



***SPRINGS VALLEY  
JUNIOR-SENIOR HIGH SCHOOL***

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**2016-2017  
STUDENT HANDBOOK**

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## STUDENT DAY

The normal student day lasts from 8:05AM – 3:05PM. Students are not permitted to be in the building without supervision before or after school hours. Students who are in the building without supervision before or after school hours could be subject to disciplinary action.

## ATTENDANCE

**ATTENDANCE PHILOSOPHY:** There is a close relationship between scholarship and school attendance. Regular attendance and promptness are essential to good performance in school. Absences from school is often the greatest single cause of poor performance and achievement. Since the learning process is a progressive activity, each day's lesson is built upon those activities which took place on previous days. Whenever school is missed, for whatever reason, that experience can never be completely made-up. **Meeting instructional time requirements is a prerequisite to receiving course credit.** Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Springs Valley Jr./Sr. High School is expected to make every effort possible to be in school every day. Springs Valley Jr./Sr. High School's attendance regulations are expressed to encourage attendance and to encourage an "on the job" attitude for students to follow and to maintain throughout life. Indiana State Law requires every child between the ages of 7 and 18 attend school during the entire time that schools are in session. The parent or guardian of any minor child shall be held legally responsible or any violation of is act by such child and is subject to fine and imprisonment for violation. **Students that are absent (excused and/or unexcused) more than 7 times per semester are considered in violation of the Springs Valley Attendance Policy.**

**I.C. 29-20-8-8: Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten (10) percent or more of a school year for any reason.**

**EXCUSED ABSENCES:** These may not exceed seven (7) occurrences in any class period each semester. The following absences are excused:

1. Student illness – must be verified by a parent (call or not)
2. Funeral – not immediate family
3. Military Connected Families (e.g. absences related to immediate family deployment and return)
4. First Responder responsibility, verification required

**Under I.C. 20-33-2-18 a Certificate of Students Incapacity will be requested from the parent upon the student's 20<sup>th</sup> absence for the year, whether they be consecutive or cumulative days.**

**UNEXCUSED ABSENCES:** The following absences are unexcused. These absences will also lead to loss of field trip eligibility and possibly driving privileges, permit/driver's license, school issued work permit and possible referral to Child Protection Services and/or Prosecutor's Office.

1. Truancy
2. Oversleeping
3. Car trouble/failure of parent to notify
4. Others as determined by administration

**OUT OF SCHOOL SUSPENSION:** Students **WILL NOT** be allowed to make up missed work, but these days will not count towards the 7 day policy.

Students **WILL NOT** be allowed to make up missed work for unexcused absences.

**I.C. 20-33-2-11 When a student accumulates ten or more unexcused absences per year and fails to provide the school with a physician's note to excuse the absence, these absences are considered truanancies and subject to be referred to Child Protection Services and/or Prosecutor's Office.**

**WAIVED ABSENCES:** The following types of absences will be eligible for a waiver and not included in the seven-absence rule:

1. Doctor, dentist, or other health professional appointment – only exempt when date and time of appointment are documented by physician’s slip.
2. A death in the student’s immediate family (5 calendar days immediate family and 2 days other relative)
3. Hospitalization of the student including days absent because of home care immediately after being released from the hospital
4. Quarantine of the student due to diagnosed communicable disease when verified by a licensed physician
5. A severe illness or injury of the student, requiring home care as part of the prescribed treatment of a licensed medical practitioner
6. Serving on a precinct election board or as a helper for a political candidate or to a political party on the day of a general, city or town, special or primary election. Note: This absence requires the completion of a special permission form completed in advance, and a verification form to be completed by the candidate, and election official, and returned to the office by the end of school day following the day of the election.
7. Serving as a page in the Indiana Legislature when the absence is verified by the Senator or Congressman served or by a member of his/her staff.
8. Participation of the student in school sponsored events or meetings – Seniors: 2 college visitation days and Juniors: 1 college visitation day – proper approval must be received
9. Military service requirements – provided proper approval is received
10. Court or legal appointment requiring the student’s appearance, verification required

**NON-CREDIT STATUS:** A student accumulating **8 or more absences (excluding exempt absences) in a semester will be placed on a non-credit status** and receive an F+ grade for classes that they are in violation. Students with 8 or more absences in any class will not be eligible to miss class for field trips, extracurricular activities, or co-curricular activities for at least the remainder of the semester.

**The F+ grade signifies that the student is earning a passing grade in the specified course, but is in violation of the attendance policy, as they have not met the instructional time requirement to receive course credit.** A student that is failing a class and is in violation of the attendance policy will receive a final grade of “F”.

A student that is in violation of the attendance policy (misses 8, 9 or 10 days in a course), but desires to earn credit he/she may request a conference with the student handbook committee to appeal their standing. If the appeal is granted by the committee the student will receive credit for their course work. All F+ grades will be changed to F’s at the end of the semester unless the student has been granted credit by the student handbook committee.

**FINAL EXAM EXEMPTION:** A student may qualify for a final exam exemption in all classes (except in college/dual credit courses) by meeting the following requirements.

1. The student may not accumulate more than 3 days absent per semester total in that particular class.
  - a. Three tardies will equal one absence (for final exemption policy only).
  - b. All categories (excused, unexcused and waived) will be accumulated.
  - c. School sponsored field trips do not count as an absence.
  - d. IEP/504 students who have absences directly related to those conditions will not have those days count toward the final exam absences.
2. The student may not have out of school suspension or DRP.
3. Grades will be calculated at 50% per nine weeks.

**TARDINESS:** Tardiness is defined as entering any classroom after the passing time has elapsed without an authorized pass. Tardy counts will accumulate per semester. Tardiness will be handled in the following manner:

1st – Warning by Teacher

2<sup>nd</sup> – Warning by Administration - Student will be sent to the office by the teacher.

- 3<sup>rd</sup> – After School Detention – set by administration
- 4<sup>th</sup> – After School Detention – set by administration
- 5<sup>th</sup> – Three Hour School (Thursday)
- 6<sup>th</sup> – Three Hour School (Thursday) and conference with a parent – set up by administration
- 7<sup>th</sup> – DRP/OSS

Additional Tardiness could result in DRP, out-of-school suspension or expulsion.

**HABITUAL TRUANCY:** A truant is defined as a student who is willfully absent from school without the knowledge or consent of the parent and school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. A “habitual truant” is defined as a student who is truant 3 times during any semester. Whether a student misses a single class or a whole day, that student will be considered truant and subject to the following discipline:

**1<sup>st</sup> Truancy:** Thursday School detention

**2<sup>nd</sup> Truancy:** Two Thursday School detentions

**3<sup>rd</sup> Truancy:** 5 days OSS/DRP and parent referral to Orange County Prosecutor’s office

**4<sup>th</sup> Offense:** 10 days OSS with recommended expulsion and parent referral to the Orange County Prosecutor’s office

**POLICY OF REPORTING TRUANCY, SUSPENSION, AND EXPULSION TO BUREAU OF MOTOR VEHICLES:** This law prohibits the Bureau of Motor Vehicles from issuing a driver’s license or permit to any individual less than 18 years of age who meets any of the following conditions:

1. Is an habitual truant
2. Is under at least a second suspension from school for the school year.
3. Is under an expulsion from school.
4. Has withdrawn from school for a reason other than financial hardship.

## **DISCIPLINE**

**CONDUCT EXPECTED:** It is expected that students treat each other, the faculty and staff with courtesy and respect and obey rules of conduct.

**RULES OF CONDUCT:** A school, in order to function efficiently, must enforce rules governing student conduct. These rules exist for the protection of all students, teachers, and other school personnel. The rules should have the goal of ensuring maximum educational opportunities for all students.

The following rules are intended to be a guide for students, parents, and teachers. Statutory reasons for suspension and expulsion are contained in this handbook. You are urged to read those as well.

The discipline used in a specific instance will depend upon the seriousness of the offense and the behavioral record of the student involved.

Rules of conduct apply at school, on school grounds, at school functions, or while being transported on school transportation. In addition, a student may be disciplined for unlawful acts off school grounds which could reasonably be considered to be an interference with school purposes.

**THE FOLLOWING ACTS WILL NOT BE TOLERATED:**

1. Refusing to follow directions from any person having supervisory authority over a student. This includes doing class assignments.
2. Disrupting class—including, but not limited to:
  - (a) Failing to remain in seat when required to do so;
  - (b) Talking without permission
  - (c) Throwing objects in class

- (d) Making any sort of disruptive noise;
  - (e) Bothering other students; and
  - (f) Being repeatedly tardy
3. Loitering, running, yelling, or being disruptive in any other manner in the hallway or cafeteria.
  4. Throwing snowballs or any other objects in and around any school building.
  5. Using profanity or obscene language; using obscene gestures; using racial or ethnic slurs.
  6. Threatening, bullying or harassing another person.
  7. Giving or setting false fire alarms, false bomb threats or false smoke alarms, committing arson (setting fires)
  8. Defacing, damaging or destroying school property or the property of others
  9. Possessing, selling, or using any unauthorized drugs (including prescription drugs) or alcohol before attending school or any school activity or while attending school or any school activity. (Note: This also includes possession, sale, or distribution of any substance represented to be a controlled substance, drug, or alcohol.)
  10. Possessing, selling, or using fireworks while in school or attending any school activity.
  11. Possessing, smoking, or using tobacco products of any form at any time while inside school-owned buildings or on school property. This applies to all school-sponsored events and includes transportation to such events. In addition, no student is permitted to possess any smoking device, including, but not limited to, an electronic cigarette.
  12. Fighting. (**NOTE:** One student may be the instigator while the other is the defender, but unless it can be clearly ascertained, both persons will be disciplined equally.)
  13. Leaving class or school without permission or out of assigned area.
  14. Possessing a weapon (including any object which could reasonably be considered a weapon) (**NOTE:** Such weapons may be confiscated and held until the end of the school year.)
  15. Stealing, or extorting (threatening another person with the intent of obtaining money or any other thing of value.)
  16. Being disrespectful to staff.
  17. Cheating, forging a note, pass, report card, or any other school-related document.
  18. Plagiarism of any kind, including the duplication or revision of another's text, language, ideas, graphics, format or any other work from any source including all printed and electronic sources without being properly cited.
  19. Failing to have classroom materials which are known to be required for class.
  20. Accessing computer systems which the student has not been authorized to use.
  21. Sexually harassing another student or employee.
  22. Skipping school.
  23. Inappropriate physical contact.
  24. Possessing cigarette lighters, laser lights, and squirt guns.
  25. Participating in gang-related incidents. (**NOTE:** Springs Valley High School will not tolerate gang-like behavior that is menacing, threatening, or violent toward any individual or group within our school community)
  26. Using a pager, cell phone, or other electronic devices during unauthorized time or without permission.
  27. Engaging in any conduct that disrupts or interferes with school purposes or any act forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an educational function.

Violation of any of these rules of conduct will result in disciplinary action being taken against the offending student. Such disciplinary actions could include, but are not limited to the following:

1. Conference with the student
2. Parent conference
3. Detention
4. Thursday school detention
5. Removal from class or activity by the teacher for a period of the school day
6. Suspension from school for a period of up to ten school days.

7. Day Reporting Program - All schools in Orange County work in conjunction with the Day Reporting Program in Paoli. Students who are suspended from school in grades 6-10 will serve their suspension at the Day Reporting Program where they will perform community service and work with DRP employees on behavioral management. This program is an alternative to suspension and days spent at the DRP do not count against the students' attendance. Students must fully complete the suspension at the DRP in good standing with the school and the program before they are permitted to return to classes.
8. Expulsion from school for a period no longer than the remainder of the current semester plus the following semester (with the exception of a violation of possession of a firearm)

**DISCIPLINE—INDIANA STATUTORY DISCIPLINE LAWS**

**GROUND FORS SUSPENSION OR EXPULSION ACCORDING TO INDIANA CODE:**

A student may be suspended or expelled from school under any of the following situations:

1. For misconduct and/or substantial disobedience.
2. For engaging in unlawful activity on or off school corporation property, including times when school is not in session, if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function or the student's removal is necessary to restore order or protect persons on school property.
3. For possession of a firearm, deadly weapon, or destructive devices at school or on school property.
4. If the student does not have legal settlement in the attendance area of the school corporation in which the student is enrolled.

**EXPULSION AND SUSPENSION:** The term expulsion means a disciplinary or other action whereby a student: (1) is separated from school attendance for a period in excess of 10 school days. (2) is separated from school attendance for the balance of the current semester or current year.

The term suspension means any disciplinary action that does not constitute and expulsion, whereby a student is separated from school attendance for a period of not more than 10 consecutive days.

Because of the reciprocating agreement between Springs Valley High School and the Lost River Vocational School, any Springs Valley Vocational School student who is suspended or expelled from either school, will receive the same disciplinary action from the other school.

**AFTER-SCHOOL DETENTION** will be 30 minutes long. Parents will be responsible for providing transportation home from after-school detention. A one-day notice will be given to students before serving after-school detention.

**THURSDAY DETENTION** will be three hours long. Parents will be responsible for transporting their children to and from Thursday detention. Advance notice will be given to students who serve Thursday Detention.

**After-School and Thursday School Detention Rules:**

1. Students must attend on the day that he/she has been assigned unless arrangements have been made with the administration.
2. There will be no talking, standing up, or moving around during detention without the supervisors permission.
3. Students are to follow the directions of the supervisor.
4. No one will be excused without permission.
5. Each student assigned to the detention is expected to take care of all personal needs before he/she enters detention.
6. The supervisor may assign specific seats in detention and specific instructions must be followed.

7. Students assigned to detention must bring school books and work materials to detention.
8. Students who have finished all classroom related work will be expected to finish detention by reading a school appropriate magazine or book, which must be approved by the supervisor.
9. Students will not be allowed to go to their locker once they have reported to detention.
10. Students who create a disturbance in detention or do not follow the supervisor's directions will be asked to leave. Teacher discretion is the determining factor.
11. Students must be on time to detention.
12. While in after-school, Thursday detention, the student must remain quiet and engage himself/herself in purposeful study. If the student does not, the day of detention will be reassigned and/or further punishment will be assigned.

**GUN FREE SCHOOLS:** It is against State and Federal laws for a student to bring a firearm to school. Students who violate this law will be expelled from school not less than one year.

**STUDENTS WHO POSE A THREAT TO OTHERS:** When a student's behavior in school becomes potentially threatening to himself/herself or others, or when a student makes threatening statements, either verbally or in writing, to do harm to himself/herself or others, the student could be placed on out-of-school suspension of a period of 10 days.

Depending on the nature of the threat, the school administration may require the student to undergo and assessment with a credible agency. Upon completion of the assessment and recommendation of the counselor, the student may return to school. Failure to complete and comply with any prescribed treatment plan, in a timely manner, may result in expulsion.

**BULLYING HARASSMENT POLICY:** Springs Valley Community Schools takes a strong stance against bullying and harassment of any kind. Students are encouraged to report bullying and/or harassment to teachers, guidance personnel, and administrators immediately. At that time the students involved will be talked to and if, in the opinion of the administration, bullying/harassment is in fact taking place, students committing the infraction will face the following consequences of his/her actions outlined in the discipline matrix.

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance;
  - or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation



and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal or assistant principal who have responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the principal or assistant principal. This report may be made anonymously.
5. The principal or assistant principal shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The principal or assistant principal will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

### **DRESS CODE**

**DRESS CODE:** We take pride in the appearance of our students. Students who are neatly and appropriately dressed and groomed speak well for themselves, their school, their community, and most of all, their parents.

The school system recognizes that in addition to meeting educational responsibilities, it has the opportunity and obligation to work with parents in the development of positive student attitudes toward personal hygiene, appearance, appropriate dress and attire.

The following items attempt to serve as a guide to students as they dress for school:

- Students may wear fingertip-length or longer shorts, skirts, culottes and dresses. Shorts should be loose fitting. **Any tight clothing deemed inappropriate by administration** will not be permitted unless other acceptable clothing is worn over it.
- Students are required to wear full shirts, t-shirts, sweaters, or blouses that are, at a minimum, waist length.
- Students are **NOT** to wear:
  - Shirts or garments which only partially cover the upper body, such as tank tops, double tank tops, halter tops, tube tops, strapless tops, spaghetti-strap tops, mesh or see-through tops, midriff tops or muscle shirt tops, unless said items of apparel are worn over or under a blouse or shirt. Any other garments which unduly or suggestively expose the upper torso are prohibited. (At no time should a student's upper torso be exposed.) The top portion of a dress must also follow the above rules.
  - Caps, hats, hoods, bandannas, other head coverings, or sunglasses.
  - Clothing that refers to or promotes the use of beer, any other alcohol, drugs, tobacco, or brands thereof.
  - Anything worn contains obscene, lewd, or vulgar writing or pictures, contains profanity, implies or portrays sex, or suggests violence.
  - Clothing with has holes, slits, or rips in inappropriate areas.
  - Jeans that are excessively baggy or sagging, that are of an unsafe length, or that might pose a safety hazard.
  - Clothing that exposes undergarments.
  - Clothing or jewelry that displays gang emblems, signs, or symbols.
  - Body piercings that are a distraction.
  - Chains, tails, or other garments hanging from pants, belts or wallets, or large chains worn as necklaces.

Additional regulations may be added by school administrators if such regulations are deemed important for an orderly implementation of this policy. If, in the professional opinion of the principal or assistant principal, a student's dress or attire (including jewelry) or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be directed to modify his or her attire or personal appearance while at school, be sent home to make necessary changes, suspended from school, or otherwise disciplined pursuant to the Indiana Student's Due Process Code.

## **SPRINGS VALLEY JUNIOR/SENIOR HIGH SCHOOL DRUG AND ALCOHOL POLICY**

**INTRODUCTION:** To better provide prevention/intervention services to our students, SVHS has adopted the following Alcohol/Drug policy. It serves to protect the students of SVHS by promoting an environment free of substance abuse.

This policy pertains to any student while on school premises, within 1,000 feet of school premises, at school sponsored events, activities, functions, or while being transported under school jurisdiction. This policy covers the use, possession, or distribution of all illegal, prescription, and over the counter drugs. It also includes the possession of drug paraphernalia. School officials may discover a violation through voluntary admission or findings by school officials, based upon observation and/or firsthand information.

**REASONABLE SUSPICION:** Reasonable suspicion will be defined as where a staff member detects visual or sensual signs of possible use. Reasonable suspicion may arise from, but NOT limited to, the following:

- A student's behavior: drowsiness, a change in personality, hyperactivity or incoherency
- A student's physical condition: smell, eye pupil reaction/dilation or other vital signs,
- Related information communicated to an administrator: by a teacher, parent, student or other adult.

In certain instances involving reasonable suspicion, a student may be requested to take a breathalyzer, urine test or other drug test. However, results of the test may not be the final determining factor.

**DISCIPLINE:** With any drug related violation, school authorities will inform a law enforcement officer. The student's parents will be notified immediately or as soon as practically possible.

Upon determination of policy violation, the student will be placed on a 3-10 day out-of-school suspension and recommended for expulsion. The expulsion may be waived, if the student undergoes an approved substance abuse risk assessment. Upon completion of the risk assessment and after serving his/her required suspension, the student may return to school. Failure to comply with a substance abuse treatment plan, in a timely manner, will result in expulsion. A second offense, occurring within the same school year, will result in expulsion.

Selling or distributing of drugs or alcohol to others forfeits the waiver to return to school during the semester the student committed the offense. Upon completion of the risk assessment students selling or distributing drugs or alcohol may be permitted to return to school the following semester.

Any student in violation of this policy will be prohibited from participating in any extracurricular or co-curricular activities, or from driving to and from school or school related events for a period of 30 days. This period will be reduced to a 15 day span if the student enrolls in a drug rehabilitation program. Passing an additional substance abuse test after a 30 day period is required before participation in extracurricular or co-curricular activities and driving privileges are re-instilled.

The school administration will always be the determining authority and will always have the option of not offering the student and parents the alternative counseling program if the severity of the violation was such that automatic expulsion was the only responsible course of action. In all cases the school administration will be the final authority.

### **SCHOOL LOCKDOWNS**

School lockdowns may occur when one's safety may be in jeopardy on school property or near school property. During a lockdown, neither students nor patrons will be allowed to leave school buildings. Likewise, patrons may not be allowed to enter school premises during a lockdown. Lockdowns are only used during extreme circumstances and everyone's cooperation is expected.

## TEXTBOOKS AND SCHOOL SUPPLIES

**TEXTBOOKS:** For the convenience of students and parents, textbooks are provided on a rental basis. Textbook rental and instructional materials are to be paid at the beginning of each school year.

**TEXTBOOKS AND SUPPLEMENTAL MATERIALS ARE THE RESPONSIBILITY OF THE STUDENTS TO WHOM THEY ARE ISSUED AND MUST BE RETURNED IN GOOD CONDITION AT THE END OF THE SEMESTER:** Lost or damaged books must be paid for at replacement cost.

## MEDICAL INFORMATION

**HEALTH SERVICES:** If a student becomes ill in school, HE SHOULD REPORT TO THE OFFICE. **STUDENTS MUST NOT LEAVE THE BUILDING BECAUSE OF ILLNESS WITHOUT A SPECIAL EXCUSE FROM THE OFFICE.** This includes going to the nurse's office.

**MEDICATION POLICY:** (Indiana Law IC 34-4-16.5.3.5) **MANDATES** that no oral medication shall be administered to any student **WITHOUT WRITTEN PERMISSION FROM THE PARENT. OVER-THE-COUNTER AND PRESCRIPTION MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND BE ACCOMPANIED WITH A NOTE FROM THE PARENT PROVIDING THE FOLLOWING INFORMATION:** a. Name of Medicine; b. Dosage of medication (Example: 1 tablet or 1 teaspoon) c. Times to be given d. Dates to be given, e signature of parent or Guardian.

**NO TYPE OF MEDICATION IS TO BE ON THE STUDENT'S PERSON OR IN HIS OR HER LOCKER WHILE AT SCHOOL.** Students in grades 6-8 cannot take medications home with them. It should be obtained by a parent guardian or individual 18 or older designated by the parent or guardian

**ACCIDENTS:** Every accident in the school building or on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the person in charge and to the school officials.

## VEHICLE/STUDENT DRIVER INFORMATION

**AUTOMOBILES, MOTORCYCLES, AND BICYCLES:** Vehicles must be parked in the student parking areas. Students are **NOT TO DRIVE OR RIDE DURING LUNCH TIME OR AT ANY TIME DURING SCHOOL HOURS WITHOUT OFFICE PERMISSION.** Vehicles should be locked and all students should stay out of cars and the parking lot until school is dismissed.

The student's vehicle must be registered with the office and must display a valid parking permit. Parking permits are to be obtained from the office at the beginning of the school year. Students will sign up for parking spots in the student parking lot.

## CAFETERIA/STUDENT MEALS INFORMATION

**CAFETERIA:** The school cafeteria is maintained as a vital part of the health program of the school to encourage good nutrition; a well-balanced lunch and breakfast are offered at a reasonable price.

When school is on a 2-hour delay, breakfast will not be served.

**STUDENTS WILL NOT BE ALLOWED TO EXCEED A \$10.00 CHARGE BALANCE IN THE CAFETERIAS.** When this is reached, students will have to bring their own lunch. Also, when students must charge, they may charge only a basic lunch.

## STUDENT CAMPUS INFORMATION

**REMAINING ON SCHOOL PROPERTY:** It is a policy of the Board of Education that students are required to remain on school property after arriving in the morning. Any student that must leave the grounds will be required to have a special excuse from the office.

**CLOSED CAMPUS:** The campus is closed at lunch for all students, including those who could walk home. Parents will be allowed to pick up THEIR CHILD at lunch by signing them out in the main office. Parents should, in the same manner, sign the student back in when returning the student to school. Parents/guardians must be present to pick up students to leave school at any time. Calls will **NOT** be accepted by the office personnel. Students that are signed out for lunch must return prior to the beginning of their next class or they will be counted tardy.

**PASSES FOR LEAVING SCHOOL:** Students needing to leave school must **BRING A PARENTAL NOTE AND GET A SPECIAL EXCUSE IN THE OFFICE BEFORE LEAVING SCHOOL.** Students going to the elementary building (other than for exploratory teachers) must also get a special excuse.

## MISCELLANEOUS RULES AND INFORMATION

**GUIDANCE:** Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to try to help you with these problems. Appointments can be made by requesting a pass from your teachers, the office personnel, or the counselor.

**WITHDRAWALS AND TRANSFERS:** A procedure for withdrawal or transferring is as follows: 1. Secure authorization withdrawal transfer note from your parent or guardian. 2. Return all school books and property, and make sure all fees are paid. 3. Sign the withdrawal form with the principal. 4. Pick up a copy of transcripts and withdrawal grades from the guidance office.

**SKATEBOARDING:** Skateboarding is not permitted on school property at any time.

**LATEX BALLOONS:** Springs Valley Jr.-Sr. High School enforces a "NO Latex Balloon" policy. No latex balloons are allowed on school property, buildings, or school buses.

**POSTING INFORMATION:** Students should not post information anywhere in any of the buildings or on school grounds without first getting permission from the principal's office.

**LIBRARY:** The library has books, magazines, and other materials for assigned study and recreational reading. It is open for use during the school day. Fines are levied for overdue materials at a set rate. Lost or damaged library books must be paid for at replacement cost.

**CORRIDOR COURTESY:** 1. Keep corridors open to traffic by walking to the right. Do not block halls by standing in groups. 2. Pass through corridors quietly. Be considerate of others in halls and classrooms. 3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors. 4. Leave the school building within 15 minutes after dismissal unless under the supervision of a teacher.

**PUBLICATION/RECOGNITION POLICY:** Springs Valley Schools support the recognition of students that have demonstrated strong performance(s) in academic or extra-curricular programs. This may include but is not limited to the following: recognition by school, local, regional or national newspapers or other news media, recognition at awards ceremonies or announcements, notification or recommendations to colleges and universities, and the Springs Valley Web Site. Any parent/guardian not interested in their child being recognized in the previously mentioned methods may provide written notice of their request to the school principal.

**SCHOOL DANCES:** As with any school sponsored activity, students who attend dances are required to follow all school rules and regulations. **SPRINGS VALLEY DANCES ARE INTENDED FOR SPRINGS VALLEY STUDENTS.** Dance may be limited to students in grades 6-8, 7-12 or 9-12. A student may request approval for a guest pass from the principal or assistant principal. This pass must be signed by the guest student's principal or assistant and SVHS's principal or assistant. Guests will not be allowed to enter any dance without this pass. Any guest will be the responsibility of the accompanying Springs Valley student.

**WORK ETHICS:** Students participating in the careers programs are required to take a work ethics training course as part of the careers program. Students will not be permitted to participate in business based internships or job shadowing until adequate ethics training has been completed.

**HOMEWORK POLICY:** Homework is an out-of-class assignment which is expected to be a properly planned activity designed to enhance the student's understanding of a particular subject and which is appropriate to the needs of the student. Homework should be an important part of classroom activities which motivates students and promotes their learning.

Principals are expected to ensure compliance with the intent of this policy and to encourage teachers to use reasonable homework as an education tool.

Teachers are expected to use homework assignments as a thoughtful vehicle to promote the learning of students. Teachers are expected to specify a due date and to provide adequate time for students to complete homework. Homework assignments may include additional practice exercises, reading of material on a specific subject, in-depth extension of classroom activities, independent projects related to the subject, and other creative and challenging assignments to meet the educational needs of the student. Parents and students with access to a computer can print homework assignments from the online grading system.

Students are expected to make up missed work following and illness or other excused absence. It is the student's responsibility to ask their teachers for make-up work. All make-up work should be completed within the same period given to regularly attending students. For example, if a student misses two days of school he/she would have two days after returning to school to turn in make-up work. Teachers will post all assignments online and parents are strongly urged to stay in contact with teachers concerning homework assignments and missing work. A request for make-up work should be made by noon the day that work is to be picked up to ensure enough time for office personnel to gather work.

Parents are expected to be supportive of and cooperative with reasonable, meaningful homework assignments. In addition, parents are expected to provide a good environment for completion of homework, to promote good study habits.

Homework Assignments are posted on the school's website under Family Access. User ID and password will be needed to access this area and should have been provided to you in the student packet mailed home prior to school start.

## **LOCKER POLICY**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial agriculture education rooms and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause interference with school purposes or educational functions, or which are forbidden by State law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, maintain sanitary conditions,

attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

IN ORDER TO IMPLEMENT THE SCHOOL CORPORATION'S POLICY concerning student lockers, the school board adopts the following rules and regulations:

**LOCKS:** The school corporation will retain access to student lockers by retaining a master key and keeping a master list of combinations. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed and destroyed without notice.

**USE OF LOCKERS:** Lockers are to be used school supplies and personal items necessary for use at school. Lockers shall not be used to store "contraband" which are items that cause or can reasonably be foreseen to cause, an interference with school purpose or an educational function, or which are forbidden by State law or school rules, such as drugs, drug paraphernalia, beverages containing alcohol, weapons, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.

**AUTHORITY TO INSPECT:** The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of "USE OF LOCKERS" section above. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designated in writing by the principal. The following staff members have authority to inspect lockers: Superintendent, Principal, Assistant Principal, and Guidance Counselors, etc.

**INSPECTION OF INDIVIDUAL STUDENT'S LOCKER:** (A) The inspection of a particular student's locker will not be conducted unless the principal or his designee has reasonable suspicion to believe that the locker to be inspected contains contraband. (B) Before a particular student's locker is inspected, the student ( or students) if present on school premises, shall, where possible, be contacted and given the opportunity to be present during conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon thereafter as practical.

**INSPECTION OF ALL LOCKERS:** (A) An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) interference with school purposes or an educational function. (2) Physical injury or illness to any person. (3) damage to personal or school property, or (4) violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) when the school corporation has received a bomb threat, (b) When evidence of student drug or alcohol use creates a reasonable belief of high level of student use. (c) at end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment. (d) Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers. (B) If general locker inspection of a number of lockers is necessary, than ALL lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

**INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS:** The principal, or superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: (1) to identify substances which may be found in lockers; or (2) to protect the health and safety of persons or property such as to aid in the discovery and disarming of bombs which may be located in the lockers: (B) If a law enforcement official requests to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection. (C) If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for

a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

**LOCKER MAINTENANCE:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of (a) Lockers from time to time, (b) the locker of a student no longer enrolled in the school or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes etc.

**BOOK BAGS** are not permitted to be anywhere other than students' lockers during school hours due to school safety issues. Students will be permitted to carry Chromebooks in a bag/case designed for that product.

## ACADEMICS

### GENERAL INFORMATION

**CREDIT:** A credit is earned when a student passes a high school course for the semester. Students will earn one credit a semester for each course he/she passes. Driver's Education is a non-credit course.

### GRADING SYSTEM: ALL TEACHERS WILL USE THE FOLLOWING GRADING SCALE

<b>A</b>	<b>100-93%</b>	<b>B-</b>	<b>82-80%</b>	<b>D+</b>	<b>69-67%</b>
<b>A-</b>	<b>92-90%</b>	<b>C+</b>	<b>79-77%</b>	<b>D</b>	<b>66-63%</b>
<b>B+</b>	<b>89-87%</b>	<b>C</b>	<b>76-73%</b>	<b>D-</b>	<b>62-60%</b>
<b>B</b>	<b>86-83%</b>	<b>C-</b>	<b>72-70%</b>	<b>F</b>	<b>59-0%</b>

ALL GPA'S AND COURSE AVERAGES WILL BE FIGURED ON THE FOLLOWING 11.0 SCALE. For Class of 2017 and 2018.

<b>A</b>	<b>=11</b>	<b>B-</b>	<b>=7</b>	<b>D+</b>	<b>=3</b>
<b>A-</b>	<b>=10</b>	<b>C+</b>	<b>=6</b>	<b>D</b>	<b>=2</b>
<b>B+</b>	<b>=9</b>	<b>C</b>	<b>=5</b>	<b>D-</b>	<b>=1</b>
<b>B</b>	<b>=8</b>	<b>C-</b>	<b>=4</b>	<b>F</b>	<b>=0</b>

ALL GPA'S AND COURSE AVERAGES WILL BE FIGURED ON THE FOLLOWING 4.0 SCALE. For Class of 2019 going forward.

<b>A</b>	<b>=4.00</b>	<b>B-</b>	<b>=2.70</b>	<b>D+</b>	<b>=1.33</b>
<b>A-</b>	<b>=3.70</b>	<b>C+</b>	<b>=2.33</b>	<b>D</b>	<b>=1.00</b>
<b>B+</b>	<b>=3.33</b>	<b>C</b>	<b>=2.00</b>	<b>D-</b>	<b>=0.70</b>
<b>B</b>	<b>=3.00</b>	<b>C-</b>	<b>=1.70</b>	<b>F</b>	<b>=0</b>

Students in grades 6-12 will be graded on two 9-week periods per semester. Semester averages for 7-12 will be determined by weighting each grading period as 40% of the semester grade and the final exam as 20% of the semester grade. Students must have had less than the allowed number of absences according to the attendance policy. Semester averages for 6<sup>th</sup> grade students will be an average of the two 9-week periods. Sixth grade students will not take semester exams. In order to pass for the semester, the average must be passing and they must have had less than the allowed number of absences according to the attendance policy. Final exam exemption qualifications – see attendance section.

ALL TEACHERS IN GRADES 7-12 WILL ADMINISTER SEMESTER EXAMS.

**ACCESS TO GRADES ONLINE:** Parents, guardians and students are encouraged to follow academic progress through the online availability of grades. Each student and guardian is given a user id and password that can be used to access the individual reports of each student. Parents, guardians and students can access the



online grades through the following address: <http://www.svalley.k12.in.us>. Forgotten ids and passwords can be reissued by contacting the high school guidance office.

**SCHEDULING:** During the spring of each year students will request courses for the following year. Students will be assisted by the guidance counselor in choosing courses that are appropriate for the student’s ability, that fulfill requirements for the student’s chosen diploma track, and correlate with the students chosen career path and interest. Students are expected to give careful consideration to course selections. After students receive their final schedule from the guidance counselor schedules will only be changed for the following reasons: to fulfill requirements, failure of class, course cancellation, to balance class size, and teacher recommendations. If a student has any unusual circumstances that they feel should warrant a schedule change they must fill out a change of course form from the guidance office.

**DISTANCE/CORRESPONDENCE COURSES:** Students are given the opportunity to make up any missed or failed courses through SV’s online courses. Students can also take distance courses with any of the state approved distance programs. Any student wishing to take an online course should notify the guidance office. All distance courses for high school credit must be approved by the principal. If a student chooses to take an online course through a program other than Springs Valley instead of the course offered at SVHS the student will be responsible for the course fee.

**DUAL CREDIT:** Springs Valley offers students the opportunity to earn numerous college credits while still in high school. These courses are taught at Springs Valley and Lost River Career Center in conjunction with Vincennes University’s Project Excel program and Ivy Tech’s dual credit program. Check with the Guidance department for more information regarding these classes.

**AP COURSES:** Springs Valley offers students the opportunity to take AP (advanced placement) courses. These courses are taught based on the College Board syllabus for these courses. Check with the Guidance department for more information regarding these classes.

**SUMMER COURSES:** Students have the opportunity to earn credit in the summer. Check with the Guidance department for more information regarding these classes.

### **GRADUATION REQUIREMENTS**

A student who wishes to graduate from Springs Valley High School must meet the following requirements:

1. Meet state requirements for graduating from a four (4) year school.
2. Meet requirements for the particular diploma (listed below)
3. Complete 8 semesters of course work.
4. Students must pass end of course assessments (ECA’s) or ISTEP Plus in Algebra I and English 10.

### **DIPLOMA TRACKS**

#### **New Graduation Requirements for the Class of 2016 and beyond**

#### **GENERAL DIPLOMA**

English .....	8 credits
Social Studies.....	4 credits
Math (Algebra I plus 2 additional credits in any math) ...	4 credits
[Must earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.]	
Science (Biology plus 2 physical science credits)	4 credits
Physical Education .....	2 credits
Health and Wellness.....	1 credit
College & Career Pathway.....	6 credits
Flex Credits .....	5 credits

Electives .....	6 credits
Total .....	40 credits

**CORE 40 (Indiana’s recommended diploma)**

English .....	8 credits
Social Studies.....	6 credits
Math (Algebra, Algebra II, and Geometry) .....	6 credits
Students must take a math or Quantitative Reasoning course each year of high school	
Science .....	6 credits
Physical Education.....	2 credits
Health and Wellness .....	1 credit
Directed Electives .....	5 credits
Electives .....	6 credits
Total .....	40 credits

**CORE 40 with Academic Honors**

English .....	8 credits
Social Studies.....	6 credits
Math (Algebra, Algebra II, Geometry, and Pre-Calculus) .....	8 credits
Students must take a math or Quantitative Reasoning course each year of high school	
Science .....	6 credits
Physical Education.....	2 credits
Health and Wellness .....	1 credit
Foreign Language .....	6 credits
Fine Art .....	2 credits
Electives.....	8 credits
Total .....	47 credits

- Students must receive a C- or better in all core courses
- Students must have a GPA of 7.0 (B-) or better
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcript college credits in dual credit courses from priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

**CORE 40 with Technical Honors**

English .....	8 credits
Social Studies.....	6 credits
Math (Algebra, Algebra II, and Geometry) .....	6 credits
Student must take a math or Quantitative Reasoning course each year of high school	
Science .....	6 credits
Physical Education.....	2 credits
Health and Wellness.....	1 credit
College and Career Pathway.....	6 credits
Electives.....	8 credits
Total .....	47 credits

- Students must receive a C- or better in all core courses

- Students must have a GPA of 7.0 (B-) or better
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. Pathway designated industry-based certification or credential, or
  2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Complete one of the following:
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on Work Keys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66

**ACADEMIC AWARDS**

**ACADEMIC LETTERING CRITERIA**

1 <sup>st</sup> Academic Letter .....	Honor Academic Letter
2 <sup>nd</sup> Academic Letter .....	Honor Gold Bar
3 <sup>rd</sup> Academic Letter .....	Honor Lamp of Knowledge

**Academic Ring**

Any student who has completed his or her seventh semester senior year at Springs Valley, has received the Lamp of Knowledge Academic Letter Honor, and has earned a cumulative GPA of 10.5 or higher will be eligible to receive an Academic Ring.

- The student must have been a Springs Valley student the semester prior to the award.
- A student can only receive one Academic Letter Honor for each award opportunity and the awards will only be given in the order listed

**TOP TEN PERCENT AND CLASS RANKING SYSTEM**

1. Only those students who attend high school (grades 9 – 12) for eight semesters will be considered for valedictorian and salutatorian honors and top 10 percent.
2. Only those students who complete the requirements for Core 40 with Technical Honors or Core 40 with Academic Honors will be eligible for valedictorian or salutatorian honors and top 10 percent.
3. Grade Point Averages (G.P.A.'s) will be based on eight semesters to determine all class ranks. Ranks will be based on the regular 11.0 grading system.
4. Whenever a move-in student gets the valedictorian or salutatorian honor simply because he/she has had the opportunity to take more classes than home students, the move-in and the home student will share the honor. This is only possible when there is a virtual tie with the number of courses being the only differential. A virtual tie is defined as the same number of grades below an A.
5. A student may repeat a course; however, a new grade earned will not replace the first grade earned in determining the G.P.A. Both grades will be used in calculating the G.P.A.

**\*ALL COURSES A STUDENT TAKES WITH THE EXCEPTION OF DRIVER’S EDUCATION WILL COUNT IN DETERMINING THE GRADE POINT AVERAGE.**

**\*\*DESCRIPTIONS OF ACADEMIC AWARDS AND HONORS—ALSO POSTED ON GUIDANCE WEBSITE**

**ATHLETIC AND BAND AWARDS/HONORS – POSTED ON GUIDANCE WEBSITE**

**GRADUATION POLICY**

1. Speeches by Valedictorian, Salutatorian, and Class President.
2. Musical numbers
3. Presentation of Class
4. Presentation of diplomas/certificates
5. Tassel Ceremony

The following dress codes will be enforced during the graduation ceremony:

- All seniors will wear a cap and gown.
- The only exception to this is that dress military uniforms will be permitted in lieu of cap and gown.
- Girls: Dresses, skirts, and blouses, or nice pants and blouse outfit are to be worn.
- Boys: Slacks, dress shirt or polo/golf-type shirts are to be worn.
- Dress shoes are encouraged, but if tennis shoes are all that are available they must be properly laced and tied.
- The following dress items will not be permitted: shorts and casual sandals.
- Caps (mortar boards) and gowns are not to be decorated.

Senior sponsors will make an inspection of all graduates prior to the graduation ceremony. Any senior inappropriately dressed or who fails to abide by the above rules will not be allowed to participate in the ceremony.

**Springs Valley School Board Policy states that a student cannot receive a diploma until all requirements for graduation are completed**

**DISASTER PLAN**

**FIRE AND EMERGENCY DRILLS:** Fire and Emergency drills at regular intervals are required by law and are important safety precautions. It is essential then, when the first signal is given, everyone obeys orders promptly to clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give student instructions.

**INSTRUCTIONS FOR EMERGENCY SITUATIONS WHILE SCHOOL IS IN SESSION ARE POSTED IN EACH CLASSROOM AS WELL AS VARIOUS PARTS OF ALL BUILDINGS; i.e. GYM, AG BUILDING, ETC.**

**STUDENTS SHOULD FOLLOW THE POSTED INSTRUCTIONS AS INDICATED FOR THE SPECIFIC DISASTER/EMERGENCY UNLESS ADVISED DIFFERENTLY BY ADMINISTRATION OR STAFF AT THE TIME OF THE DISASTER.**

Students are to take with them only those items that they had with them prior to any alarm(s). The most important objective is that all students get to the safe area specified without delay.

**FIRE AND EXPLOSION:** A long blast of at least one minute is the indication to evacuate the buildings. The routes for evacuation are posted in each room.

**TORNADOS:** A radio in the office will be monitored for information and advice from the weather service. Lookouts will be watching the sky, especially to the south and southwest. The local police will also advise of

any information they may receive. When a tornado warning is issued, the primary alarm will be the intercom. The secondary alarm will be implemented through the use of three runners. Safe areas of the academic building will be the hallway on the bottom floor. The industrial Arts building safe area will be the storage room and restroom in the metal shop which is below ground level. The safe area in the agriculture shop will be the restrooms. The safe area for the gymnasium is the below-ground level hallway which adjoins the health room. The safe area for the new gymnasium will be the downstairs safe hallway.

**NUCLEAR DISASTERS:** The evacuation of persons to safe areas will be the same as for tornadoes. The intercom will be used for this warning. Each teacher will close all windows and doors to their room prior to going to the safe area. Students will remain in the safe areas until authorized to leave. Communication with the local police and civil defense will be maintained.

**EARTHQUAKES:** The procedure for earthquakes is the same as for nuclear disasters. After a quake, the building will be evacuated and the structure inspected before reentry.

**WINTER STORMS:** Radio stations are contacted concerning closing of school because of winter storms. If school is in session when a storm begins and the weather bulletins indicate hazardous road conditions may develop, students are sent home as soon as possible. Alternate bus routes are established when needed. A telephone call system is set up to warn school personnel.

**FLASH FLOODS:** Flooding does occur occasionally and the use of water is watched carefully. Students are sent home if there is a possibility of roads becoming impassable. Buses may need to take alternate routes on occasion. Flash flooding is not a serious threat to the school.

**STUDENTS WITH DISABILITIES:** Students confined to wheelchairs or those on crutches or with some other confining disability will be evacuated in the following manner. If these students are in classes on the second floor, they will be escorted by another student or teacher to the south end of the hallway where they will take the elevator down to the first floor. There they will exit the southwest exit. Disabled students on the first floor will be escorted by another student or teacher and will follow the indicated evacuation route of other students to these respective exits.

If elevators are not functioning in a crisis situation due to electrical problems or unsafe operating condition the disabled students will follow the same emergency route as other students in similar classes they will be aided to the first floor by faculty members and evacuated according to evacuation route.

## **DIRECTORY INFORMATION**

Springs Valley Community Schools designates the following items as directory information. As such, the corporation may disclose any of these items without prior written consent, unless notified in writing to the contrary either upon enrollment of a youngster in school or the first day of a school year if the student is already enrolled.

Directory information includes the following: Student name, address, telephone number, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in disciplinary matters.

## **INTERNET POLICY**

Having an internet/network user account is a privilege. A user who violates the terms and conditions of internet/network use or commits other acts of misconduct will be subject to disciplinary action. Any violation of school policy and rules may result in loss of school-provided access to the internet/network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices

regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

Internet/network access requires that all users adhere to the following guidelines for acceptable and unacceptable use of his/her user account and user privileges.

1. Be polite. Use appropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited on-line contact.
4. Use of the internet is not guaranteed to be private. People who operate the system do not have access to all e-mail messages.
5. It is possible for students to purchase goods and services via the internet. These purchases could result in unwanted financial obligations on the part of the parent. Under no circumstances should a credit card number be used on the internet.
6. Do not use the network in such a way that you would disrupt the use of the network by others.

The following uses of school-provided internet/network access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization with permission

The Springs Valley School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Springs Valley School Corporation will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Springs Valley School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The Corporation's Acceptable Use Policy and Guidelines for internet use are on file and available for review by parents, guardians, professional staff and members of the community at the Superintendent's Office located at 428 Larry Bird Blvd., French Lick, IN 47432

## **NONDISCRIMINATION AND GRIEVANCE POLICY**

1. Applies to Regulatory Titles VI (race, color, national origin), TITLE IX (sex), Section 504 of the rehabilitation Act of 1973, (handicapping Condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and guidelines developed by the Indiana State Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. **Civil Rights Compliance Coordinator**
  - A. The building principal or designee for allegations of building-level violations to students or building patrons.
  - B. The superintendent or designee for allegations and violations of a corporate level such as policy or practice.

### **5. Civil Rights compliance officer.**

A. LEVEL ONE

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in Number 4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level-two procedure shall be enacted.

B. LEVEL TWO

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice to three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.
4. NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
5. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation or policy, then Level Two is initiated immediately.

Springs Valley community Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race color, religion, sex, handicapping condition, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Todd Pritchett, Superintendent, Springs Valley Community Schools, 498 S. Larry Bird Boulevard, French Lick, IN 47432. (812-936-4474)

Springs Valley Community Schools has a policy of providing equal opportunity; all courses are open to all students regardless of age, race, color sex, handicapping condition, and national origin, including limited English proficiency.

Education services, programs, instruction, and facilities will not be denied to anyone in the Springs Valley Community as the result of his or her age, race, color, sex, handicapping condition, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following sponsors.

**TITLE IX COORDINATOR:** Todd Pritchett, Superintendent, 498 S. Larry Bird Boulevard, French Lick, IN 47432. (812-936-4474)

**SECTION 504 COORDINATOR:** Todd Pritchett, Superintendent, 498 S. Larry Bird Boulevard, French Lick, IN 4732 (812-936-4474)

Any other information concerning the above policies may be obtained by contacting the corporation superintendent: Tony Whitaker, 498 S Larry Bird Boulevard, French Lick, IN 47432

## **SPRINGS VALLEY COMMUNITY SCHOOLS HARASSMENT POLICY**

### **I. THE POLICY**

**It is the policy of the Springs Valley Community 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 the Springs Valley Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II.

It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

### **II. DEFINITIONS OF HARASSMENT**

#### **A. Types of Sexual Harassment:**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; 2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; 3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or educational environment; 4. Denial of an employment or educational opportunity occurs directly because an employee or student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student; 5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

#### **B. UNWELCOME CONDUCT OF A SEXUAL NATURE**

Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. 2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome 3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

#### **C. EXAMPLES OF SEXUAL HARASSMENT**

Sexual harassment, as set forth in Section II.a. may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications
3. Unwelcome touching
4. Pressure for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threat concerning one’s grades, job, promotion, and/or salary increase

#### **D. SPECIFIC PROHIBITIONS**

Administrators and Supervisors:



- (a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- (b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

**Non-administrative and Non supervisory Employees:**

It is sexual harassment for a non-administrative and non supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

**III. COMPLAINT PROCEDURES**

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III.C or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);

Reports must name the person (s) charged with sexual harassment and state the facts;

Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;

The building principal who receives a report shall thoroughly investigate the alleged sexual harassment.

The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action she/he deems appropriate.

The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

**IV. SANCTIONS FOR MISCONDUCT**

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

**V. FALSE REPORTING**

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

## **VI. NOTIFICATION OF THIS POLICY**

Notice of the policy will be circulated to all schools and department of the Springs Valley Community School Corporation, a copy given each employee and placed in the student handbook.

### **MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

**The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:**

The right to inspect and review the student’s education record within 45 days of the day the School Corporation receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Springs Valley Community School Corporation to amend a record that they believe is inaccurate identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The Right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving

on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials from another school corporation in which a student seeks or intends to enroll. Springs Valley Community Schools will forward records on request from the enrolling school without notifying the parent or student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy/Compliance Office, U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20202-4605

## **MENINGOCOCCAL DISEASE**

Indiana State Law IC 20-30-5-18 requires that school systems provide important information to parents and guardians of students about meningococcal disease and the vaccines available to prevent this serious illness at the beginning of each school year.

Meningococcal disease is caused by the bacterium *Neisseria meningitides* and generally affects children and young adults in two ways:

- Meningitis (an inflammation of the tissues covering the brain and or spinal cord)
- Bloodstream infection (that usually leads to bleeding under the skin)

**Symptoms** of meningococcal disease can include a sudden onset of fever, headache, stiff neck, nausea, and confusion and in blood stream infections a rash will develop. This disease progresses rapidly and often results in permanent hearing loss, mental retardation, limb amputations and even death. The bacteria spread through air droplets or by means of direct contact with an infected person's saliva.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age, or 13 –18 years of age if not previously vaccinated. Children ages 2 - 10, who have a disorder of the immune system or whose spleen has been removed should also receive the Menactra vaccine as they are at higher risk for contracting this disease.

Many local health departments and private healthcare providers offer this vaccine. Please talk with your child's healthcare provider about meningococcal vaccine and immunization.

Additional resources for families to obtain information about meningococcal disease include the following websites:

The Indiana State Department of Health

<http://www.in.gov/isdh/22121.htm>

The Centers for Disease Control and Prevention

<http://www.cdc.gov/vaccines/vpd-vac/mening/default.htm>

The Indiana Department of Education Student Services, School Health

<http://www.doe.in.gov/sservices/sn.htm>

## **PERTUSSIS (WHOOPING COUGH)**

### **What is pertussis?**

Pertussis, also called whooping cough, is a contagious disease caused by *Bordetella pertussis* bacteria. It may cause severe coughing fits that can interfere with breathing. Although pertussis is often milder in older children and adults, undiagnosed persons can transmit the disease to infants and young children. Pertussis can lead to pneumonia, seizures, and sometimes death. Most of these serious problems occur in infants who are younger than a year old.

### **What are the symptoms of pertussis?**

They symptoms of pertussis occur in three stages:

1. During the first stage, symptoms are similar to a cold: slight fever, sneezing, runny nose, dry cough, loss of appetite, and irritability.
2. During the second stage (about 1 to 2 weeks later), the cough becomes more intense. There may be short, intense coughing spells followed by a long gasp for air (this is when the “whoop” is heard). The coughing fits may be followed by vomiting, nose bleeds, or bluish color to the face.
3. During the third stage, the cough is less intense and less frequent, and appetite begins to increase. Eventually the cough stops, although this may take several months.

### **How is pertussis spread?**

Pertussis is spread by contact with nose or throat secretions from an infected person. This can happen when an infected person coughs or sneezes. Without treatment, an infected person can spread the disease for up to three weeks from the time the cough begins. However, after five days of treatment with the appropriate antibiotic, an infected person cannot spread pertussis.

### **Who is at risk for pertussis?**

Pertussis transmission continues in the United States. People who have not completed a full series of pertussis vaccine or who have not received pertussis vaccine for several years are at increased risk for pertussis. Infants who are too young to be fully vaccinated are at greatest risk for severe illness and death from pertussis-related complications. Adolescents and adults may also experience complications from pertussis, but the risk of death is greatest in those who have underlying medical conditions such as neuromuscular disorders.

### **How do I know if I have pertussis?**

If you have had close contact with someone who has been diagnosed with pertussis or if you have symptoms that match those described above, you should consult your health care provider. Your health care provider may test you for pertussis and prescribe antibiotics for treatment.

### **How is pertussis treated?**

While antibiotics make pertussis less contagious, they do not reduce the symptoms unless taken very early in the illness. All household members and other close contacts of persons with pertussis should receive antibiotic treatment to prevent transmission of the disease.

### **How can pertussis be prevented?**

Children should be up-to-date on vaccinations, especially the diphtheria, tetanus, pertussis (DTaP) series. Adolescents and adults (ages 10 through 64) should also receive one dose of Tdap (tetanus, diphtheria, pertussis) vaccine to provide further protection against pertussis. It is particularly important that anyone having contact with an infant be fully vaccinated with the appropriate pertussis vaccine for their age.\* See your health care provider to determine if you need immunization against pertussis.

\*Note: DTaP (diphtheria, tetanus, pertussis) vaccine is a five dose series for children under 7 years of age. It is typically given at 2 months, 4 months, 6 months, 12-15 months, and 4-6 years of age. Tdap (tetanus, diphtheria, pertussis) vaccine is a pertussis booster vaccine that should be given one time to all adolescents and adults ages 10 through 64. Tdap also contains tetanus and diphtheria protection and can be used in place of one regular tetanus-diphtheria booster.

All information presented is intended for public use. For more information, please refer to:  
<http://www.cdc.gov/vaccines/vpd-vac/pertussis/in-short-both.htm>.

## PEST CONTROL POLICY

Springs Valley Community Schools is committed to providing students a safe environment. We seek to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure for children.

*This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities; germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.*

*Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.*

The corporation will:

1. Inform parents and staff members annually of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
2. Provides that name and phone number of the person to contact for information regarding pest control is the superintendent at 812-936-9984.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. One needs to call either the elementary or high school principal to be placed on the registry.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

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

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

The corporation may provide the training for school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation for this policy.

# **ATHLETIC HANDBOOK FOR STUDENT-ATHLETES**

## **ATHLETIC STATEMENT**

This athletic booklet is designed to inform athletes and their parents or guardian of the rules, regulations and information that has assisted in developing the rich tradition of competition at Springs Valley High School.

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility and sacrifice. Because athletic competition on high school teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration, as well as other rules for their sport set by the coaches. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to themselves and their family, as well as Springs Valley High School, and the community.

## **ATHLETIC PHILOSOPHY / MISSION**

The goal of the Springs Valley Athletic Department is to provide the best opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose is to provide each participant with experiences that will be positive, memorable and will help the athlete develop a capacity for commitment to a cause, acceptance of responsibility, and loyalty towards any chosen endeavor.

## **ATHLETE DEFINED**

The Springs Valley High School athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, trainers and statisticians.

## **ATHLETIC PROGRAM PROFILE**

Springs Valley High School supports (11) sports that offer 31 different teams to nearly 120 students in grades 9 – 12. Student-athletes are coached by 33 men and women and participate in over 400 contests per year. Springs Valley is a charter member of the Patoka Lake Athletic Conference (the PLAC). Members are Crawford County, Mitchell, Orleans, Paoli, Perry Central, Springs Valley, and West Washington.

## **ELIGIBILITY**

### **RESIDENCY REQUIREMENTS**

Student-athletes must be residents of the Springs Valley School district or be sanctioned through court mandate in order to participate in athletics at Springs Valley. This means that the student must reside within the legally defined attendance areas of the School District of Springs Valley Corporation and must conform to the existing legal settlement statutes as defined in Indiana Code 20-8.1-6.1

### **ACADEMIC / ATHLETIC ELIGIBILITY AT SPRINGS VALLEY**

Student-athletes must be enrolled at Springs Valley and pass five full credits (IHSAA standard) each nine weeks grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades will attend

practices and/or study tables during periods of academic difficulty. Students not passing five full credits are not permitted to try out for a team. He/she may try out after securing eligibility, with coach's permission.

## **PHYSICAL EXAMINATIONS**

Every student-athlete is required by Springs Valley and the IHSAA to have a **yearly** physical examination completed and on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after May 1<sup>st</sup>.

## **WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE**

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- Take and pass physical examination with document on file including signatures of the student, parent and doctor.
- Meet academic eligibility requirements
- Attend team meeting or meet with coach before practice
- Have athletic transfer filed (transfer students new to Springs Valley cannot compete in interscholastic contest until an athletic transfer is complete)

## **CODE OF CONDUCT**

### **STATEMENT**

The following Springs Valley athletic rules are in accordance with the Indiana High School Athletic Association Constitution.

The conduct of participants in athletics at Springs Valley, in or out of school, year-round, shall be such as follows: 1) not to reflect discredit upon our school, and 2) not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

### **ENFORCEMENT OF THE CODE OF CONDUCT**

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulation apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgement, consent, injury awareness and disclosure document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the principal or his/her designee and then is to be followed by an investigation by any or all of the following people...coach, sponsor, athletic director, principal or his/her designee.

*The Code is enforced twelve (12) months a year for grades nine through twelve (9-12).*

### **EXPECTED STANDARDS OF CONDUCT FOR ATHLETES**

- The good of the team is first and foremost. Once a team is eliminated the individual becomes the most important.

- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will care for all equipment as though it was their own personal property. If equipment is damaged through practice the school will replace it. If equipment is lost or stolen the athletes(s) will be responsible for paying for replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes should not engage in doing negative things. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.
- Athletes and support students of the team must pass five credits each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades, which represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Springs Valley and set a good example by doing what is right and good.
- Officials deserve courteous respect. All athletes must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
- Athletes should appreciate that coaches, teachers, and school officials have the best interest of all athletes in mind as they equip, schedule and conduct the athletic program.
- All Springs Valley athletes must comply with the standards of our athletic Code of conduct and school rules or they will be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of Springs Valley High School.

**\*Note** - Springs Valley is not asking athletes to make sacrifices. Sacrifice implies giving up good things. We are asking our athletes to do the opposite. Live clean, think clean and do those things that make them keener, finer and more competent individuals and team members.

## **ATHLETIC COUNCIL**

The athletic council is composed of the principal, athletic director(s) and the coach of the sport involved with the athlete in question. The athletic council exists to hear appeals from athletes of decisions of exclusions by the coach and athletic department. Recommendations, different from the already stated consequences, may or may not be made. The council may accept, reduce or revoke the exclusion decision for violations, but may not invoke a more severe penalty. Following the hearing the parent(s) or guardian(s) will be notified within five (5) days, by the principal or his/her designee the decision of the council.

## **APPEALS / HEARING**

An athlete and his or her parent(s) or guardian has the right to a hearing on exclusion by so notifying the principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if this is not requested within this five-day limit.

The purpose of the appeal hearing is to inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to be in athletics. This process has no legal implication or requirements.

## **RULES in the CODE of Conduct**

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples but that violate the principles of the Code of Conduct is subject to disciplinary measures.



**Rule 1.** Athletes (hereafter student staff, student athletic trainers and cheerleaders are included in the term ‘athletes’) shall not knowingly possess, use, transmit or be under the influence of any controlled substance, alcohol, narcotic drug, hallucinogenic drug, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule).

**Consequence:** A student knowingly violating the substance abuse rules, that is, knowingly possessing, using, transmitting or being under the influence of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or drug intoxicant of any kind, on the **first offense**, will be automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for **25% of the contests** for such team or squad. The **second or succeeding offense** will result in suspension from participation in athletics for a minimum of **50% of the contest** for such team or squad. **The third or succeeding offense** will result in a suspension from participation in athletics for a minimum of **365 days** from the day the infraction is confirmed with no practice allowed with any squad or team.

**Rule 2.** Felonies, misdemeanors, act of delinquency or status offenses.

**Consequence:** Any athlete arrested or detained, as a juvenile on such a charge will be suspended from participation pending investigation of the incident. **Conviction** of a **felony** at any time shall exclude the student-athlete from athletic participation for **365 days** from day the violation is confirmed. **Conviction** of a **misdemeanor** shall be subject to athletic suspension for **25% of the contests** on the **first offense** with practice at the discretion of each coach. The **second or succeeding offense** will result in suspension from participation in athletics for a minimum of **50% of the contest** for such team or squad. **The third or succeeding offense** will result in a suspension from participation in athletics for a minimum of **365 days** from the day the infraction is confirmed with no practice allowed with any squad or team.

**Rule 3.** Athletes shall not commit acts of vandalism and/or theft.

**Consequence:** **The first offense** will result in automatic suspension from participation in athletics and from the athletic squad or team for **25% of the contests** from such team or squad. The **second or succeeding offense** will result in suspension from participation in athletics for a minimum of **50% of the contest** for such team or squad. **The third or succeeding offense** will result in a suspension from participation in athletics for a minimum of **365 days** from the day the infraction is confirmed with no practice allowed with any squad or team.

**Rule 4.** Any athlete who is in **violation of school rules** such as truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already-established school rules. The athlete may further be dealt with within the structure of each coach’s rules for their sport. If an athlete receives out-of-school or in-school suspension they will be ineligible for all contest and practices during the term of his/her suspension.

**Rule 5.** The use of tobacco products is not in accordance with this code of conduct and will result in athletic suspension for **10% of the contests on the first offense**. The **second or succeeding offense** will bring automatic suspension from his or her athletic team for **25% of the contests**. The third or succeeding offense will result in suspension from participation in athletics for a minimum of 50% of the contest from such team or squad. The **fourth or succeeding offense** will result in a suspension from participation in athletics for a minimum of **365 days** from the day the infraction is confirmed with no practice allowed with any team or squad. **Please note that if the use of tobacco product results in a misdemeanor rule 2 will be applied.**

**Rule 6.** Specific **team rules** may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to athletes by the coach at the first meeting or practice of that sport. These written regulations will be on file with the Athletic Director.

## **ATHLETIC SEASON DEFINED**

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

## **FORFEITURE OF AWARDS**

If the violation of the Code occurs in the last one-third (1/3) of the sport season, the athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

## **CARRY-OVER SUSPENSION**

If the violation of the Code occurs near the end of the sport's season and the violator cannot fulfill the terms of his/her violation in that sport the suspension will carry-over until the suspension is fulfilled. This includes the next sport the athlete participates in or the same sport next year. For example, if the athlete is suspended for two football games and only one game remains in the season, the athlete must also miss his first basketball game or baseball game until the suspension has been served. If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete this season in good standing.

## **COMPLETING A SUSPENSION**

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coaches' discretion can excuse the athlete.

## **AWARDS**

To qualify for any award, the athlete should meet the following requirements:

1. Disciplinary requirements set by administration
2. Complete the season in a given sport
3. Account for all athletic equipment issued to him or her
4. Be recommended by the coach

In addition to the above, the athlete must meet the requirements discussed below.

## **LETTER AWARDS**

<b>Sport</b>	<b>Letter Requirements</b>
Baseball	The athlete must participate in half the games or contribute significantly to the varsity program.
Basketball	The athlete must compete in half the varsity games or contribute significantly to the varsity program.
Cross Country	The athlete must rank in the top seven or eight and have participated in at least half the meets or contribute significantly to the varsity program.
Football	The athlete must play in half the varsity quarters or contribute significantly to the varsity program.

Golf	The athlete must participate in half the meets or contribute significantly to the varsity program.
Softball	The athlete must participate in half the games or contribute significantly to the varsity program.
Tennis	The athlete must compete in half of the varsity matches or contribute significantly to the varsity program.
Track	The athlete must average one point per meet or contribute significantly to the varsity program.
Volleyball	The athlete must compete in half the varsity matches or contribute significantly to the varsity program.
Cheerleading	The cheerleader must be selected as a varsity cheerleader to be considered a lettering athlete. All other cheerleaders will be considered non-lettering athletes.

\*All lettering athletes in all sports will receive 4 points.

\*All non-lettering athletes in all sports will receive 2 points.

### **AWARDS GIVEN TO ATHLETES, CHEERLEADERS, AND MANAGERS**

1 <sup>ST</sup> Award	Block “V” awarded to an athlete, cheerleader, or manager upon receiving their first varsity letter.
2 <sup>nd</sup> Award	Jacket – awarded to an athlete, cheerleader, or manager after accumulating 24 points. Within this 24 points must be three varsity letters.
Blanket Award	Awarded to the male and female athletes who have accumulated the most points during his or her high school career. In order to receive this award, the athlete must have accumulated a minimum of 24 points.

Academic Athlete Awarded to the lettering senior athlete with the highest academic average as figured by administration. In case of a tie, the award will be given to the one with the most athletic points. This award requires a minimum of 24 points for the athlete to be eligible. The award consists of a plaque displaying the winning athletes name for the year awarded. This plaque is available for public viewing.

Managers work on a slightly different point system than athletes. A manager participating in a sports program for the first time, regardless of class, will receive 2 points per sport. Managers in a program for the second year will receive 4 points per sport. Manager points are available for the following sports: football, volleyball, basketball, baseball, softball and track.

Statisticians participating in a sports program for the first time, regardless of class, will receive 1 point per sport. Statisticians in a program for the second year will receive 2 points per sport.

Varsity cheerleaders will receive 4 points per year; all others will receive 2 points per year.

### **SPECIFIC AWARDS FOR EACH SPORT**

Patches will be issued to individuals or team members in the following situations:

Sectional winners – Team and individual

Undefeated Seasons

Winning the conference in any sport

Being named all-conference

Being named all-state by the Associated Press or State Coaches Association

Academic All-State

Regional Qualifier – Individual sports

In addition to the awards given above in all sports, the following awards will be given in the sport as listed. A plaque will be given for each award.

### **BASEBALL**

Most Valuable Player – Selected by the coaches

Best Batting Average – Based on statistics with at least 20 at bats

Pitching Award – Awarded to the pitcher winning the most games

Most RBI's – Based on statistics

Most Runs Scored – Based on Statistics

Fielding Award – Based on statistics

GPA Award – see page 21 description of award criteria

### **BASKETBALL**

Most Valuable Player – Selected by the Coaches.

Field Goal Percentage – Based on statistics with 100 shots as a minimum

Most Rebounds – Based on statistics

Most Assists – Based on statistics

Defense Award – Voted on by team members and coaches

Free Throw Award – Based on statistics with 30 shots as a minimum

JV Free Throw Award – Based on statistics

Freshman Free Throw Award – Based on statistics

Leading Scorer – Based on statistics (total points)

Gary Holland Mental Attitude Award – Selected by the coaches.

GPA Award – see page 21 description of award criteria

## **CROSS COUNTRY**

Most Valuable Runner – Awarded to the runner with the highest place finish average during the season.

Most Improved Runner – Awarded to the runner who as improved his time the most from the previous year or from the beginning of the present season.

Rookie Award – Awarded to a first year runner who has a strong work ethic.

GPA Award – see page 21 description of award criteria

## **FOOTBALL**

Most Valuable Player – Voted for by team members and coaches

Offensive Back Award – Voted for by team members and coaches

Defensive Back Award – Voted for by team members and coaches

Offensive Lineman Award – Voted for by team members and coaches

Defensive Lineman Award – Voted for by team members and coaches

Most Tackles – Based on statistics

JV Team Most Valuable Player – Voted for by team members and coaches

Freshman Award – Voted for by team members and coaches

GPA Award – see page 21 description of award criteria

## **GOLF**

Most Valuable Player – Lowest accumulated average score for the season

Medalist Award – Awarded to the individual who has the lowest score during any single meet

Most Improved – Selected by Coaches.

GPA Award – see page 21 description of award criteria

## **SOFTBALL**

Most Valuable Player – Voted for by team members and coaches.

Best Batting Average – Based on statistics with at least 20 at bats

Pitching Award – Awarded to the pitcher winning the most games

Most RBI's – Based on statistics

Most Runs Scored – Based on Statistics

Fielding Award – Based on statistics

GPA Award – see page 21 description of award criteria

## **TENNIS**

Most Valuable Player – Player who plays the #1 singles position the majority of the season.

Most Improved – Selected by Coaches.

Mental Attitude Award – Selected by Coaches.

GPA Award – see page 21 description of award criteria

## **TRACK**

Most Valuable Runner – Awarded to an individual scoring the most points during the season

Record Award – Awarded to an individual any time a school record is broken. If a relay team breaks a record, each member of the record-breaking team will receive an award.

Most Improved Runner – Awarded to the runner who has improved the most in his/her event from the previous season or from the beginning of the present season.

GPA Award – see page 21 description of award criteria

## **VOLLEYBALL**

Most Valuable Player – Voted for by team members and coaches

Assist Award – Based on statistics

Hitting Award – Based on statistics

Serving Award – Based on statistics

Blocking Award – Based on statistics

Defense Award – Based on statistics

JV Team Award – Voted for by team members and coaches

Freshman Award - Voted for by team members and coaches

GPA Award – see page 21 description of award criteria

## **CHEERLEADING**

1<sup>st</sup> Year Award – “V”

Senior Award Plaque – Awarded to senior athlete who has been a member of the cheerleading squad for four years.

Captains' Plaques will be given to all captains in all sports. Each sport shall have at least one captain.

GPA Award – see page 21 description of award criteria

## INFORMATION FOR ATHLETES

### ACCIDENTS / INJURIES

All accidents or injuries, home or away, are to be reported to the coach immediately.

### ATTENDANCE: (ABSENCE) SCHOOL & GAME DAY

Daily attendance to school and practice is very important and expected of all athletes. Student-athletes must attend classes at least **three (3) full periods** of the day of the contests to be able to participate in his/her athletic event. To participate in Saturday contests, student-athletes are required to attend at **least three (3) full periods** on the Friday before. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office and/or athletic office.

### CHANGING A SPORT

If an athlete is cut from a team by the coach, he/she may join another team or program in that sport season. However, an athlete **cannot** quit one sport to join another sport during the same season until that sport season is concluded. Ex. The athlete cannot quit football to go out for basketball until football season is completed. **Exception:** athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and the athletic director.

### COLLEGE-BOUND ATHLETES & RECRUITING

NCAA Eligibility Clearinghouse rules determine who is eligible for scholarships. Essentially, a student-athlete must be a 'C' average student in college preparation classes as determined by the NCAA, score well on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the recommendation of his/her coaches. NCAA Rules and Guidelines change at various times, the most current version is available from the athletic office and your coach. There is time set aside for recruiter-athlete visitation. Your coach and guidance counselor will set this up. Transcripts will be provided to the university through the guidance office.

### CONFLICTS BETWEEN ACTIVITIES

Activities at Springs Valley share many students. From time to time there may be conflicts between activities. The athlete can help make a decision as to which activity to attend. The general rule is that the student can choose, without penalty, to attend the activity he/she wants. Athletics, academic meets, music, plays, and many other activities have been successful using this approach. Communication between coaches and sponsors of conflicting activities is a must. Importance of contests and state competitions may affect decisions.

### PARTICIPATION IN TWO SPORTS IN ONE SEASON

Athletes may participate in more than one sport during one season. Coaches involved with athletes wanting to do this will meet and discuss the possibilities. Practice schedules will be worked out between the coaches involved. If contest conflict, the general rule is that the athlete can choose, without penalty, to participate in the sport he/she wants. The athlete must realize that extra time for practice is necessary to compete in two sports in one season. The athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the athlete will be asked to choose which sport he/she will continue in.

### DRESS

All athletes are expected to dress appropriately when going to away activities or contests as representatives of Springs Valley High School. Coaches of each sport will determine appropriate dress according to team rules.

## **EQUIPMENT**

All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice the school will replace it. If equipment is lost or stolen the athlete(s) will fulfill their responsibility by paying for replacement of item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home or on the streets without approval of the coach of that sport.

All issued equipment and uniforms remain the property of Springs Valley and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete.

## **ELIGIBILITY**

Students must be enrolled at Springs Valley. Students must be enrolled in at least five (5) full credit classes and must have passed five (5) full credit classes the previous grade period or semester to be academically eligible to play or tryout. Freshmen are eligible to compete on varsity athletic teams.

## **INSURANCE**

Springs Valley High School's administrators and coaches are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. In recent years the IHSAA has also carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. **IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR SPRINGS VALLEY HIGH SCHOOL CARRIES ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

## **PARTIES**

Attendance at social events such as parties, dances, etc. is up to the athlete and parent or guardian. Athletes are not expected to attend social events where the illegal use of chemical substances, alcohol and/or tobacco is in use. Don't be guilty by association.

## **PRACTICES: REGULAR, VACATION & SCHOOL CLOSING**

Each team members is expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practices during school closings (snow, etc.) are often held and attendance at these practices is considered voluntary.

## **QUITTING A TEAM**

If an athlete participates in ten practices (pre-season), for a sport he/she cannot quit that sport and join another sport until the sport season he/she quit is completed. Example: An athlete cannot quit cross-country to join the football team or basketball team until the cross-country season is completed. Mutual consent by both coaches can waive this rule if the student-athlete and team are better off for the change.

## **SCHOLAR-ATHLETES**

Student-athletes have the opportunity to be recognized through awards, newspapers, team dinners and school publications concerning the grades they earn.

## **SCHOLARSHIPS (ATHLETIC)**

Students and parents interested in pursuing athletic scholarships should start their searches by asking their individual coaches for information and advice concerning this matter. The guidance office has additional information about the school or area of interest. Students interested in Division I and II colleges and Universities must also comply with NCAA eligibility guidelines available in the Guidance Counselors Office.



## SUSPENSIONS VIA DUE PROCESS

A school due process suspension (in school or out of school) makes a student body member ineligible for competition and practice in any activities program for the duration of the due process.

## TEAM CUTTING POLICIES

Coaches of varsity sports at Springs Valley have their own policy on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season.

## WEIGHT ROOM

The weight room is available for use by athletic teams. There is a full program of weight training offered during the school year and summer under the guidance of a weight coach. No student shall use the weight room without adult supervision or without having a physical exam on file in the athletic office.

## SCHOLAR-ATHLETE PROGRAM

The Scholar-Athlete program was initiated in the fall of the 2001-02 school year. These awards are earned by and presented to those student-athletes who have been able to successfully complete the requirements of a rigorous academic schedule, compete on an athletic team and manage their time in such a way as to pursue excellence in both fields.

All student-athletes at Springs Valley High School who have earned a 9.0 (B+) GPA or better, completed their season and have lettered are eligible to receive one or more of the Scholar-Athlete awards.

All grade levels are eligible for each of the awards listed below. Following are the levels of recognition for our program.

### SCHOLAR – ATHLETE AWARD

Award:	Certificate and Multicolored Patch for letter jacket (different for each class)
Academic Criteria:	Must have earned a 9.0 (B+) GPA or better based on grades from the first semester of the present school year.
Athletic Criteria:	<b>Fall and Winter Athletes:</b> Successfully completed their full sport season as a letter winner. Applies equally to all athletes, cheerleaders and student staff. <b>Spring Athletes:</b> Must be a member of a spring sport athletic team on the date of the recognition as a varsity, junior varsity, freshmen or student staff member and projected to be a Varsity award winner by the head coach.
Recognition:	Award will be presented at the Spring Awards day program at the end of the school year.

### BLACKHAWKS SCHOLAR AWARD

Award:	Engraved Medal, Certificate and Multicolored Patch.
Academic Criteria:	Must have earned an 11.00 (A) GPA or better based on grades from the first semester of the present school year.

Athletic Criteria: Fall and Winter Athletes: Successfully completed their full sport season as a letter winner. Applies equally to all athletes, cheerleaders, and student staff. Spring Athletes: must be a member of a spring sport athletic team on the date of the recognition and be projected to be a varsity award winner by the head coach.

Recognition: Awards will be presented at the Spring Award day program at the end of the school year.

### **ATHLETE: HIGHEST INDIVIDUAL GPA ON SQUAD (During Season)**

Award: Coaches Award Plaque.

Academic Criteria: Awarded to a team member or manager who achieves has the highest GPA during the grading period (s) in which their sport competes. If there is a tie, the award will go to the athlete or manager with the highest cumulative GPA.

Athletic Criteria: Successfully completed their full sport season. Applies equally to all athletes, cheerleaders and student staff.

### **ATHLETIC ACADEMIC PLAN**

The Athletic Academic Plan has been prepared to assist athletes who are struggling academically. The athlete will be asked to devote extra time improving their academics. They will be required to attend one of following three options a minimum of two times per week.

- (1) Attend a supervised study table before school from 7:00 am to 7:45am
- (2) Use a tutoring program during after school hours
- (3) Attend an individual tutoring session with a teacher

Each coach of an athlete with a failing grade will be responsible for informing the athlete that he/she must attend study/tutoring sessions. In all instances the student must sign-in. Sign-in sheets will be put in athletic director's mailbox. Individual tutoring sessions will be signed by the teacher and placed in the athletic director's mailbox the day of tutoring.

In order to be eligible for athletic participation, Springs Valley High School and Springs Valley Athletics will require student-athletes to pass ALL classes the preceding grading period. However, any student failing one or more class(es) the preceding grading period but maintaining the IHSAA standards (passing five classes) may continue his/her eligibility if the following criteria is met:

- 1) Required attendance at an AM study session at least two times per week for five (5) weeks. This time period represents the remaining time in the grading period. A report card check will be done at the end of the 5 weeks. If he/she is passing all classes, the student is no longer required to attend study sessions

but may continue on a voluntary basis. If not passing all classes he/she will remain at study sessions for the remainder of the season. The student can participate in athletic contests as long as he/she maintains weekly study session's attendance and meets IHSAA minimum standards.

- 2) A student failing one or more classes and failing to or refusing to participate in the study table program will remain ineligible to participate in any contest for a minimum of 5 weeks. A report card check at 5 weeks will be done to evaluate the athlete's progress. The student may practice but not play during this 5-week period.
- 3) If a student fails to pass five classes, he/she is ineligible to participate in a contest for 5 weeks (ISHAA standard). At the discretion of the head coach, the failing student may practice and must abide by the academic plan until eligibility has been established. A report card check will be done at the end of the 5-week period to determine academic progress.

Notes:

- The student-athlete must be on time and must bring school-related work to study table sessions. If a student is late, he/she will not be admitted, this will not count towards the two required sessions per week.
- Required academic sessions carry-over from one sport to another until athlete's report card carries no 'F's'.
- Athletes remain ineligible for competition until he/she attends two sessions per week.
- Academic sessions begin the Monday after grades are issued to students. It is the responsibility of each coach to notify his/her athletes to attend tutoring sessions.

## **SPORTSMANSHIP**

Sportsmanship is a set of behaviors to be exhibited by student-athletes, coaches, administrators and fans in athletics competition. These behaviors are based on values including, respect, fairness, civility, honesty and responsibility.

As student-athletes at Springs Valley High School we expect the following from each of you:

- Treat opponents with respect
- Respect the judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing your school and community. Display positive public action at all times.
- Live up to the high standards of sportsmanship established by the coach.

## SPORTSMANSHIP FROM A TO Z

- A .....Always adhere to the Golden Rule – treat others as you want to be treated.
- B .....Believe in and follow the rules.
- C .....Cooperate with officials and other contest personnel for a well-run contest.
- D .....Do unto others as you would have them do unto you.
- E .....Encourage your players to play hard and fair.
- F .....Follow the rules of the contest at all times.
- G .....Good sportsmanship is the Golden Rule in action.
- H .....Have captains encourage student-athletes to display proper conduct.
- I .....Intercept and modify any behavior that is offensive to others. Let others know that ethnic, disability or sexist jokes, racial or religious slurs, taunting, trash talking, and intimidating behavior will not be tolerated at events sponsored by our school.
- J .....Judgment calls on the part of officials are not subject to question or discussion.
- K .....Know, understand and appreciate the rules of the contest.
- L .....Lose without excuses; win without boasting.
- M .....Model language and behavior that is non-biased and is inclusive of individuals regardless of ethnicity, race, religion, sex or disability.
- N .....Never criticize players or coaches for the loss of a game.
- O .....Opposing coaches, participants, cheerleaders and fans must be respected at all times.
- P .....Provide opportunities for informing student and adult spectators of their responsibility to uphold the standards of sportsmanship.
- Q .....Questioning an official’s call or making negative comments about an official is unacceptable behavior.
- R .....Recognize and show appreciation for an outstanding play.
- S .....Shake hands with opponents before the contest and wish them good luck.
- T .....Teach sportsmanship and demand that your players be good sports.
- U .....Understand, accept and abide by the decisions of contest officials.
- V .....Victories should be celebrated in a manner that is not offensive to others (no taunting).
- W .....Welcome visiting teams, coaches and fans to your home field.
- X .....X-ercise self-control and be a good example for players and spectators.
- Y .....Yelling, booing or heckling an official’s decision is unacceptable behavior.
- Z .....Zero tolerance for unsportsmanlike behavior.

## COLLEGE ATHLETICS

Those athletes interested in attending and participating in Collegiate Athletics should check with the Guidance Department for eligibility requirements. Athletes can also check the following websites:

[www.ncaa.org](http://www.ncaa.org)

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

[www.collegiatedirectories.com](http://www.collegiatedirectories.com)

[www.all-starersports.com](http://www.all-starersports.com)