will report to their first period classroom/homeroom upon arriving at school. Breakfast will be available for those wanting to eat. Breakfast will be a grab and go option, and students will eat in their classrooms. Face coverings are required for all students when they enter the school and must be worn at all times except while in a classroom situation where social distancing can be followed.
- Students may bring computer bags to class during the school year in order to store their chromebooks. Also, approved SMS backpacks (for sale in the office for \$50) will be allowed. Furthermore, students will be allowed to bring clear water bottles to school and class during the 2020/2021 school year. Students will be able to fill their water bottles throughout the school day from the bottle filling station. Traditional water fountains will not be available during the day.
- Each grade will be divided into four groups based on schedule needs. For core classes, students will be assigned to one core classroom, and the core teachers will be moving from room to room instead of students moving room to room. During any special classes, the students will be moving throughout the building to the specials classrooms. In all classroom areas, students will be given assigned seats and will be expected to adhere to their seating assignment. While moving throughout the building and while involved in anything besides class, students will be required to wear their face coverings.
- Passing periods will be extended and staggered with only two groups of students per grade in the halls at any given time. All students will have the opportunity to fill water bottles, collect needed supplies from lockers, and use the restroom during passing periods. Again, face covering are required at all times during passing periods.
- Lunch will be provided in lunch areas such as the cafeteria. During lunch, areas will be distanced and separated into four sections, and students will again have assigned seats. Students will be assigned a lunch area based on the group they are in throughout the day. Social distancing will be practiced during lunch line-up and in the lunch line. Until further notice, parents will not be able to come in and eat with their child in the cafeteria, and also, parents will not be able to sign students out for lunch. Students will be required to wear face coverings while transitioning to and from lunch and while lined up for lunch; however, they may remove face coverings while eating.

- Again, face coverings will be required during passing periods and on the way to and from lunch. Face coverings may also be required in the classrooms during certain situations when students may not be able to practice social distancing.
- Parents will be allowed in the office during the school day; however, face coverings will be required and social distancing will be maintained. Until further notice, parents will need principal permission to be anywhere in the building besides the office.
- Dismissal may be staggered, but all students will be released from the building between 2:55 PM and 3:00 PM. Students will be required to wear their face coverings during dismissal.
- **Face coverings are required based on the governor's order. Students will be required to wear them at school. Face coverings are not optional, and students who refuse to wear face coverings will receive a discipline and may not be permitted to stay on school grounds.**

As always, please feel free to contact me with any questions concerning this information. I can be reached by email at [dhitt@swest.k12.in.us](mailto:dhitt@swest.k12.in.us) or by phone at (812) 268-4000. Thank you, stay safe, and we will get through this together. I hope you have a great day and a great rest of the summer!

-Mr. Hitt