



2026-2027

Southwestern Middle School Handbook



#WeAreWildcats

WELCOME TO SOUTHWESTERN!

Hello, Wildcats!

Southwestern Middle School is a wonderful place to learn and grow. Students, teachers, families, and staff all work together to make SMS a safe school with high academic standards.

This handbook contains information to help you understand the expectations and policies of Southwestern Middle School. The SMS Student Handbook provides you with some basic information that will help you have a positive and rewarding school year. You and your caregivers should become familiar with the information contained in the handbook, as you are expected to know and follow the rules and procedures outlined in it.

The SMS staff will make every effort to make your school year as enjoyable and as productive as possible. We will offer you many opportunities, both academic and extra-curricular, that can be very rewarding to you personally. We are looking forward to a very successful school year!

Sincerely,

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Facebook: <https://www.facebook.com/Southwesternmiddleschool/>

Twitter: @Wildcats_SMS

Instagram: @we_are_wildcats_sms

2026-2027 Important Dates

Tuesday, August 4	SMS Back-to-School Night (6:00-8:00 P.M.)
Thursday, August 6	First Day of School for Students
Tuesday, August 18	School Picture Day
Monday, September 7	Labor Day (No School)
Wednesday, September 30	School Picture Retakes
Wednesday, October 7	Caregiver/Teacher Conferences (5:00-7:00 P.M.)
Thursday, October 8	Caregiver/Teacher Conferences (5:00-7:00 P.M.)
Friday, October 9	End of First Nine Weeks
Monday, October 19-Friday, October 23	Fall Break (No School)
Tuesday, November 3	ILEARN ELA Checkpoint #1 Test
Thursday, November 5	ILEARN Math Checkpoint #1 Test
Wednesday, November 18	SMS Community Night (6:00-8:00 P.M.)
Wednesday, Nov. 25-Friday, Nov. 27	Thanksgiving Break (No School)
Friday, December 18	End of Second Nine Weeks/Semester 1
Monday, Dec. 21-Tuesday, Jan. 5	Winter Break (No School)
Wednesday, January 6	Students Return from Winter Break
Monday, January 18	Martin Luther King, Jr. Day (No School)
Tuesday, January 26	ILEARN ELA Checkpoint #2 Test
Thursday, January 28	ILEARN Math Checkpoint #2 Test
Monday, February 15	Mid-Winter Break (No School)
Friday, March 12	End of Third Nine Weeks
Tuesday, March 16	ILEARN ELA Checkpoint #3 Test
Thursday, March 18	ILEARN Math Checkpoint #3 Test
Monday, March 22-Friday, March 26	Spring Break (No School)
Tuesday, April 20	ILEARN ELA Summative Test (CAT)
Thursday, April 22	ILEARN ELA Summative Test (PT)
Friday, April 23	Mid-Spring Break (No School)
Thursday, April 29	ILEARN Math Summative Test (CAT)
Monday, May 24	SMS Field Day
Tuesday, May 25	Last Day of School for Students/End of 4th Nine Weeks/End of Semester 2

Please read Mrs. Gustin's weekly E-mail updates, as well as other communication sent by the school, which will be E-mailed to your registered E-mail address. You may also visit our website for current and upcoming events.

MISSION STATEMENT

Recognizing the needs of young adolescents, the staff of Southwestern Middle School accepts the responsibility of creating a safe, supportive, and stimulating learning environment. Students of diverse backgrounds will be positively influenced to learn the academic and technological skills for information processing and decision-making necessary for success in today's changing world. The physical, mental, emotional, social, and creative development of our students will be nurtured in order to prepare them for the challenges of citizenship in a global society.

TSC MIDDLE SCHOOL PHILOSOPHY

The purpose of the Middle School is to develop the student to the fullest extent possible, while taking care to accept and value his or her individuality. Recognition of individual and group needs requires a wide variety of teaching methods. Therefore, the Middle School should provide educational opportunities that:

1. Provide an incentive to learn.
2. Consider students as individuals, their learning styles, abilities and interests, while encouraging and developing independent reasoning through mutual cooperation among teachers and students.
3. Offer as many varied educational options and opportunities as possible that encourage continued growth of academic skills, assist the development of values, stimulate a creative use of leisure time including aesthetic appreciation, and provide exposure to career possibilities, so learning may be relevant to today's and tomorrow's society.
4. Encourage students to be resourceful, responsible, and responsive in their relationships to others and the world in which they live.
5. Utilize both the human and physical resources of the community; that is, all persons including caregivers of middle school students should be given opportunities to participate in educational programs.
6. Demonstrate citizenship and democracy, emphasizing interest and participation in community and world affairs.
7. Provide co-curricular opportunities for general development and enjoyment for the greatest possible number of students.
8. Develop students emotionally, morally, physically, and socially, in order that they may achieve a feeling of self-confidence and self-respect.

SCHOOL SONG

Go, U, Southwestern
Drop that ball right in
(Football) (Break right through that line)
With the colors flying
We will cheer you to the end

(Football) (We will cheer you all the time)
 Rah! Rah! Rah!
 Go, U, Southwestern
 Fight for victory
 Spread far the fame
 Of our fair name
 Go Southwestern, Win that game!

The **WILD**cat Way

At SMS, we **W**ork Hard, **I**nvolve ourselves, **L**isten carefully, and **D**isplay good citizenship
 by practicing:

Safety: My school family of adults work to keep SMS safe and it is my job to help keep it safe.

Mindfulness: Speak your truth. Our individual truths are just one individual's truths. Speak your truth in a way that does not dehumanize or demean others. Speak from your experience. We are diverse learners with the agency to act through voice, choice, and ownership of this work. Advocate for your needs through suggestions, questions, and/or actions.

Spirit: I can care for myself and my school family.

Locations	Safety	Mindfulness	Spirit
All settings	--Be aware of your surroundings. --Use appropriate language. --Follow instructions given by adults. --Cell phones should be kept in lockers and turned off during the day.	--Keep all hands, feet, body parts, and other objects to yourself. --Take care of yourself and your materials. --If you see another human who needs help, offer to help! --If you are feeling dysregulated/anxious/upset/in need of a break, let an adult know.	--Take pride in yourself and our school. Leave all areas better than you found them. --Clean up after yourself.
Classroom	--Raise your hand before speaking. --Stay in your assigned space/area. --Walk. --Arrive to class on time.	--Always put forth your best effort. --Listen when another person is speaking.	--Treat all materials with care. --Keep all areas neat and clean. --Use supplies, materials, and equipment correctly.
Hallway	--Carry items using both hands. --Go directly to your destination. --Walk.	--Honor the personal space of others. --Keep your eyes forward.	--Take care of school property.
Cafeteria	--Get permission from an adult if you need to leave the cafeteria for any reason. --Bring your lunch barcode with you to the cafeteria each day.	--Report any spills to an adult. --Respect others' personal space (this includes their lunch tray/area).	--Clean up your eating area. --Keep food and utensils on your own tray. --Dispose of food/trash in trash cans before leaving the area.
Restroom and Locker Room	--Report any overflows, spills, or messes/vandalism to an adult. --Locker room: Make sure that your locker is locked when leaving the locker room. --These areas are "No Phone Zones."	--Use the restroom, wash your hands, and leave promptly. --Locker room: change clothes and exit promptly.	--Wipe up any water that is spilled. --Use sink appropriately. --Dispose of toilet paper appropriately. --Locker room: Make sure all items are put away in your locker before leaving.
Bus	--Sit with your back against the seat	--Walk to the bus.	--Pick up any trash.

	and face forward. --Stay seated while the bus is moving. --Keep hands, feet, and objects inside the bus. --Listen to the bus driver.	--Keep personal items/bags on your lap. --Be mindful of the volume level of your voice and avoid yelling.	--Let the bus driver know if there is a mess or a spill that needs attention.
Recess	--Listen to adults. --No aggressive physical contact when playing games (i.e. football must be two hand touch)	--Share the equipment. --Include everyone. --Be kind to everyone.	--Use equipment appropriately. --Show good character/sportsmanship.
Convocations, guest speakers, special events	--Enter and exit using walking feet and at appropriate times. --Use stairs to go up and down bleachers.	--Clap or be quiet at appropriate times. --Show good character/sportsmanship. --Stay seated during the event. --Listen and watch attentively.	--Walk around the outside of the gym floor playing surface. --Sit with your class in the assigned area.

SCHOOL POLICIES

ABSENTEEISM

The process of education requires continuity of instruction, classroom participation, learning experiences, and study in order for a student to attain his/her maximum educational potential. The interactions of pupils under the tutelage of a competent teacher are vital to this purpose.

Accordingly, it is incumbent upon the Tippecanoe School Corporation to encourage attendance by every student. To the extent that provisions of this policy should be in conflict with laws, regulations, or rules applicable to any student who is a “handicapped child” as defined by Indiana Code, such laws, regulations, or rules shall be controlling.

Parent(s)/guardian(s)/caregivers are to notify the school authorities as early as possible on the day of the student’s absence. In instances where the student and caregiver(s) are aware that the student will be missing school for a pre-planned event, written notification should be made to the principal prior to the date of the absence. The reason for any student absence must be provided by the caregiver/guardian in writing, via phone call, or by voice mail prior to the beginning of the next school day.

In order to qualify for grade promotion or course credit, a student must meet all academic requirements and be present in class ninety percent (90%) of the class enrollment days. Attendance shall be required of all Corporation students, except those exempted under provisions of State law, during the days and hours that the school is in session.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:

1. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
2. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
3. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
4. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
5. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
6. participating in an educationally related non-classroom activity which is consistent with and promotes 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 advance by the school principal (I.C. 20-33-2-17.5)

7. The following absences are not counted against the student when determining the attendance requirement beyond the maximum nine (9) days allowed and are to be exempt from attendance requirements:
 - a. Illness with physician verification.
 - b. Immediate family member funeral with verification. Immediate family is defined as a student's parent(s) or guardian(s), brother, sister, grandparents, spouse, children, corresponding step relatives or corresponding in-laws.
8. Judicial appointments with verification.
9. Out-of-school suspension.

The school may elect to seek additional verification of the reason for absences and/or to hear appeals for extenuating circumstances.

The student and the parent/guardian/caregiver will be contacted each semester when the student has accumulated five (5) absences in a semester or the student's attendance pattern indicates a risk of not meeting the School Corporation's attendance requirement. This policy applies to all absences from school.

Family trips /vacations are not considered excused absences. Families who plan to vacation or travel while school is in session must notify the school in writing at least two weeks in advance. The student will then make arrangements with teachers to work ahead, collect assignments, or to schedule make-up work for when he/she returns. Work assigned prior to the trip/vacation must be turned in to teachers on the day the student returns to school. Tests will also be made up on the day the student returns to school, unless prior arrangements have been made with a teacher.

Students leaving school during the school day is a disruption to the learning environment for all students. Only in extreme emergencies should a student leave school during the regular day. In some instances, a student may leave school with their caregivers' permission if doctor, dental, or other appointments are necessary. For a student to leave during the school day, a caregiver or designated adult must come into the main office and sign the student out in the office logbook. Tardiness to school or class is a disruption to the learning environment for all students. A student is tardy to school or class when he/she enters the building or classroom after the bell rings to begin. Being on time to school each day is important.

Excuses for tardies follow the attendance excuse policy. For a tardy to be excused, a doctor's note or funeral verification must be submitted at the time of the tardy. Please note that oversleeping and/or missing the bus are not excused tardies. Students who arrive more than five minutes late to school will be considered absent to first period.

When the student comes to school, he/she and their caregiver should report to the office to sign in. A tardy pass will be issued to the student. If class tardies accumulate, students will receive consequences beginning with the fifth tardy.

Indiana law mandates compulsory attendance as stated in Section 20-8.-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of that stated school

attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

Truancy is an unexcused absence. Although they are encouraged to complete work missed, students will not receive academic credit for daily work missed due to truancies.

Definition of Truancy:

1. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
2. investigates the cause(s) of his/her truant behavior;
3. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
4. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
5. provides for the reporting to the Bureau of Motor Vehicles the names of those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

SCHOOL ATTENDANCE Required for Activities

To be eligible to participate in any scheduled event, a student must be present in school on the day of the event, if on a school day. To fulfill this requirement, the student must be present for at least half of the school day, except in extreme circumstances to be determined by the principal. Students must be in attendance at school to attend any evening TSC event. Students who have been assigned an out-of-school suspension will not be eligible for after school activities on that day.

A student who consistently misses school on a day following an event will be subject to loss of the privilege to participate. Those who cannot participate and attend school regularly will be considered physically incapable of participation.

RETURNING FROM ABSENCE

During an absence, students will be responsible for checking Canvas and checking with each teacher during their absence to complete assignments. Upon their return to school, students should follow up with teachers about missed assignments and class experiences. Students will have one day for each day they were absent to complete work missed. Administrative approval is required for any time extensions.

NOTIFYING THE SCHOOL WHEN A STUDENT IS ABSENT

When a student is absent from school, caregivers should call the school office before 9:30 a.m. on the day of the absence to report the reason that the student is absent. If the caregiver is unable to contact the school, he/she must send a note with the student on the first day that he/she returns to school. A note from a physician will excuse an absence if submitted within 72 hours of the day of

absence. When the school is not contacted, the school may attempt to contact the caregiver at home or at work to verify the reason for the student's absence. Telephone calls, emails, and/ or notes to the school verifies the reason for an absence but only physician notes excuse the absence. If the school does not hear from a parent/guardian/caregiver, the student's absence will be recorded as a truancy.

Students who have been absent from school for more than half of the school day due to illness will not be permitted to participate in or attend extra-curricular activities on that day.

ACADEMIC AWARDS

Students will earn an academic letter if they maintain a 3.5 GPA for the school year. Once a student receives an academic letter, thereafter, they will receive a bar for each year they maintain a 3.5 GPA.

Honor Roll Awards are given to students who have made the honor roll for three out of four nine-week grading periods during the school year.

A faculty committee selects Junior Honor Society members each spring. Membership is based upon scholarship, leadership, citizenship, school and community service, and character. To be eligible for selection, students must have a grade point average of 3.75/4.0, complete an application, and be recommended by teachers based on scholarship, leadership, citizenship, and character.

GRADES

All caregivers will have access to their child's grades and attendance through the TSC Parent Portal. Caregivers will be given a username and password to gain access via the internet. Midterm AND Quarterly REPORTING DATES ARE LISTED on the calendar above. If there is a family that does not have access to the internet, they are able to obtain paper copies of student grades by contacting the main office.

GRADING SCALE:

A	=	90 – 100%	D	=	60 – 69%
B	=	80 – 89%	F	=	59% and below
C	=	70 – 79%			

HONOR ROLL

Each nine weeks, students are eligible to be on the Distinguished Honor Roll and Honor Roll. These honor rolls will be determined as follows:

Distinguished Honor Roll

To qualify for the Distinguished Honor Roll, a student must have no less than 6 As with remaining grades of B.

Honor Roll

To qualify for the Honor Roll, a student must have all As and Bs with no C's.

INCOMPLETE GRADES

If a student has an incomplete grade for the nine weeks or for the semester, it is the student's responsibility to see that the incomplete is removed. The work must be made up the following nine weeks or the incomplete will be changed to an F, unless other arrangements have been made with the teacher.

CONFERENCES AND REPORTS OF UNSATISFACTORY PROGRESS

When a caregiver/guardian has a concern over the academic progress of their student or the program being offered at Southwestern Middle School, a conference is recommended. To arrange a conference, caregivers should contact the appropriate teacher for an initial meeting. If a resolve is not met, the caregiver should contact the principal or guidance counselor for a follow-up conference. Contact can be made by calling the school office at 538-3025.

ACADEMIC INTEGRITY

Southwestern Middle School values honesty, responsibility, and original work. Students are expected to complete and submit their own work while following the directions and expectations provided by their teacher. Academic dishonesty is a violation of the core principles of education. During the school year, tests, quizzes, writing papers, and completing projects will measure student learning. The grades received for these efforts should inform students how much has been learned from the course. Some, but not all, examples of academic dishonesty are listed below:

- Presenting another person's work or ideas as your own (plagiarism).
- Copying or allowing others to copy assignments or assessments.
- Providing or receiving unauthorized assistance on assignments, quizzes, tests, or exams.
- Sharing, selling, or distributing completed assignments, assessment questions, or other course materials without permission.
- Using artificial intelligence (AI) or other technology to complete work when it has not been authorized by the teacher.
- Students should ask their teacher whenever they are unsure whether collaboration, outside resources, or AI tools are permitted for a particular assignment. Violations of academic integrity may result in academic and disciplinary consequences in accordance with School Board policy and the Student Code of Conduct.

Plagiarism, as defined by the Random House Dictionary, is "to steal (the language, ideas, or thoughts) from (another) representing them as one's own original work." Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism, that is, theft. Plagiarism is not tolerated in the Tippecanoe School Corporation.

There are several kinds of plagiarism:

1. Copying word-for-word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.

4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (e.g., making up citations) as to the source of the information presented.

Cheating is dishonest, degrades character and reputation, and impedes individual learning. Students found plagiarizing or cheating will receive no credit on that material or test and face possible discipline.

Use of Artificial Intelligence:

Tippecanoe School Corporation recognizes that artificial intelligence (AI) has the potential to enhance teaching and learning when used responsibly. AI is intended to support learning, not replace a student's own thinking, effort, or understanding.

Students may use AI tools only when permitted by their teacher and only in the manner directed for a specific assignment. Depending on the learning objective, teachers may allow AI to assist with tasks such as research, brainstorming, writing support, language translation, data analysis, or accessibility accommodations.

When AI use is permitted, students are expected to:

- Follow their teacher's instructions regarding when and how AI may be used.
- Complete the assignment using their own understanding and judgment.
- Acknowledge or cite AI-generated content when required by the teacher.
- Use AI in an ethical and responsible manner.

Using AI to generate or submit work as your own when it has not been authorized by your teacher is considered academic dishonesty and may result in disciplinary consequences under the Student Code of Conduct.

APPEARANCE AND DRESS CODE

Southwestern students are expected to come to school clean, well groomed, wearing clothes seasonally appropriate for school and that do not cause distractions, disorder or disruptions to the learning environment. Student dress or grooming practices are to promote a healthy and safe environment to all individuals in the school and the property of the school.

TIPPECANOE School Corporation Policy

Appropriate dress and grooming shall be the responsibility of students and their caregivers. If a manner of dress, grooming and/or appearance is disruptive, or presents a physical hazard, school administrators shall take necessary action to correct the situation. Failure to cooperate with the dress code policy will result in change of clothing and/or caregiver notification to bring appropriate clothing to school.

The following items shall not be worn at school:

- Jackets & Hats (including bandannas) except on special days deemed by the staff. Hats should remain in the locker during the school day.
- Sunglasses (except on special days deemed by the staff)

- Clothing or objects promoting drugs, tobacco, or alcohol
- Clothing or objects that suggest sexual, hateful, or gang behavior
- Clothing or objects that could constitute a health problem or a hazardous situation
- Clothing that is too revealing or too tight.
- Pants and shorts below the waist--undergarments should not be visible.
- Slippers
- All shirts must have a sleeve with shoulder coverage.
- Neither sling bags nor backpacks may be carried to class. They must remain in the locker.

***Administration has the final authority on whether or not a student's clothing or appearance is inappropriate for school.**

BOOK RENTAL/FEES

Each enrolled student is assessed a book rental fee as determined by the school corporation. In addition, some departments may require extra fees. Application forms are available within the PowerSchool Parent Portal. Students will be held financially responsible for lost or damaged articles. Please pay book rental fees at the beginning of each semester to ensure proper credit.

COMPUTER USE

Each student and parent/caregiver must sign the Computer Use and Internet Use forms before computer access will be granted. Every student is assigned a password and it is the student's responsibility not to share this password with anyone. Students may only use a computer under the direct supervision of a teacher or staff member.

Inappropriate Internet Use Consequences:

Using the Chromebook or Internet inappropriately will result in some or all of the following:

- Loss of Internet privileges
- Loss of Chromebook for a period of time or indefinitely
- School disciplinary consequences
- Parent/guardian/caregiver contact

1 to 1 Technology Initiative:

Each student will be issued a Chromebook, along with a charger and Chromebook case. Every student is assigned a password and it is the student's responsibility not to share this password with anyone.

- Students will need to bring the Chromebook to school every day
- The Chromebook will need to be charged each night (create a specific routine)
- Students are responsible for their own device and the use of the device.
- Student use of the device will be monitored at school, but caregivers will need to monitor them at home
- Safe and positive online use and monitoring
- If a student is out of school due to an illness or other excused absence, they will be able to stay connected with the teacher and the class.
- If a teacher is absent, they can front-load assignments and activities for students.

- If a student needs additional practice or enrichment, they can find the necessary resources on the internet
- This device is another tool to provide instruction
- Students may personalize their Chromebook cases as long as it is school appropriate.
- Chromebooks are to be kept in the school-issued Chromebook case at ALL times. Failure to comply with this expectation may result in consequences, as well as fees incurred when a new case must be issued.
- ELECTRONIC DEVICES ARE NOT PERMITTED IN RESTROOMS OR LOCKER ROOMS AT ANY TIME!
- Using the Internet inappropriately will result in disciplinary action including loss of computer privileges.

For more information regarding the 1 to 1 initiative's expectations and guidelines, please refer to the TSC 1 to 1 Initiative Webpage at:

<https://sites.google.com/a/tsc.k12.in.us/tsc-1-to-1-initiative/home>.

ELECTRONIC DEVICES (including, but not limited to) BEEPERS, PAGERS, CELLULAR PHONES, LASER LIGHTS/POINTERS, etc.

As per TSC policy, students are not to use on school grounds during school hours any electronic paging device, hand-held portable telephone, electronic storage or recording devices, or other similar electronic devices in a situation not related to a school purpose or an educational function. In addition, students are not to have laser lights or pointers at school. Any student needing to place a telephone call during school hours should request permission to use a school telephone in office.

Any student that uses a cell phone to possess and/or show the following: picture, drawing, photograph, negative image, videotape, digitized image or any pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than 16 years of age will be charged a Class D felony. Southwestern Middle School prohibits picture taking and other video recordings with cell phones or other digital devices.

PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices before or after school. **At all other times between 8:25 A.M. and 3:05 P.M., these devices are to be turned off and placed out of sight/in lockers when school is in session.** Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned only to the parent/guardian/caregiver. Failure to comply with this expectation may result in:

- A warning/device confiscated/may pick up in the office at the end of the day
- Device confiscated/caregiver must pick up from the school
- Possible suspension (administration discretion)

Failure to comply with this policy may result in disciplinary action(s) and the device being returned to the caregiver. Students who refuse to turn over their device to any staff member when asked are insubordinate in failing to comply with a request made by a staff member. Students will receive a significant consequence for insubordination/noncompliance. Personal communication devices are not the responsibility of the school. If lost or stolen, a student assumes the responsibility.

ELECTRONIC DEVICES ARE NOT PERMITTED IN RESTROOMS, LOCKER ROOMS, OR ANY AREA WHERE A REASONABLE EXPECTATION FOR PERSONAL PRIVACY EXISTS.

Parents/Guardians/Caregivers allowing students to carry electronic devices to school **imply permission** for the school and its personnel to have access to any and all information on the device if confiscated for disciplinary or investigative purposes. Information contained on devices is subject to inspection.

Any student who engages in sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including contents on a cell phone or other electronic device may be considered for suspension or expulsion. Students and parents also need to be aware that it is “child exploitation”, a class C felony under I.C. 35-42-4-4(b) for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18. It is “child pornography”, a class D felony for any student/person to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or appears less than 16 years old. All school personnel have a legal duty to report such violations to law enforcement.

LOCKERS

Each student is issued a locker with a combination lock. The combination number is given to the student at the beginning of the school year, and students should not give that number to other students. **Doubling or sharing of lockers is not permitted, and the combination should not be shared with friends.** Valuable personal property or large amounts of money should not be kept in lockers. No decorations are to be placed on the outside of the student's locker without permission of the principal. The locker is intended to store a jacket or coat, a book bag, and school materials. There is to be no food or drinks stored in lockers. The school reserves the right to open the locker assigned to a student, with or without the student's knowledge, for inspection with or without a reasonable suspicion that the student has in the locker an illegal, harmful, or prohibited substance, or an object which could be considered to be used as a weapon.

MAKE-UP WORK

It is each student's responsibility to reach out to teachers regarding make-up work after an absence. Students/parents/caregivers should first check teachers' Canvas pages for daily assignments. Students who are absent two or more consecutive days may request homework assignments. A caregiver/guardian may call the school office with the request for assignments from prolonged absences to be ready for pick-up within 24 hours of caregiver request. Students are expected to turn in received-requested-homework on the day of their return to school.

SCHEDULE CHANGES

Individual cases will be decided on their own merit. Class changes are not allowed unless there are schedule conflicts, clerical errors, or justified reasons as determined by the counselor, principal, teachers, and caregiver(s).

SCHOOL TELEPHONE

Students will not be allowed to use the office phone during class hours. Non-emergency phone calls may be made between classes or with a pass from a teacher.

VISITORS TO SCHOOL

All visitors who come to the school for any reason during the school day must report to the school office and receive permission to be on school grounds. Any person on school property who has not registered with the school office is illegally on school property and will be asked to identify him/herself. Any person refusing to cooperate with school personnel in this matter will be asked to leave school grounds.

ACTIVITIES

Tippecanoe School Corporation (TSC) is highly supportive of educational opportunities such as athletics, performing arts, and other academic-related programs which contribute toward accomplishing the stated mission of the school district. These activities assist students to develop confidence, competence, and the ability to deal with success and adversity. We acknowledge the need for reasonable limitations to the time and resources that the school district devotes to such pursuits. As the elected representatives for our school patrons we endorse the following principles:

1. Successful completion of the approved course of study is a primary objective for each TSC student.
2. We will not compromise our integrity to gain a competitive advantage.
3. We will follow the rules and guidelines of the Indiana High School Athletic Association and the Indiana Division of Student Activities. Proposed participation in activities not endorsed by either of these organizations will be given great scrutiny.
4. We will attempt to be a supportive partner to those non-exclusionary community organizations that provide meaningful educational opportunities to our resident students. First priority for use of school district resources and facilities will be given to school sponsored programs.
5. The school corporation will not promote student activities sponsored by “for profit” groups.
6. Co-curricular programs will focus on providing a well-rounded and cultural experience rather than inter-school competition.
7. High school sports teams are competitive by nature. Selection of student participants is a subjective process. Final selection and assignment of team members is the purview of the coach.
8. Interscholar athletic competition will begin at Grade 7.
9. Academic expectations, student enrollment numbers, and available staff and other resources limit the number of athletic and other activity programs TSC can reasonably sponsor.
10. The school district will, whenever possible, employ faculty members to serve as sponsors and coaches.
11. Participation in any extracurricular activity is a privilege. Staff members, students, and parents/caregivers are expected to demonstrate exemplary behavior and to maintain the highest integrity.

EXTRA-CURRICULAR CLUBS

Extra-curricular clubs will meet at an appropriate time that is determined by the principal and sponsor. Extra-curricular clubs include, but are not limited to the following: Jazz Band, Selective Choir, Yearbook Club, Art Club, Speech, Circle the State with Song, National Junior Honor Society.

Yearbook, and Student Council. Callouts for these clubs will be announced. Some activities are competitive and require a selection process, which will be stated at the time of the call-out.

FUNDRAISING PROJECTS

Consent of the Principal and the Superintendent of Schools is required for any financial campaigns or drives in the community to raise money for extra- curricular activities.

SCHOOL DANCES/PARTIES

School dances are a privilege, not a right. Only students who are currently enrolled in 6th-8th grade at Southwestern Middle School may attend the dance. The school or organizations within the school may sponsor dances each year. The dates are made in conjunction with the school calendar and with the permission of the principal. Students should dress with respect to themselves and others attending the dance. School rules of behavior apply. Once the student leaves the building, he/she will not be able to return.

STUDENT COUNCIL

The Southwestern Student Council is composed of representatives from the student body. The duties of members vary from year to year, depending upon selected projects, but concentrate mostly on student welfare and involvement. The Student Council may make recommendations to the school administration. To maintain membership, a member must attend all meetings (or be excused from them), maintain satisfactory grades in all classes, and exhibit outstanding citizenship in all areas.

ATHLETICS

ATHLETIC ELIGIBILITY

For the purposes of determining athletic eligibility, grade verifications will be conducted on the predetermined dates listed in the handbook. Students must have a passing grade in all subjects. If, during the grade verification, a student is not passing all classes, they will be ruled ineligible. During the first two-week period of ineligible status, students may still attend practices but not participate in contests. Students will be able to earn an eligible status only during the next scheduled verification check. If a student is ruled ineligible for a second time during any one sport, he/she will be removed from the roster and must turn in their equipment.

The eligibility period will include a two-week time period including weekends. Students failing a class on the verification sheet will be notified on Mondays.

All student-athletes must have a completed IHSA Physical examination form on file in the school prior to participation in any form of extra- curricular sport activity.

The school principal reserves the right to declare any student ineligible to participate for disorderly or unregulated behavior that exceeds reasonable limits.

School disciplinary measures such as out-of-school suspensions will result in the student-athlete being ineligible to participate in practices and contests during the suspension.

Any student who is unable to participate in PE class will not be allowed to participate in athletic practices or contests.

ATHLETIC TEAMS/AWARDS

Southwestern offers Basketball, Cheerleading, Cross Country, Dance, Football, Track, Volleyball, and Wrestling. Each participant who successfully meets the requirements established by each coach in his sport will receive the school letter. Participants must complete at least 75% of the extracurricular season, defined as the time from the first practice or meeting to the final practice or competition, in good standing to be eligible for the school letter. These letters will be presented at a seasonal awards program.

ATTENDING ATHLETIC EVENTS

All students who attend school-sponsored athletic events should remain in the bleachers while the game is in progress. Loitering in the hallway, cafeteria, and parking lot will lead to suspension of these privileges. Students are to visit the concession stand and restroom facilities during half times and between games. At no time will any student who is not a participant in the evening's contest be allowed on the gym floor. The shooting of baskets at halftime or between games will not be permitted. Students should schedule their pick up for 8:00 p.m.

SPORTSMANSHIP

Southwestern participates in many athletic events and other extracurricular events. All students are encouraged to attend these activities. School spirit is important to the function of the school. Every student should represent the school by being a good host to the opponents, loyal to the team, and showing good sportsmanship at all times.

TRANSPORTATION FOR ATHLETIC EVENTS

School buses may be used to transport participants to school-sponsored athletic events. Caregivers are required to sign their child out if their athlete is not riding the bus home.

Student Conduct

A primary goal for Southwestern Middle School is to give each student the opportunity to develop his or her own capabilities as much as possible. This can only be fulfilled when each student behaves in a responsible manner.

AT SCHOOL AND AT ALL SCHOOL ACTIVITIES, STUDENTS WILL:

1. Comply with the directions of all adults on staff.
2. Use school and private property in a careful and responsible manner. Students who lose or damage school property will replace that property if the loss or damage is a result of carelessness or disorderly conduct.
3. Be in class on time, seated and ready to learn when the bell rings. This includes having all necessary materials for class.

4. Avoid disturbing the class in any way.
5. Remain seated until class is dismissed by the teacher.
6. Be honest. Cheating, lying, plagiarism, forgery, and other dishonest behavior will not be tolerated.
7. Use restroom facilities between classes - do not expect to use them during class.
8. Use study time to pursue academic work. The homeroom supervisor will establish rules under which students may go to the library, confer with others, or carry out a necessary task.
9. Not eat candy or bring other food and drink to class. The only drink that students may carry with them is bottled water with the cap on.
10. Use appropriate language and not use profanity, verbally harass others, or use obscene gestures.
11. Not write, pass, or read social notes during the school day.
12. Not exhibit displays of affection, i.e. holding hands, embracing, kissing, etc.
13. Remove hats upon entering the building.
14. Keep backpacks, book bags, etc. in lockers during the school day.
15. Not exhibit or participate in any behavior related to gang membership or affiliation (including graffiti), recruiting or furthering the interest of gangs, or possessing, using, distributing, displaying, or selling anything deemed to be evidence of gang membership or affiliation.
16. Not run in any part of the building (except the gym) and will not chase other students.
17. Not touch one another. This includes touching with hands, arms, shoulders, feet, legs, etc.

IN THE CAFETERIA, STUDENTS WILL:

1. Go to the cafeteria at the beginning of the lunch period in an orderly manner and remain there until dismissed by the lunch supervisors.
2. NOT cut in the lunch line.
3. Keep their area of the cafeteria clean; if they spill, they will clean it up.
4. Return trays, silverware, and waste to the proper places.
5. Avoid loud, boisterous noise.
6. Use only restrooms located near the cafeteria.
7. NOT send someone else to get food for them.
8. NOT go back to lockers without a staff member's permission.
9. NOT share food or drinks.
10. NOT throw any item in the cafeteria, food or otherwise.

INTERVENTIONS determined by Team of Staff Members or Principal

This list is meant to be a guide and not all inclusive nor limited to only these possible interventions. The Principal or his designee has the authority to exercise discretion in increasing or decreasing or altering remediation according to the circumstances and without problem solving team referral if the actions warrant swift and immediate action. Depending on the situation, this could mean possible expulsion for a first offense.

Caregiver/Teacher/Administrator Conference

A meeting may be held between a student's caregiver, teachers, the student, and an administrator to discuss a student's behavior to create a set of individualized expectations.

Check-In/Out Behavior Chart

Students may carry a daily chart of expectations or assignments to be signed by individual teachers. Students will take the completed sheet home for caregivers to sign and return to school.

Modified passing times

Students will have a locker in a classroom or the office to reduce hallway behaviors that are not meeting the expectations.

Removal from classroom(s)

A school employee may appropriately remove a student from the classroom or area of supervision when the student continues to engage in disruptive behavior. This can be considered a behavioral time-out or an In-School Suspension to be determined by the referral submitted by the teacher.

Social Probation

Participation in or attendance at all school activities will be revoked for a period of time. Activities will include, but not be limited to, dances, athletics, concerts, musicals, plays, clubs, or organizations. This does not include activities such as band/choir concerts, which are included in a student's grade, or an awards ceremony where the student is receiving an award and is accompanied by his/her caregiver(s).

Lunch/After School Detention

Students may be required to eat lunch in an alternative location. Students serving an after school detention will report to the office at the conclusion of the school day and may be picked up at 4:30.

Out of School Suspension

Disciplinary action whereby a student is separated from school for a period of 10 days or less and which does not constitute an expulsion. Students who are suspended out-of-school for 3 to 10 days may be referred to the SOAR Program, which is under the direction of Tippecanoe School Corporation or may serve the suspension under the supervision of their caregivers.

Expulsion

Disciplinary action whereby a student

1. is separated from school attendance for a period in excess of 10 days
2. is separated for the balance of the then current semester or school year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year for disciplinary reasons.
3. suffers some other penalty which automatically prevents his/her completion within the normal time of the overall course of study in any school in the school corporation. A recommendation will be considered for the SOAR program.
4. willfully is involved with the following actions while in school, on school grounds, at school-sponsored functions and/or while the students are representing Southwestern Middle School is expressly forbidden and may result in expulsion:
 - a. Bomb threats

- b. Extortion
- c. Controlled Substance
- d. Possession or sale of stolen property
- e. Setting off false fire alarms
- f. Stealing
- g. Verbal abuse of staff members/school personnel
- h. Sexual Harassment
- i. Suspension violation
- j. Unauthorized possession or use of school keys
- k. Major vandalism to school or School employee property
- l. Possession/sale/use/delivery/transfer of a weapon
- m. Possession/sale/use/delivery/transfer of Drugs/Look-alike drugs
- n. Possession/sale/use/delivery/transfer of Drug Paraphernalia
- o. Possession/sale/use/delivery/transfer of Alcohol
- p. Possession/sale/use/delivery/transfer of a firearm/weapon/Fireworks
- q. Battery to a school employee
- r. Gangs or gang activity
- s. Bullying/Threats to others
- t. Trespassing
- u. Vandalism
- v. Fighting
- w. Possession/sale/use/delivery/transfer of Tobacco
- x. Assault to student
- y. Gross disrespect/disobedience and other acts of misconduct that places the school, students, and staff in severe harm or disrupts the learning environment.

Upon the determination of any of the above activities, parents/caregivers and law enforcement will be contacted. The student will be suspended from school pending the expulsion hearing. Students will be recommended for appropriate placement. Any student who willfully and/or knowingly remains in an area where school expectations are being violated runs the risk of being accused of violating the expectations and they will be held accountable for the actions taking place.

BULLYING

Per Indiana Code 20-33-8-0.2, “‘bullying’ means overt, unwanted, repeated acts or gestures, including verbal or written communication or images transmitted in any matter (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment...”

In simple terms, bullying must include

- 1) unwanted, aggressive behavior,
- 2) repeated behavior or the potential for repeated behavior, and
- 3) a real or perceived power imbalance.

This rule applies when a student is:

A On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);

- B Off school grounds at a school activity, function, or event;
- C Traveling to or from school or a school activity, function, or event; or
- D Using property or equipment provided by the school.

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited. Caregivers or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. Caregivers and students may report suspected bullying behavior by filling out a Bullying Incident Form, which is available on the Southwestern Middle School webpage. School personnel will investigate all reports of bullying.

SEXUAL HARASSMENT

It is the policy of the Tippecanoe School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of this Corporation to harass another employee or student through conduct or communications of a sexual nature. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities. Complete copies of this policy are available in the principal's office and media center of Southwestern Middle School.

GANG POLICY

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. The Corporation has adopted Policy 5840 pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

CAFETERIA

BREAKFAST PROGRAM

A light breakfast program is offered to each student prior to the beginning of the school day. Students interested in this breakfast should proceed to the cafeteria at 8:10 a.m. and proceed through the line. Students are expected to be in their first period class on time. Appropriate school behavior is expected. Students may not take food out of the cafeteria unless given permission from a staff member due to a late arriving bus.

LUNCH PROGRAM

The cafeteria participates in the Federal Lunch Program under the supervision of the School Lunch Division, State Department of Education. Every effort is made to provide wholesome hot lunches with both quality and quantity at a minimum price. Lunch may be purchased on a daily basis in the lunch lines. Second servings and a la carte items are available to supplement the class A lunch. The amount of that charge will be determined by our costs for the food. Persons who feel the cost of hot lunches is prohibitive may make an application for free or reduced lunches at the school office or online using the PowerSchool Parent Portal.

All food items should remain inside the cafeteria.

PAYMENT

Each student has his/her personal lunch account with a corresponding PIN number. As students go through the lunch line, they key in their PIN number and select their lunch. The cashier verifies the student's picture with the PIN number, and the purchases are deducted from this account. Students may use their account to purchase lunch line snacks, as well as the daily lunches, but they may not use their account to purchase anything that is not sold in the lunch line.

Money may be deposited into a student's account on any day. Enclose a check or cash in a sealed envelope with the student's name and grade clearly printed on the outside. Students should take the envelope to the cafeteria manager prior to the start of the school day. The school reserves the right to provide an alternative lunch if the student's lunch account has a negative balance over the TSC minimal guidelines. Student meal prices for the 2026-2027 school year are as follows:

- Breakfast \$1.40
- Lunch \$2.50
- Extra milk - .60

RECYCLING PHILOSOPHY

The Tippecanoe School Corporation believes that good stewardship of our natural resources and our environment is an essential part of students' civic responsibility. The school corporation is committed to establishing an educational environment for students that models active participation and teaches responsible waste reduction and recycling. The Corporation's recycling efforts will be coordinated by the Director of Buildings and Grounds.

VISITORS

Parents/caregivers are welcome to eat lunch with their student(s). Caregivers should check-in at the office prior to the student's lunch time. Caregivers are asked to purchase a school lunch or, if they have dietary restrictions, bring a sack lunch from home. Caregivers who bring outside food purchased from a restaurant will be asked to eat with their child in the office.

MEDIA CENTER

LIBRARY MEDIA CENTER

The school media center serves all students and staff by providing resources to supplement the curriculum and promote reading. The media collection includes literature, magazines, informational

books, and reference materials, as well as online resources. Students visiting the media center are required to have a pass from a teacher, and must be under the direct supervision of the media specialist or a classroom teacher.

Circulation

Most books are checked out for a two-week period, with up to two renewals. The student must have the actual book in order to renew it. Some reference materials and special reserve items are available for overnight check out; overnight items are due before 1st period the next day.

Overdue Materials

Overdue notices are distributed periodically through homeroom or Language Arts classes. Students with overdue books lose check out privileges until the book is returned or the replacement cost is paid. This policy is intended to help students become more responsible.

GUIDANCE SERVICES

The guidance counselor is responsible for providing a variety of services and materials for the students. The services include:

1. Personal Counseling – sometimes students find it desirable to discuss a problem with another person. Possible solutions can be examined in a confidential manner.
2. Educational Planning – the counselor is responsible for each student's schedule.
3. Testing Program – with this program, it is possible to measure a student's progress from year to year. The purpose of these tests is to provide information to the student, parents/caregivers, and teachers that will help each student work toward maximum development of their potential abilities. Although these tests do not affect grades, they are recorded as a part of a student's permanent record. Students should always put forth their best effort.
4. Parent/Guardian/Caregiver Conferences – the counselor welcomes calls or visits from parents/caregivers on any matter of concern.
5. Scheduling Student Conferences – a student must have a pass from the teacher if they come to the guidance office during a scheduled class period.
6. Work Permits - A student who is 14, 15, or 16 must have a work permit before he/she is able to work. These can be obtained from the guidance office. An Intention to Employ card, which is also available in the counseling office, must be filled out before a work permit will be issued.

INSURANCE

Student insurance is available for all students. Insurance is not compulsory, but if you participate in a sports activity, it is advisable to take out insurance.

TIPPECANOE SCHOOL CORPORATION

CHILDFIND NOTICE

The Tippecanoe School Corporation Office of Special Education conducts an annual search for all children with disabilities from birth through age 21. The purpose of this search is to ensure that every child with a disability who resides within the Tippecanoe School Corporation boundaries is receiving the special education and related services that are their right under state (Article 7) and federal (IDEA) law.

If you are aware of any child suspected of having a disability, regardless of the severity, please contact your school's building principal or designated person, or the TSC Office of Special Education (765-474-2481) for information regarding referral procedures.

TSC Office of Special Education

Elston Administration Center

20 Elston Road Lafayette, IN 47909

USE OF SCHOOL PROPERTY

Primary consideration in the use of school facilities shall be given to school activities related directly to the educational program.

The Board of School Trustees, however, recognizes that many community groups within the School Corporation may wish to use school facilities as a meeting place for large or small groups. Any use of the building and/or grounds must be approved by the building principal and the Director of Building and Grounds, and must follow all school corporation rules and regulations. Applications may be obtained at any of the schools or at the Central Office.

MEDICATION/HEALTH

HEALTH SCREENINGS

Head lice checks are done at the beginning of each semester in grades K - 5. Students found to have head lice or nits will be sent home. A caregiver or designee must accompany the child to the school office for confirmation of treatment and removal of all lice and nits from the student's hair before readmission to school.

Vision screening is done with all students in grades K, 1, 3, 5, and 8. Hearing screenings are completed with grades 1, 4, 7, and 10.

Postural or Scoliosis screenings are conducted with students in grades 5, 6, 7, 8, & 9. Parents/guardians/caregivers will be notified by a referral letter if a concern is identified during the

screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

ILLNESS

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100 should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students who become ill at school should report their condition to the teacher and receive a pass before checking into the health center. Students will be sent home from school with temperatures over 100, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

INJURY

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent/guardian/caregiver's responsibility to notify the school if they prefer that these products not be used when treating their child.

IMMUNIZATIONS

According to Indiana Code 20-8.1-7-10.1(c) (1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent/caregiver or guardian. A student may not be permitted to attend school unless the school has authorized a twenty day waiver. Upon completion of the twenty days the student will be excluded from school if the immunizations remain incomplete.

MEDICATION POLICY (As directed in IC 20-8.1-7-22, IC 20-8.1-5.1-7.5.)

1. All prescription and over-the-counter (OTC) medication must be FDA approved and will be kept in the school office, unless a student has authorized permission to possess and self-administer the medication according to a physician.
2. Written instructions from the parent/guardian/caregiver are required for all prescription and OTC medication. The instructions must include: name of medication, reason for medication, amount to administer, and time to be given. (OTC medication must be in age appropriate dosages as per product label).
3. Prescription and OTC medication must be in the original container affixed with a current pharmacy or package label.
4. Medication ordered three times a day or less should be given before and after school or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
5. No medication of any type may be sent home with a student in grades K - 8. Medication must be picked up in the school office and will be released only to the student's parent/guardian/caregiver or an individual who is at least 18 years old with written designation from the parent/caregiver.

SAFETY PROCEDURES

Fire and tornado drills are held to acquaint all personnel and students with the necessary emergency procedures. A fire drill will be conducted each month of school, tornado drills at least twice during the year, and a lockdown drill once each semester. Each teacher will instruct their students on the procedures to be followed in case of emergency; such directions are posted in each classroom.

FIRE PROCEDURE

When the fire alarm sounds, students are to proceed to the exits as quickly as possible, as carefully as possible, and as quietly as possible. Once students are outside, the class should remain together, and the class should be at least 60 feet from the building. Once the class roster is checked, an all-clear signal will be sounded, and at that point students are to return to the building.

SEVERE WEATHER PROCEDURE

When the tornado alert signal is given on the intercom, all students should: 1) Proceed to the designated area, remaining along walls 2) Kneel on the floor with the students' face to the wall 3) Bring their heads to their knees while covering their head area with their hands. 4) Be as quiet as possible. 5) Stay in position and listen for further instructions. 6) The principal will indicate on the intercom when it is safe to return to the classroom. In the event of a severe weather warning, occupants of the portable classrooms located at the back of the school will be evacuated from those classrooms to a safe location inside the building where learning can continue.

EARTHQUAKE EMERGENCY PROCEDURES

Teachers and staff members need to take charge of the situation immediately. Each person should be instructed to take cover under desks, tables, or other heavy objects of furniture. Persons in large areas such as the gymnasium, cafeterias, etc. should move to an interior hallway or locker room and protect themselves as well as possible. All persons should avoid window areas and suspended objects. If outdoors, stay away from the building and utility poles or other electrical items. Injuries to students and/or staff members should be reported to the office. After the trembling stops, all persons should be removed in accordance with evacuation procedures. Before students and staff re-enter the building, the principal and designees will inspect the building for structural damage, electrical problems, boiler and fuel system problems, and water system problems.

WEATHER CANCELLATIONS

Parents/caregivers and students are encouraged to listen to the local radio and TV stations for bulletins from the Superintendent of Schools concerning opening and closing of school in the event of severe weather. Cancellations and delay information may be obtained by signing up for alerts/notifications through the TSC website.

TRANSPORTATION

EARLY ARRIVAL

Students arriving on the bus will enter door A, which is the main entrance to the building. Students who eat breakfast at school may enter the building through the south cafeteria doors beginning at 8:10 a.m. All other students may enter the building at 8:15 a.m.

BUS GUIDELINES

The bus driver is in charge of the bus and the driver will exercise control over all students who are transported between the home of the student and the school on the return trip. The bus driver is also in charge of the students when the bus is used on field trips and activities for which the bus may be used. The driver will keep order, maintain discipline and see that every care for the safety of the students is taken. Students will be given bus rules at the beginning of the school year.

Students will not be permitted to ride the bus home with other students

STUDENT DRIVING, TRAFFIC REGULATIONS, AND PARENTS/CAREGIVERS PICKING UP STUDENTS

At Southwestern Middle School, students are not permitted to drive or ride vehicles to school. However, in some emergency situations, students would be permitted to operate a vehicle if the student has gained permission from the principal. In order to gain permission, a conference with the parents/guardians/caregivers and the principal must take place. A letter from the parents/guardians/caregivers to the principal giving their permission must be on file in the office.

If parents/caregivers or relatives find it necessary to pick up a student during the school day, they may park in front of the building between 8:30 A.M. – 2:30 P.M. so that buses and/or traffic flow is not obstructed.

Students will not be permitted to leave the school in private transportation with persons other than their immediate family unless written parent/caregiver permission is presented to and approved by the school principal.

All persons should observe the following traffic regulations:

1. No persons shall operate any motor vehicle or bicycle on school property at a speed in excess of 10 miles per hour, in a reckless manner, or in a manner damaging to school property.
2. All motorized vehicles, bicycles, and other traffic shall observe all designated traffic signs at all times and bus safety laws.
3. Vehicles shall be parked in designated areas only.
4. No motorized vehicle shall be operated on school property except for movement to designate parking areas or to deliver or pick up personnel or material as necessary for approved school functions.
5. Any exceptions to the above must have the approval of proper school authorities.

Morning Drop-off/After School Pick-up

Students will be entering the building at 8:15 AM and leaving at 3:05 PM. When buses are present on school property, all vehicles should pull in the far west entrance and drop-off/pick-up students in the North parking lot at Entrance C8. Vehicles should not be parked behind buses, in the bus traffic lane, or moving near a bus that is loading or unloading children. Bus traffic will be in the front parking lot.

- Students **SHOULD NOT** be dropped off in the front parking lot in the morning. Our buses unload in the front of the building and having vehicles in the front lot during this time creates an unsafe environment for our students and our bus drivers.
- Vehicles should enter using the recycling/SMS athletic lot entrance. Cars should proceed in the designated lane toward the football field and continue along the perimeter of the building. Cars should pull up to the end of the sidewalk (curve) near the football entrance--this allows for 4-5 vehicles to drop off curbside.
- Students should remain in your vehicle until you are pulled to the curb--this is especially important during the winter months when surfaces may be slick.
- Do not pass other vehicles on the left after dropping off your child.
- Students should be ready to exit the vehicle when you pull to the curb. Last-minute discussions and packing of belongings can be frustrating for those behind you. If you must continue a discussion, please pull all the way forward in the curve so that others may exit safely around you.
- In the morning, students should remain in their vehicle until the bell rings or until a supervisor is present.
- In the afternoon, drivers should pull forward to the edge of the sidewalk near the football entrance to begin forming the pick-up line (same location as in the morning). We will mark this area with cones in the afternoon to help with this.
 - Drivers are also welcome to park in the spaces along the sidewalk that borders the football field. **Drivers are reminded that the only vehicles that should park in spots designated as handicapped should be those displaying a placard or a designation on the license plate. This is a ticketable offense.**
 - Please do not stop right in front of the doors.
- Students should **not** walk along the fence near the dumpsters in order to get to a vehicle.
 - Students may walk along the sidewalk that borders the football field in order to reach vehicles that are parked in a parking spot along the football field fence.
 - Announcements will be made to remind students of this, but if you could reinforce this with your student, as well, it would be greatly appreciated.

Morning Arrival Procedures

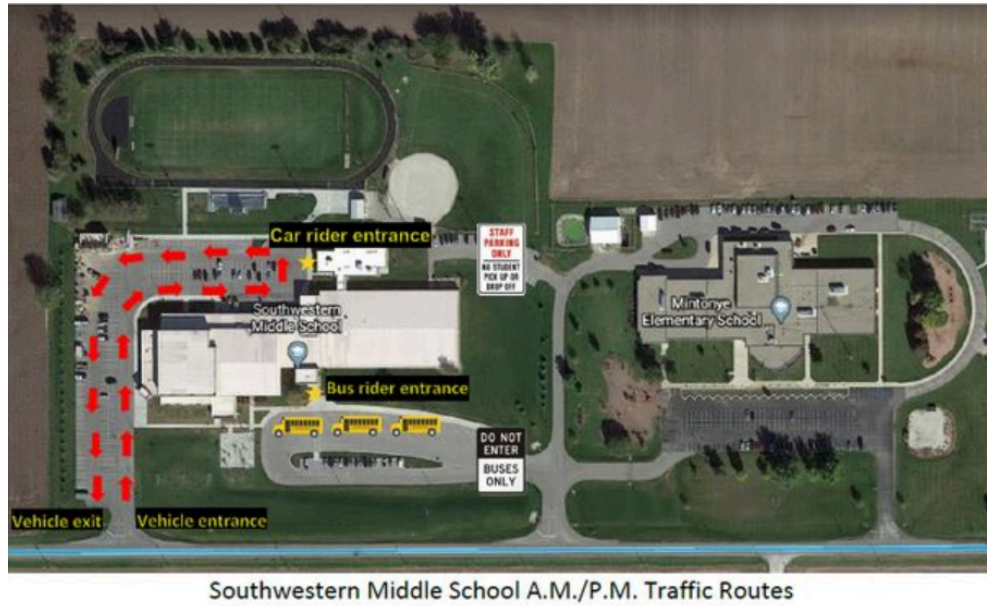
- Buses will dismiss students by grade level, beginning at 8:10 A.M.
 - 6th grade and breakfast students will deboard the buses at 8:10 A.M. 6th graders will enter through Door A. Breakfast students will enter through Door A1.
 - 7th/8th grade will deboard the buses at 8:15 A.M. and enter through Door A.
 - All students will report to their lockers and then proceed to 1st period.
 - Students who eat breakfast will stay in the cafeteria until they are dismissed by grade level by a staff member.
- Car riders

- Students may enter Door C8 beginning at 8:10 A.M.
- Students should report immediately to the library—they will not be permitted to congregate in the breezeway. At 8:15, students will be dismissed to their lockers and then to 1st period.

Afternoon Exit Procedures

- All students will be dismissed at 3:05 P.M.
- Car riders will exit through C8 and bus riders will exit through Door A (main entrance).

Thank you for your cooperation and your assistance in keeping arrival and dismissal safe and efficient.



Regular Day Schedule

1	8:25-9:05	45	Students should be in their classroom/area at 8:20	8:20-8:30 CNN STUDENT NEWS - tardy bell at 8:25, announcements at 8:30, class begins at 8:32
2	9:08-9:48	40		
3	9:51-10:31	40		
4	10:34-11:19	45	6th grade homeroom: 10:34-10:48	6th grade lunch: 10:49-11:19
5	11:22-12:07	45	7th grade homeroom: 11:22-11:36	7th grade lunch: 11:37-12:07
6	12:10-12:55	45	8th grade homeroom: 12:10-12:24	8th grade lunch: 12:25-12:55
7	12:58-1:38	40		
8	1:41-2:21	40		
9	2:24-3:05	40		

Two Hour Delay/Spring ILEARN Schedule

	8:25-10:22		Two hour delay OR testing
1	10:25-10:52	27	
2	10:55-11:22	27	
3	11:25-11:52	27	
4	11:55-12:25	30	Lunch only/no homeroom
5	12:28-12:58	30	Lunch only/no homeroom
6	1:01-1:31	30	Lunch only/no homeroom
7	1:34-2:01	27	
8	2:05-2:32	27	
9	2:35-3:05	30	

ILEARN Checkpoint Schedule

Testing	8:25-9:30	65	
1	9:33-10:07	34	
2	10:10-10:44	34	
3	10:47-11:21	34	
4	11:24-11:58	34	Lunch only/no homeroom
5	12:01-12:35	34	Lunch only/no homeroom
6	12:38-1:12	34	Lunch only/no homeroom
7	1:15-1:49	34	
8	1:52-2:26	34	
9	2:29-3:05	36	