

This handbook is up-to-date as of June 2023. For the 2023-2024 academic school year, an updated version will be maintained and available on the school website. Information in the electronic version supersedes this printed version.

Calendar and Handbook SCHOOL SONG

On to victory, on to victory
 We will win this game!
 Every player do his best,
 For that's our highest aim!
 Rah, Rah, Rah,
 Raise the score boys.
 Beat the foe boys.
 Fight for Silver Creek.
 Fight, Fellas, Fight,
 And win this game tonight!
 Rah, Rah, Rah, Rah, Rah,
 Rah, Rah, Rah, Rah, Rah,
 Whose team, whose team? Silver Creek's team.

SCHOOL COLORS - Orange and Blue

MASCOT - Dragon

SCHOOL PHONE NUMBERS

GENERAL OFFICE	812-246-3391
FAX	812-248-7141
SCSC ADMINISTRATION	812-246-3375

SCHOOL ADDRESS

557 Renz Ave
 SELLERSBURG, IN 47172
www.scsc.school

SILVER CREEK SCHOOL CORPORATION

SCHOOL HISTORY

The first Silver Creek High School was held at the Speed Community House in 1925 with four rooms for classes. There were 65 students with four in the first graduating class. Mr. J. C. Standiford was the principal and also Silver Creek's first basketball coach.

The Community House was provided by the Louisville Cement company which was instrumental in formulating the idea of starting a school in this community.

In 1926, Silver Creek began building a new high school facility. There was some dispute as to whether the school should be built in Sellersburg or Speed, but it was decided that the school would be constructed upon the big hill between the two towns. The school, now Silver Creek Junior High School, was opened in 1926.

In 1940, the gym was added. Prior to that, all ball games were held in the Community House which held 250 people.

Silver Creek High School was constructed in 1961 with 26 classrooms, 3 open courtyards, a cafeteria and administration offices. The gymnasium has bleachers for 3,500 people. A band room, art room, gym, auditorium, and library were completed in 1982.

Silver Creek provides a broad range of educational opportunities and is fully accredited by AdvancED.

PRINCIPALS OF SILVER CREEK HIGH SCHOOL

James Standiford	William Bedell
Fred Hockmeister	Norman Beyl
Charles McBride	Joseph Mollohan
Austin Walker	Stephen Cunningham
Dee Hand	Mike Crabtree
Joe Pitman	Al Eckert

What a Student Can Expect From Silver Creek High School

1. Certified teachers, concerned about students, willing and able to teach and provide opportunities for:
 - a. Intellectual, emotional, social, and moral growth;
 - b. Experiencing self-worth.
2. Professional School Counselors and advisors interested in helping students to make sound choices that will engage them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals; to be involved in a comprehensive extracurricular program.

5. Clearly defined rules and regulations with the purpose to ensure a good atmosphere for learning.
6. A well-equipped, adequately maintained facility.

What Silver Creek High School Expects From Its Student Body

1. Students who accept personal responsibility for their education (good attendance, punctuality, study, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life, and by the care they take of school property in helping to keep it neat and attractive.

SPECIFIC CLASSROOM EXPECTATIONS

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of equipment is important. Class disruption will not be tolerated.

SCHS Vision Statement

Real Skills for Real Life

Guiding Principles

SCHS:

- *Aligns expectations to the Indiana academic standards and identifies 21st century skills.
- *Makes wise use of curricular and community resources through collaborative efforts
- *Provides a wide variety of research proven instructional approaches
- *Promotes global awareness, diversity and positive student interactions

INSTRUCTIONAL FACULTY AND STAFF

Principal

Assistant Principals

Athletic Director/Assistant Principal

Counselors:

Nurse

Treasurer:

Secretaries:

Mr. Neil Losey, Mrs. Hannah Oliver

Mr. John Dablow

Mrs. Emily Losey, Mrs. Amy Compton, Mrs. Amanda Owen

Mrs. Geri Schweinhart, Mrs. Casey Drane

Mrs. Debbie Yeker

Mrs. Linette Colwell, Mrs. Tracy Hatter, Mrs. Heather Rountree, Mrs. Brailley Wyatt

Teachers:

Mrs. Amanda Ahlbrand-English
Mr. Ben Ahlbrand - Computers
Mr. Patrick Anderson-Science
Mrs. Valerie Anderson-Science
Mrs. Kara Bailey-English
Mrs. Katie Barksdale-Special Education
Mr. Ed Barnes-Social Studies
Mrs. Melinda Barnes-Instructional Assistant
Ms. Cheryl Bennett - French
Mr. Aaron Boggs-Science
Mr. David Bradley-Special Education
Mrs. Erin Braune-English
Mr. Paul Brown-Science
Mrs. Kate Brown-Math
Mrs. Jacklyn Burke- Spanish
Mr. Chris Bush-Math
Ms. Hanna Clark- Instructional Asst.
Mrs. Jacqueline Colwell-Choir.
Mr. Michael Day-Math
Mr. Joe Decker-Math
Mrs. Samantha DeWitt-PLTW Medical Biology, Chemistry
Mrs. Ruth Dowling-Art
Mrs. May Earl - Family and Consumer Sciences
Mrs. Brandi Eaton-English
Mrs. Brittany Edrington-Credit Recovery, Math
Mrs. Laura Eger-Instructional Asst.
Mrs. Jennifer Estes- Instructional Asst.
Mrs. Jennifer Glaser-Business, Computers
Mrs. Virginia Gama - Span, EL
Ms. Elisa Gonzalez-Instructional Asst.
Mr. Boadey Guenthner-ENL
Mr. Paul Hankins-English
Mr. Jeff Harrell-Math/PLTW
Mrs. Elene Harris-English
Mr. Brandon Hoffman-PE
Mrs. Candace Hoffman-Instructional Asst.
Mrs. Connie Holstine-Math
Mr. Matt Horton-Venture
Mrs. Jessica Hoskins-Special Education
Mr. Perry Hunter-Social Studies

Mrs. Dee Kramer-Media Specialist
 Mrs. Marsha Just-Instructional Asst.
 Mrs. Ivy Lyvers-Science
 Mrs. Cindy Mackey-Science
 Mrs. Maggie Maetschke-Social Studies
 Mrs. Nicole Milliner-Foreign Language
 Mr. Cody Munk-Business, Computers
 Mr. Josh Nale- Social Studies, English
 Ms. Courtney Pierce- English
 Mr. Dave Papenhaus-PE
 Mr. Mark Peterson-Special Education
 Ms. Courtney Pierce-English
 Mr. Bradley Powell-Instructional Asst.
 Mr. Patrick Raegen-Band
 Mrs. Nikki Rice- FACS
 Mrs. Sara Richmer-PE, Health
 Mr. Jeremy Risen-Social Studies
 Mrs. Charlotte Salyer -Instructional Asst
 Mrs. Deborah Sappenfield-English, Journalism
 Mr. Scott Schoen-PE, Careers
 Mrs. Erika Schwartz-Math
 Mr. Seth Sheffield-Theater
 Mr. Alexander Smith-Communications
 Mrs. Diana Smith-Math
 Ms. Melissa Taylor-Special Education
 Ms. Yesenia Villagomez - EL Instructional Assistant
 Mrs. Kristen Warning-Job Coach
 Mrs. Dana Wright-Instructional Asst.
 Mrs. Sarah Vaughn, Science

Custodians:

-Building Maintenance

Keith Just

Vanessa White

Tami Graves

Connor Atkins

Cafeteria Staff:

Valrie Brock

Michelle Cary-Bogges

Terri Williams

Sarah Whobrey-Fernandez

Jordan Callahan

School Psychological Services:

Mrs. Ashley Compton- Director of Special Education
Dr. Regina Hildebrand-Moore - School Psychologist

SCSC School Board

Chris Rountree - President - crountree@scsc.school
Scott Groan - Vice President - sgroan@scsc.school
Kristy Franklin - Secretary- kfrankin@scsc.school
Rachel Bright - rbright@scsc.school
Joe Basham - jbasham@scsc.school

BLOCK 8 SCHEDULING

QUESTIONS AND ANSWERS

1. What is Block 8 Scheduling?

The Block 8 schedule divides the instructional day into eight, 85-minute teaching periods spread over two days. Students take seven subjects and a Flex period. The Flex period is a time every other day when students can seek help from teachers, use laboratories and libraries, make-up work, have access to appropriate technology, have supervised study and homework, attend clubs and special events such as convocations.

Block 8 has been used in schools for years. It does not promise to be a method of solving all problems associated with meeting the diverse range of student needs. However, it does address many of the problems associated with the seven period day which has been a concern for several years.

2. Why is Silver Creek High School utilizing the Block 8 format?

As our staff and scheduling committee sought answers to the school improvement question, we realized that the only significant improvement which could take place would occur in the classroom and would have the potential to affect student learning at all levels.

After more than a year and a half of study, the scheduling committee recommended the Block 8 schedule based on the primary objectives below. The Faculty and Student Council both approved Block 8 scheduling by a large majority.

1. To provide a wider variety of learning experiences for students.
2. To provide greater instructional flexibility for the classroom teacher.
3. To reduce the academic strain of seven periods a day.
4. To create extended learning time in the classroom for continuity in learning activities.
5. To take full advantage of modern teaching resources and technology.
6. To teach the full range of essential knowledge and skills students need to acquire.
7. To further engage students as active learners, responsible time managers, empowered with knowledge and skills to continue their education beyond high school or enter the workplace.

3. What is the rationale for Block 8 scheduling?

Indiana's Core 40 curriculum calls for more classes in science, math, and social studies; academic honors diploma calls for more fine arts and foreign language; school-to-work programs require more applied courses emphasizing the integration of vocational and academic subjects. All general level courses have been eliminated from the curriculum by the State Department of Education. These increased expectations from students create an additional strain on what can be accomplished in one day. For many students, the academic load is overwhelming. Schools are

finding the alternating day schedule a more manageable format for students.

Project teaching, use of computers and laboratories, cooperative learning, work with partnerships, applied curriculum, and integrated and team teaching have all created a need for a more sustained period of time with students.

It stands to reason that if our school is to continue to successfully educate our students, the structure and focus of the system itself must help in achieving these goals.

FLEX

FLEX Guidelines

FLEX is student centered, designed to maximize student learning and remediation through enhanced student/teacher interaction. In addition, its function is to protect classroom instructional time from various procedural interruptions. Flex will allow students the opportunity to acquire remediation, to make-up assignments without missing classroom instruction, and to take advantage of increased opportunities to utilize the Media Center. FLEX will foster student responsibility by requiring the student to make time management decisions and will offer them a chance to work together through cooperative learning.

Purpose of the FLEX

The overall purpose of the FLEX period is to support, reinforce, and ensure student learning. The following is a list of tasks that FLEX can offer that supports this statement.

- a. Time for students to make-up tests, quizzes, labs, etc.
- b. Time for students to use the Media Center or computer lab
- c. Opportunity for increased interaction between teachers/students
- d. Time for students to do homework and self-directed study
- e. Time for students to do project work (individual, group, departmental, or interdisciplinary)
- f. Opportunity for tutoring
- g. Opportunity to take short field trips without interrupting other classes
- h. Opportunity to attend special convocations that might not otherwise be available through the ordinary curriculum without interrupting regular class time
- j. Opportunity to attend plays, musicals, etc. without interrupting regular class time
- k. Opportunity to receive more career counseling, college guidance, and other guidance activities
- l. Opportunity to participate in academic contests and cooperatively prepare in academic teams
- m. Opportunity to participate in SAT and ACT preparation activities
- n. Time for at least one monthly meeting in clubs and other student organizations without interrupting other class time
- o. Periodic class level meetings and orientations as well as class pictures will be scheduled without interrupting other class time
- p. Opportunity to choose to do community service learning activities
- q. Opportunity to participate in school/business partnership programs
- r. Time to schedule dental and doctor appointments when possible without interrupting other class time

Assigning Students to FLEX

Students will be assigned to FLEX teachers on a basis that will be determined by the faculty. Since

all Flex's are scheduled during the same period (B2), students can be divided in different ways and by classes if desired.

How FLEX Will Be Scheduled

The Flex Period is divided into two Learning Blocks. A bell will indicate a passing period prior to each Block(A and B). At that time students with already scheduled appointments or required labs will move to the location of these appointments/labs. All students may use the passing period scheduled between Block A and Block B of Flex. Every two weeks a rotation of 10 LAB blocks will be scheduled and available to students. LABs may be used for the purposes explained above but will primarily center on Core class support, Interventions, and Clubs.

- Core LAB will be offered during a specific block every two weeks.
- Intervention LAB in math and language arts will be offered during one block every two weeks
- Clubs will be scheduled in the two week rotation. Frequency of meetings is dependent on the request of the supervising faculty member.

Teachers' and Students' Responsibilities

- FLEX at the very least is study time.* All students are to come to their assigned FLEX room with study materials. It is the FLEX teacher's responsibility to make sure that the students are on task. Teachers will contact parents/guardians when students are not using time efficiently or productively.
- FLEX teachers should have a copy of each of their assigned students' schedules on file and be given copies of students' report cards so they can help guide the students into appropriate study habits based on each student's needs.
- All teachers should make student appointments based upon the number of students they feel comfortable working with.
- The following is the procedure to be used by both the students and teachers to enable students and teachers to utilize resource time effectively:
 - Students that need to make up a missed classroom test should take priority above other Flex activities or labs. Make-up tests should be scheduled with the classroom teacher. Tests may be completed with classroom teachers or in the available Testing Center
 - Students who need assistance from their classroom teachers or need to work on assignments in the Media Center or a computer lab during FLEX will pick up a FLEX form (Pass) in advance and schedule their own appointments with their teachers or the supervisor involved. All appointments must be made prior to the FLEX period.

(See *** below)

- The teachers and/or supervisor will fill out a FLEX (Pass) stating which learning block of the FLEX the student is to report to their room or area. If the student needs to make an appointment with more than one teacher or supervisor, it will be the responsibility of the student to make those appointments with the second and/or third teacher or supervisor. **The students and teachers need to utilize one FLEX form (Pass) to all appointments during any given FLEX period.** The student is responsible for the safekeeping of the completed FLEX form (Pass) until the appropriate FLEX.
- At the beginning of the FLEX Period (during announcements) teachers will check attendance. Any student leaving the Flex room during the 1st learning block will show their completed FLEX (Pass) to the Flex teacher. Each FLEX teacher must log students' destinations in the electronic log sheet. At the end of announcements, students should then leave to report to their appointment with that teacher or supervisor. If the student is

going to be gone from the Flex room during Learning Block B they will need to tell the FLEX teacher of their destination for the Learning Block B as well before leaving their Flex room.

- d. Students are to check in with the teachers when they arrive at their destination classroom. Teachers must log in the electronic log sheet any students that arrived at their classroom for a Block.
- e. At the end of each Learning Block a bell will sound. At that time students are to move to their next appointment. If they do not have other appointments, they are to return to their assigned Flex room and sign back in with their FLEX teacher.
- f. Teachers will collect all FLEX forms (Passes) from the students during the Learning Block B and store with their appointment log for further reference if needed.

*****STUDENTS SHOULD NOT BE IN THE HALLWAYS DURING BLOCK A OR BLOCK B*****

15 MINUTES OF PASSING PERIOD IS PROVIDED FOR STUDENTS TO GET TO ASSIGNED AREAS OR MEET OTHER STUDENT NEEDS.

STUDENTS ARE NOT PERMITTED TO LEAVE EARLY FROM ANY OF THE LEARNING BLOCKS DURING INSTRUCTIONAL RESOURCE PERIOD. THEY MUST STAY IN THEIR DESIGNATED AREA DURING THE ENTIRE BLOCK OF TIME. THE FLEX TEACHER CANNOT WRITE A PASS TO SEND A STUDENT TO ANOTHER TEACHER/AREA. LIKEWISE, ANOTHER TEACHER CANNOT SEND A PASS FOR A STUDENT TO BE RELEASED FROM A LEARNING BLOCK DURING FLEX. THE STUDENT MUST COME TO HIS/HER ASSIGNED FLEX TEACHER WITH THE FLEX FORM (PASS) ALREADY COMPLETED. (THE ONLY EXCEPTIONS TO THIS PROCEDURE WILL BE PASSES FROM AN ADMINISTRATOR, THE COUNSELING DEPARTMENT, AND/OR NURSE'S OFFICE.)

SUMMARY OF RESPONSIBILITIES

Teacher/Supervisor

1. Effectively manage students in your supervision and assigned students known whereabouts
2. Make appointments with students who need help.
2. Enter attendance in Infinite Campus. Use the electronic log sheet for outgoing and incoming students. Keep it up to date with every FLEX.
3. Work with students who have made appointments with you. Manage students assigned to you to keep them productive and purposeful.
4. Contact parents when students have consistently demonstrated misuse or time/resources or ineffective habits during FLEX.
5. Collect and store all FLEX forms (Passes) from the students during the Learning Block B and store them with your appointment log for further reference if needed.

Student

1. Manage your responsibilities appropriately and make decisions focused on your success in learning and achieving goals
2. After being absent, use FLEX to make-up tests, complete assignments, or catch up on missed instruction.
3. When needed, pick up FLEX form (Pass) and set up appointments for FLEX Learning Blocks.
- 4.. Sign out with the FLEX teacher if you have scheduled appointments.
5. Sign-in when you arrive at your scheduled appointment on the teacher's or supervisor's appointment log.

BLOCK 8 SCHEDULE FOR REGULAR BELL SCHEDULE

SILVER CREEK HIGH SCHOOL						
#1 REGULAR (M,T,TR,F)				#2 TWO HOUR DELAY		
BLUE DAY				BLUE DAY		
7:40-9:05	1st Block	FLEX Announcements Sign-outs		9:40-10:35	1st Block	
9:10-10:35	2nd Block			10:40-12:55	3rd Block	
	9:10-9:20				10:40-11:10	1st Lunch
	9:20-9:25				11:15-11:45	2nd Lunch
	9:25-10:00				11:50-12:20	3rd Lunch
	10:00-10:05	Passing Period			12:25-12:55	4th Lunch
	10:05-10:35	Block B				
10:40-12:55	3rd Block			1:00-2:25	4th Block	
	10:40-11:10	1st Lunch			No Flex	
	11:15-11:45	2nd Lunch				
	11:50-12:20	3rd Lunch				
	12:25-12:55	4th Lunch				
1:00-2:25	4th Block					
*PM Prosser students released at 10:35 am				*PM Prosser students released at 10:35		
ORANGE DAY				ORANGE DAY		
7:40-9:05	1st Block	1st Lunch 2nd Lunch 3rd Lunch 4th Lunch		9:40-10:00	1st Block	
9:10-10:35	2nd Block			10:05-10:35	2nd Block	
10:40-12:55	3rd Block			10:40-12:55	3rd Block	
	10:40-11:10				10:40-11:10	1st Lunch
	11:15-11:45				11:15-11:45	2nd Lunch
	11:50-12:20				11:50-12:20	3rd Lunch
	12:25-12:55				12:25-12:55	4th Lunch
1:00-2:25	4th Block			1:00-2:25	4th Block	

*PM Prosser Students released at 10:35am *SSR daily during 2nd block 9:10-9:25 SSR (Sustained Silent Reading)		*PM Prosser students released at 10:35am
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Student Early Release Schedule		
Every Wednesday (unless under a delayed schedule from weather)		
Blue		
7:40-9:00	1st Block	
9:05-10:40	2nd Block	
	9:05-9:15	Announcements, attendance, and sign outs
	9:15- 9:20	Passing
	9:20 - 9:55	Block A
	9:55-10:00	Passing
	10:00 - 10:35	Block B
10:40-12:55	3rd Block	
	10:40-11:20	1st Lunch
	11:15-11:45	2nd Lunch
	11:50-12:20	3rd Lunch
	12:25-12:55	4th Lunch
1:00-2:10	4th Block	
PM Prosser - 10:35 Lunch		
Orange		
7:40- 9:00	1st Block	
9:05-10:35	2nd Block	SSR 9:05 to 9:20; announcements at 9:20.

10:40-12:55	3rd Block	
	10:40-11:10	1st Lunch
	11:15-11:45	2nd Lunch
	11:50-12:20	3rd Lunch
	12:25-12:55	4th Lunch
1:00-2:10	4th Block	
PM Prosser - 10:35 Lunch		

E-Learning BELL SCHEDULE

8:30-9:30	Block 1
9:45-10:45	Block 2
11:00-12:00	Block 3
12:00-1:00	Lunch
1:00-2:00	Block 4
2:00-2:45	Questions/Correspondence

GENERAL INFORMATION

This handbook is up-to-date as of June 2023. For the 2023-2024 academic school year, an updated version will be maintained and available on the school website. Information in the electronic version supersedes this printed version.

ANNOUNCEMENTS

Announcements will be read over the intercom during the second block each day. All announcements must be dated and approved by a faculty member.

CHANGES IN ADDRESS

Students should report any changes in address, parent or guardian name, or telephone number to the office immediately or log on to the parent portal in Infinite Campus and request a change.

CLOSING OF SCHOOL (Snow, etc.)

School closings due to inclement weather will be communicated through email, text, and phone calls. School closings will also be on local news stations. School may either be on eLearning or closed. When SCSC schools are on an eLearning day, students will follow the eLearning schedule that is listed in the Bell Schedule section.

EVACUATION OF BUILDING

We will have at least three disaster drills as well as monthly fire drills during the school year. Teachers will explain the detailed procedures. The disaster procedures and safe areas along with fire drill exits are posted in each classroom.

On a bomb threat or similar circumstance, follow the same directions as for a fire drill. After leaving the building all teachers take their classes to a designated area. It is imperative that everyone not panic or cause any disruptions.

GUESTS/VISITORS

Visitors to the school must first report to the front office and must show a photo id. Parent(s) / Guardian(s) are expected to come inside the building if picking up a student. Students are not to bring or invite visitors or guests to the school.

LIBRARY/MEDIA CENTER

The library/media center is maintained for use by students for recreational reading and research purposes. Books are available to all students and may be checked out at any time during the school day.

Students are asked to return books promptly when finished in order that they may be made readily available to other interested students. Students with overdue books or students who owe money to the library, upon receiving a 2nd notice, will lose their library privileges.

The library is open every day from 7:10-2:30 PM. This includes all lunches and Flex blocks.

Failure to abide by library rules will result in a loss of library privileges.

LOCKERS

Students may be provided a locker to keep his or her books and outside clothing in. Lockers should be requested through the main office. Lockers and locks are also provided for gym class.

It is very important to keep lockers locked at all times and not to give the combination to any friends. Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any school property. Personal property, such as watches, money, etc., should never be left in the locker. Only the student(s) assigned to a locker may use the locker. If you suspect someone is getting in your locker, please notify the office.

LOST AND FOUND

Please turn in at the office any books, clothing, or other personal items found in or outside the school building. If you have lost something please check in the lost and found, which is located outside the counseling office. Treat other people's things like you want them to treat yours. Your help is needed.

LUNCH - CLOSED CAMPUS

Silver Creek High School is a closed campus. Students are not allowed to leave campus to eat lunch. Door dash and/or other food delivery services should not be used by students. Parents should not bring food from outside vendors to students during the school day.

LUNCH PURCHASING PROCEDURES

At the beginning of each school year each student receives a picture ID card which has a barcode. Money can be deposited into their lunch account. As the student uses their card to purchase lunch the money is deducted from their account. Money CANNOT be withdrawn from this lunch account for anything BUT lunch. Lunch cannot be charged.

For lunch prices and information concerning eligibility guidelines for free or reduced price meals, see the "Letter to the Parents for School Meals and/or Textbook Assistance." This letter is sent home with each student in August.

Textbook/Lunch Assistance Application Forms are available on the school website and should be submitted as early in the school year as possible.

TEXTBOOK RENTALS

Textbooks are furnished to each pupil on a rental basis. Such rental fees are calculated in conformance with the rules of the Indiana State Department of Education.

Pupils are responsible for textbooks issued to them and must pay for loss or damage.

Regulation:

It is the student's responsibility to take the necessary textbooks and supplies to each class. Various types of school supplies are available in the Dragon Depot bookstore for the convenience of students.

All basic textbooks are rented to students for their use each semester. Students pay for workbooks and other materials needed for various classes. There are also fees for such classes as Art, Industrial Arts, Physical Education, Science Labs, etc.

Textbooks should be kept clean and handled carefully. You should write your name, grade, and school in your books. If you lose or damage your books, you will be charged a replacement cost.

Textbook assistance is available to students who qualify for free meals.

WITHDRAWALS AND TRANSFERS

It is the policy of Silver Creek School Corporation to forward education records to other agencies or institutions that have requested the records and in which the student seeks to enroll, intends to enroll, or is instructed to enroll on a full time or part time basis.

A transfer or withdrawal form must be obtained from the Counseling Office. An exit interview is required before the withdrawal process can be completed. All rented books must be returned to the bookstore manager and a grade obtained for the time spent in that subject. The locker must be emptied. All bills must be paid before transcripts can be sent to another school.

Legal and private (cash tuition) transfers into Silver Creek School Corporation will be accepted within guidelines established by the Board.

STUDENT ACTIVITIES

The educational program includes a planned and developed student activities program that will contribute to the abilities, social well-being, and leadership opportunities of all students. Membership and participation shall be open to all unless specific qualifications are not met by the

individual.

Student activities are defined as planned, organized, and supervised activities conducted under the auspices of a school or an element thereof which primarily involves students in other than classroom situations.

Student activities may occur during or after the school day. Extra-curricular activities are activities that take place outside the regular curriculum of the school. These activities are voluntary on the part of the students. Students wishing to participate may do so after meeting certain requirements. Students must remember that these activities are a privilege and that they must adhere to the standards set by the sponsor and the school.

The assistance of parents and community agencies in planning and developing a student activity program is encouraged.

ATHLETICS

ELIGIBILITY

The interscholastic athletic program at Silver Creek High School is governed by the rules of the Indiana High School Athletic Association. To represent the school on any of the athletic teams, a student must:

1. Be receiving passing grades in at least five subjects in order to participate in athletics or to be a cheerleader.
2. Not have reached the age of 20 prior to or on the scheduled date of the IHSAA state finals.
3. Have a physical examination by a doctor and have parental consent with both on file in the Athletic Office.

Other eligibility information should be obtained from the Athletic Director.

SCHOOL ATTENDANCE

In order to attend or participate in any activity (athletic contest, dance, field trips, etc.) sponsored by the school, students are required to be in attendance on the day of the activity, practice, game, or contest.

When a student does not attend a full day of school or arrives late, school attendance for at least half of the instructional day is required in order for a student athlete to participate in a practice, game, or contest.

Absences documented by the following reasons, will make a student eligible for practice, games, and/or contests.

1. Death of an immediate family member
2. Medical/dental appointments verified with written physician's statement which cannot be scheduled outside of the school day
3. Court or legal appointments requiring the student's presence- verification required
4. Religious observances-one-day prior notification is required.
5. Education reasons-college visitation, workshops, etc.-one-day prior notification is required.
6. Other special circumstances if prior approval is granted by the principal
7. Serving as page in the legislature or other similar honor----verification required
8. Service in National Guard---verification required

9. Service on precinct election board or as a worker for a candidate or political party---must have parent permission and verify the performance of duties
10. Field trips or other out-of-class school sponsored activities---prior approval necessary
11. In-school suspension

When the activity in question occurs on a school holiday, a Saturday or a Sunday, the student will generally be permitted to attend or participate if: his/her absence on the last regular school day is legitimate, and he/she expects to be in school on the next regular school day following the activity.

Students that meet the definition of chronic absenteeism or habitual truant may be removed from any team or extracurricular group until given approval by the Principal and Athletic Director.

MID-SOUTHERN CONFERENCE

Silver Creek is a member of the Mid-Southern Conference and enters teams in both conference and non-conference competition.

LETTER AWARDS

Each varsity coach establishes the requirements for earning a letter in his/her sport. Upon meeting the requirements for a varsity letter the first time, the student will receive a block letter and emblem of his/her sport. A point system has been established to be awarded a letter jacket. Three points are awarded for a varsity player or cheerleader. Two points are awarded for a junior varsity player or cheerleader and managers. One point is awarded for a freshman player. Twenty (20) points will be necessary to earn a jacket.

SENIOR AWARDS

A boys' and girls' outstanding senior athletic award is presented to the boy and girl with the most points obtained in sports. This award is presented at the Senior Honors Night.

CHEERLEADING

Cheerleading is not governed by IHSA rules. To be eligible for cheerleading at Silver Creek however, the student must be in the same academic good standing as all other athletic participants. Cheerleading exists as a support group for school spirit in girls' and boys' athletics. The cheer team may also participate in cheerleading competitions and in academic programs or other convocations. Varsity cheerleaders will receive letters upon the recommendation of the cheer sponsor.

NCAA ELIGIBILITY

Students who want to participate in Division I or Division II sports in college need to be registered by the NCAA Clearinghouse. To be certified by the Clearinghouse, students must (1) graduate from high school, (2) earn a grade point average of at least 2.0 on a 4.0 unweighted scale in a core curriculum of at least 11 academic courses, (3) have a combined score of 700 on the SAT.

Silver Creek School Corporation Athletic Code of Conduct

Substance Abuse Policy for Extra Curricular Participants

Silver Creek School Corporation recognizes that athletes and all extra-curricular participants stand in a special relationship with their school, community, and other students. It is understood that

wearing the uniform of the school and/or representing the school in competition confers both extra recognition and extra responsibilities upon the student.

Therefore, the use of alcohol, tobacco, e-cigarettes, or illegal drugs is prohibited among all students, including athletes and all extra-curricular participants.

This prohibition extends 365 days a year, 24 hours a day for athletes and all extra-curricular participants in the Silver Creek School Corporation.

Possession or use of illegal drugs, alcohol, tobacco, or e-cigarettes or the participation in any activity which would reasonably be considered criminal activity, such as theft will result in the following penalty:

1. **Tobacco** – involves the use or possession of any type of tobacco or nicotine product.
 - a. **1st Offense:** Suspension from participation in 20% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 10% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - b. **2nd Offense:** Suspension from participation in 50% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 25% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - c. **3rd Offense:** Suspension from participation in athletics and any other extra-curricular activity for 365 days.
2. **Controlled Substances** – involves the illegal use or possession of a controlled substance, narcotic drug or alcohol
 - a. **1st Offense:** Suspension from participation in 50% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 25% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the students and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - b. **2nd Offense:** Suspension from participation in athletics and any other extra-curricular activity for 365 days. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 50% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or parent or guardian. Participation in practices may be permitted, depending on circumstances.

- c. **3rd Offense:** No participation in athletics or any other extra-curricular activity for the remainder of the student's high school career
- 3. **Criminal Activity** – Participation in an activity which would reasonably be considered a criminal activity.
 - a. Penalties will be determined on a case by case basis by the Athletic Director and the Principal.

In the event the offense occurs late in the season or out of season, there will be carry over to the next season, whether that season would be the same school year or the next one. All Counseling/Rehab programs must receive prior approval from the Athletic Director and/or the Principal.

PERFORMING ARTS

BAND

Band performance activities include marching competition in the fall, various parades and special events, boys' and girls' basketball games, and concerts. The flag corps is part of the band as well. Summer band camp is conducted two weeks prior to the opening of the fall semester.

SENIOR REVIEW

A talent show is sponsored by the Senior Class of Silver Creek High School, usually in the spring.

THEATRE

Two or three main stage productions are offered each school year with auditions open to all Silver Creek High School students. In addition, productions are made by the Theatre Production and Musical Theatre Classes.

SOCIAL EVENTS

Calendar dates for all social events must be coordinated with the Principal.

Parties with refreshments are not permitted in the classroom or on school grounds during the day unless permission is granted by the Principal.

Students attending social events are expected to be present throughout the event. Those who leave may not return.

DANCES

All dances are "closed" with the following exceptions:

1. A SCHS student may bring a non-SCHS student if the SCHS student registers the non-SCHS student with the dance sponsor prior to the dance.
2. Guests may not attend who have attained their 21st birthday or who have not reached their freshman year.
3. Exceptions to the above must be approved by the administration.

JUNIOR/SENIOR PROM

A Silver Creek High School junior or senior may attend the prom. A junior or senior may bring a date who is a sophomore at Silver Creek High School. **A junior or senior who wishes to bring a non-SCHS student must complete a registration form one week in advance of the time prom tickets go on sale (a deadline will be set).** Non-SCHS students may not attend who have attained their 21st birthday or who have not reached their sophomore year. Exceptions to the

above must be approved by the Principal.

CONVOICATIONS

Convocations are scheduled to bring students together for special instructional and informational programs. The positive way the student body conducts itself during a convocation is a reflection of the character of our school.

PEP SESSIONS

Pep sessions may be scheduled to recognize curricular and extra-curricular participants and to build school spirit.

CLUBS

All school sponsored clubs must meet the following criteria:

- Approval of the administration of the school before organizing.
- A faculty advisor approved by the administration of the school.
- The faculty advisor is present at all meetings.
- Approval by the administration of the school for all projects.
- Social activities approved and placed on the school activities calendar.
- All funds handled through the school treasurer.
- A constitution approved by the administration of the school with a copy filed in the office.
- The time and place of all meetings approved by the administration of the school.

School board policy forbids any fraternity or sorority activity in the Silver Creek School Corp. schools.

All club members must take an active part in the club work and activities in order to retain membership.

These are the clubs available at Silver Creek High School:

National Honors Society	Spanish
Euchre	YFCA
Bowling and Traps	National Art Honor Society
Future Medical Professionals	Crochet/Knit Club
Travel Club	Ozone
Student Athletic Council	Thespians
Student Council	Archery Club
GSA	Journaling
Environmental Club	Dungeons and Dragons
Yoga Club	Girls in STEM
Lego Club	Bookworms
Environment	

Note: Additional clubs may form after the start of school.

STUDENT COUNCIL

The purpose of Student Council is to maintain a loyal and sincere school spirit on the part of all students, to foster a friendly and cooperative relationship between the student body and the faculty,

to give the students some voice in school affairs, and to initiate and carry out worthy student enterprises.

The membership is open to any student regularly enrolled in school and elected in the manner prescribed by the constitution of the Student Council.

YEARBOOK

The *Silver Leaves* is the student yearbook or annual and is published each year to record the history of one year at Silver Creek High School.

The *Silver Leaves* are sold at a time and price determined by the book's staff. The *Silver Leaves* are distributed in the fall.

SCHOOL PAPER

The *Creek's Current* is a school newspaper published periodically by the Journalism Department.

HEALTH SERVICES

CLINIC

There is a licensed practical nurse in the clinic each day and a registered nurse, who serves as the director of health services for the corporation, is available as needed.

INJURY & ILLNESS

A student who is injured or becomes ill during the school day should request permission from the teacher to go to the clinic. If the student needs to be sent home, or if medical attention is required, the nurse or office staff will attempt to make contact with the parent/guardian or emergency contact. Students must sign out with the attendance office.

IMMUNIZATIONS

In accordance with Indiana state law, all students must be immunized as determined by the state department of health. These immunization requirements are available on the Silver Creek School Corporation website for your convenience.

The law provides that no student shall be permitted to attend school beyond 20 days of his/her enrollment without furnishing proof of the above mentioned immunizations. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated.

MEDICATION

ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

All medications, prescription, non-prescription, and refills must be brought in by the parent/guardian in the original container and **not** sent in with the student. No medication will be administered without having a completed medication administration form, which must be signed each school year. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the condition, but must have a Self-Administration form on file, and it must be signed by parent/guardian and physician each school year. Medication administration forms and Self-Administration forms are available on the Silver Creek School Corporation website for your convenience. Any medication not picked up by the end of the school year can/will be

disposed of properly.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation.

HONORARY ORGANIZATIONS

NATIONAL HONOR SOCIETY

The objectives of the National Honor Society are to create enthusiasm for scholarship, to stimulate and encourage leadership and character, and to encourage student service. Juniors and seniors who have a grade point average of 3.5 and who have been judged worthy in service, leadership, and character by the faculty council of the NHS are invited to seek membership. The advisor and the faculty council cooperate in developing and periodically reviewing selection and dismissal procedures not provided for in the NHS constitution.

Membership in the National Honor Society is both an honor and responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service leadership, and character by which they were selected.

INTERNATIONAL THESPIAN SOCIETY: TROUPE 5151

The International Thespian society is a world wide organization created to honor the achievements and dedication of theatre students. This organization offers Regional, State, National, and international competitions/Festivals to help further education in theatre. Students will have opportunities for scholarships, performance awards, and leadership positions inside of an internationally recognized honors society. In order to be considered for membership students must earn 10 thespian points (100 hours of work in theatre).

COUNSELING/ACADEMIC INFORMATION

This handbook is up-to-date as of June 2023. For the 2023-2024 academic school year, an updated version will be maintained and available on the school website. Information in the electronic version supersedes this printed version.

COUNSELORS

Counselors are responsible for the educational program planning and scheduling of each student. They are also available for a conference with a student regarding other school procedures or problems, occupational and educational plans, and personal or social goals or problems. They are happy to include parents in any of the conferences upon request of the student or the parent(s).

A student who wishes to talk with his/her counselor is urged to go to the Counseling Office and set up an appointment.

COLLEGE AND TRADE SCHOOL INFORMATION

Counselors will announce the visits of college and trade school representatives well in advance of the visitation. Most visits will occur during lunch time or during Flex

ACCREDITATION

Silver Creek High School has been granted full accreditation by the State Board of Education and is a member of the North Central Association and has been accredited by the Association since 1956. Silver Creek High School has been commended by the NCA for its continuing quest for excellence.

PROGRESS REPORTS

All students have access to grades for each class on Infinite Campus. Parents may at any time log on to the Infinite Campus Parent Portal to see their students' grades. Students who are failing will have written progress reports mailed home to parents.

GRADING

Semester Grades will be calculated on the following scale

100 A+	77-79 C+
93-99 A	73-76 C
90-92 A-	70-72 C-
87-89 B+	67-69 D+
83-86 B	63-66 D
80-82 B-	60-62 D-

59 and below F

Grades at .50% or higher will be rounded up to the next full point (ex. 59.50% rounded to 60%).

SEMESTER GRADES

The grading period is one semester long. Report cards will be issued at the end of each semester and that grade will also be recorded on the student transcript.

Grades will be updated on Infinite Campus at the 4.5, 9, and 13.5 week intervals during each semester. The 9 week current grade will be used to determine athletic eligibility.

Each department will go over grading policies to determine semester grades from courses in their department at the beginning of each school year. Grading policies may vary depending on the department.

Students who have not met the required number of credits to graduate will not be eligible to walk at the graduation ceremony. Class of 2023 are required to earn a minimum of 40 credits and meet all requirements for an Indiana Diploma to graduate.

CORE 40, CORE 40 with Academic Honors and Core 40 with technical Honors

INDIANA CORE40

Course and Credit Requirements	
English/ Language Arts	8 credits
	Including a balance of literature, composition and speech.
Mathematics	6 credits
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> <i>All students must complete a math or physics course in the junior or senior year.</i>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career-Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits
	(Career Academic Sequence Recommended)
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a Career Academic Sequences (selecting electives in a deliberate manner) to take full advantage of career exploration and preparation opportunities.

CORE40 with Academic Honors *(minimum 47 credits)*

For the **Core 40 with Academic Honors** designation, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "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 transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit 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 composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - 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.

CORE40 with Technical Honors *(minimum 47 credits)*

For the **Core 40 with Technical Honors** designation, students must:

- Complete all requirements for Core 40.
- 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 approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, 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 , Writing 70, Reading 80.



Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits**
- 2 Learn & Demonstrate Employability Skills**
- 3 Postsecondary-Ready Competencies**

DIPLOMA REQUIREMENTS

- 1 Credits**
Earn credits toward a diploma with designation.
 - Core 40 - minimum 40 credits
 - Academic Honors - minimum 47 credits
 - Technical Honors - minimum 47 credits
 - General
- 2 Learn & Demonstrate Employability Skills**
Produce defined outcome(s) based on experience.
Defined Outcome Options
 - Videos
 - Papers
 - Resume
 - Dual Credit
 - Certifications
 - Portfolio
 - Projects
 - Slideshows
 - Presentation
 - Five Year Goal Plan
 - Reflection of Experience
 - Letters of Recommendation
 - Letter of Employment Verification
 - Postsecondary-related Experiences
 - Co-Curricular Participation
 - Extra-Curricular Participation
 - Locally Defined Outcome
- 3 Postsecondary-Ready Competencies**
Meet at least one of these competencies.
 - **Honors Diploma**
academic or technical
 - **SAT**
reading/writing = 480, math = 530
 - **ACT**
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
 - **ASVAB**
minimum of 31
 - **Industry Certification**
certification from approved DWD list
 - **Apprenticeship**
federally recognized
 - **CTE Concentrator**
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
 - **AP/IB/Dual Credit/CLEP**
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
 - **Locally Created Pathway**
approved by SBOE
 - **Waiver**
see listed web link

TRACKING

- 1 Transcript with Completed Courses**
Project-Based Experience
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.
- 2 Work Toward Completion of One of the Experiences Below**
 - Service-Based Experience
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.
 - Work-Based Experience
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.
- 3 Course Selection, Graduation Plan, & Testing Opportunities**

INDIANA COLLEGE PLACEMENT AND Learn More Resource Center

Indiana has a resource available for all Indiana High School students.

Please view information: www.learnmoreindiana.org.

State Testing: ILEARN Biology, SAT

Class of 2022 and beyond will take the ILEARN Biology during the year Biology is taken. As Juniors, students will take the SAT as part of graduation requirements for the Graduation Pathways.

ADVANCED PLACEMENT (AP) EXAMINATIONS

Students who are enrolled in an AP course will take the AP exam at the end of the course. Many of the exam fees are covered by the state, but this can change from year to year. Details about testing will be shared with students and on the announcements. Many colleges grant credit for scores of 3 to 5. Students should check with the college of their choice to determine if the credit will be granted.

PSAT

All students will be taking the Preliminary Scholastic Aptitude Test (PSAT) their freshman, sophomore, and junior year of high school. To prepare for the test students may utilize the free test prep including practice tests on the College Board website: <https://satsuite.collegeboard.org/psat-nmsqt/preparing/studying-practicing>. FLEX may also be used to prepare for the PSAT. SCHS will use PSAT results formatively to direct student learning intervention.

Juniors have a special interest in the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. (PSAT/NMSQT). This test is similar to the Scholastic Aptitude Test (SAT), but shorter. Students taking the PSAT/NMSQT in October of their junior year may enter the annual competition for the National Merit Scholarships.

SAT

The SAT (Scholastic Aptitude Test) is an aptitude test that can serve as one predictor for potential academic success. The ACT and SAT are often used by colleges in addition to other important factors such as high school grades, rigor of courses taken, rank in class, recommendations, and co-curricular activities, in making admission decisions.

Most colleges and universities can require either the SAT or ACT as part of the college application or for scholarship opportunities. All juniors will take the SAT, at no cost to them, during the school day in the March of 2024 as part of an Indiana requirement for all juniors. If students meet benchmark scores showing proficiency, it can also be used as a graduation requirement towards their diploma. If students would like to take the SAT on the weekend they may also register on their own for additional exam dates.

SAT Registration: Students can register online: www.collegeboard.org

Students who qualify for the Free/Reduced Lunch program or 21st Century Scholars should see their counselor for a fee waiver for these tests.

ACT

The ACT (American College Test) is another aptitude test that serves as one predictor for potential academic success. Students may choose to register for an ACT test to take on the weekend. Registration is done independently online for the students' choice of exam date.

ACT Registration: Students can register online: www.act.org

Students who qualify for the Free/Reduced Lunch program or 21st Century Scholars should see their counselor for a fee waiver for these tests.

FINANCIAL AID TO COLLEGE

During senior year, there will be meetings and school announcements in regard to financial aid. In October of senior year, you should start the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine your eligibility for state and federal financial aid, and colleges use it for awarding need based aid. In Indiana, the deadline for FAFSA applications is April 15 each year.

Throughout senior year, local scholarships will be made available. Please refer to Scholarship postings in the Counseling Office and the SCHS website. Different scholarships will have different requirements and due dates.

TRANSCRIPTS

Students may request a copy of their transcript to be sent to a college through Parchment: www.parchment.com Seniors will need to request a final transcript to be sent to their college of choice in June, after graduation.

TRANSCRIPTS FROM IVY TECH (Dual Credit)

Students may request a copy of their transcript from Ivy Tech for the dual credit classes they took.

Request in one of 3 ways:

1. Go to Ivy Tech Website: www.ivytech.edu/registrar
2. Go to www.my.ivytech.edu
3. Go to Ivy Tech Campus and visit the Registrar's Office.

Transcripts are \$5 per copy.

College Credit(Dual Credit)-Ivy Tech

9th-12th graders have the opportunity to receive college credit from certain high school classes offered at Silver Creek High School. Students also have the opportunity to earn the Indiana College Core or an Associates in General Studies through Ivy Tech. Students can learn more by contacting the Ivy Tech Dual Credit Liaison or Mrs. Owen. Most of the courses require college placement tests to be taken in the fall. Check with your counselor and teacher on the requirements.

Credit Transfer

Many colleges or universities will accept credit earned, however not all colleges or universities will. Recognition of credit is always the right of the institution to which it is transferred.

SCHEDULING

The School Counselors will meet the students in the classroom setting to educate about all the course offerings for the next school year. The Counselors will then meet with each student to go over career plans, goals, graduation and courses selection. These meetings will occur between February and March of the prior academic year. The student's Course Requests will be posted on Infinite Campus in April for the student and parent to review and make changes. Schedules will be available through Infinite Campus 3-4 days before the start of the new school year..

DROPPING AND ADDING CLASSES

Scheduling changes can be made within the first two class sessions of each semester. A drop/add deadline will be announced during morning announcements to alert students about the final day to make changes. Schedule changes are not guaranteed and will be made based on course openings and the individual needs of the student. Students must complete course work that was assigned prior to the drop/add date. Other changes will be considered only in extreme situations. Students who fail to keep up with class assignments or fail to make an effort are not considered an extreme situation.

TAKING A CLASS OVER

With counselor permission, a student may take a course the second time. The student must have received a grade lower than a C- the first time. The highest grade earned will become a part of the student's permanent record. The lower grade will be changed to an "N" on transcript, for No Credit.

SEVENTH SEMESTER GRADUATION

Students who plan to complete graduation requirements at the end of their seventh semester, may apply for Seventh Semester graduation. This process includes checking with the counselor to make sure requirements are met, picking up an application in the Counseling office, filling out the application, returning the application to the Counselor for Principal approval. This application needs to be completed and submitted to the Counseling Office by April 1st during the Junior year.

SIXTH SEMESTER GRADUATION

Students who plan to complete graduation requirements at the end of their sixth semester, may apply for Sixth Semester graduation. This process includes checking with the counselor to make sure requirements are met, picking up an application in the Counseling office, filling out the application, returning the application to the Counselor for Principal approval. This application needs to be completed and submitted to the Counseling Office by April 1st during the Sophomore year.

Graduation HONORS: Three Levels of Distinction

A student graduating from Silver Creek School Corp. high school with any of the 4 state recognized diplomas may qualify for graduation with Distinction. There will be three levels of distinction, based on a 4.00 scale.

- | | |
|--------------------|----------|
| 1. Summa Cum Laude | 3.9-4.00 |
| 2. Magna Cum Laude | 3.7-3.89 |
| 3. Cum Laude | 3.5-3.69 |

Students qualifying for Distinction will receive a special colored cord to wear during the graduation

ceremony. Students in each of these 3 categories shall be recognized in the Commencement program.

The G.P.A. for Distinction shall be determined after the student's 7th semester, and shall not be changed regardless of the 8th semester grades. The level of distinction, "Summa Cum Laude", "Magna Cum Laude", or "Cum Laude" shall be permanently recorded on the student's transcript of grades.

SUMMER SCHOOL

In the past, student interest and participation have dictated class offerings in the summer at Silver Creek High School. In order to offer a class, we must have at least 15 students to sign up for a class. These classes normally begin one week after the regular school year is over and last for four full weeks. Summer School will meet Monday-Friday from 8:00-12:00. Students must provide their own transportation and attendance is mandatory.

PROSSER CAREER CENTER

Prosser Career Center located on Charlestown Road is an area career center designed for training of students to enter the workforce and prepare for post-secondary opportunities.

Prosser Career Center is open to Silver Creek High School students during the junior and senior year. Students must apply for admission and be accepted to a program of study. Although the majority of programs are two years, there are a few one year programs for the senior year.

Students attend Prosser three hours per day, five days per week. Students may be scheduled in a morning or afternoon session. Three credits are given for each successfully completed semester. Bus transportation is provided and students are required to ride the bus.

Prosser Career Center has an agreement with some post-secondary institutions which will allow students in selected programs to receive credit toward an associate degree or certificate for the training received while enrolled at Prosser. The award of this advanced credit will be based on the degree of proficiency and instructor's recommendations.

Each year Prosser Career Center conducts an assembly program for Silver Creek High School sophomores to explain the course offerings and application procedures. A tour of Prosser is also offered to sophomores during the school day.

8390- ANIMALS ON SCHOOL CORPORATION PROPERTY/THERAPY DOG

Therapy Dogs in Schools The Silver Creek School Corp. District recognizes the use of therapy dogs in the classroom setting may have academic, social and emotional benefits for students.

The Board of Directors authorizes the presence of therapy dogs in District classrooms, subject to the provisions of this Policy and subject to Administrative Procedures which the Administration is hereby directed and authorized to establish.

Definitions: "Therapy Dog" – A therapy dog is a dog trained to provide affection and comfort to students or other individuals under the direction and control of a qualified handler who works with the dog as a team.

A therapy dog has been

1. Obedience tested and certified as Canine Good Citizens by the AKC or
2. Certified as a therapy dog (temperament tested) by an AKC Recognized Therapy Dog Organization.

Therapy dogs are not "service animals" as defined by the Americans with Disabilities Act, 28 C.F.R. Part 35.

Authority:

1. The decision as to whether a therapy dog may be used in any school building shall rest with the Building Principal. The Building Principal has sole discretion, with the oversight of the Superintendent, to determine whether therapy dogs will work in that Building Principal's school. The privilege to allow the presence of therapy dogs generally or an individual therapy dog specifically may be revoked by the Building Principal or the Superintendent at any time for any reason.
2. Prior Administrative approval is required before any therapy dog may enter District property. In the event that a therapy dog is needed in a different school, approval must be obtained from both the Building Principal of the home school and the Building Principal of the school being visited.
3. The following minimum standards shall be in effect for any therapy dog approved to participate or "work" in the Silver Creek School Corp. schools:

a. The therapy dog has been 1. Obedience tested and certified as Canine Good Citizens by the American Kennel Club ("AKC") or 2. Certified as a therapy dog (temperament tested) with a specific handler by an AKC Recognized Therapy Dog Organization . The Superintendent and/or designee shall approve the accrediting or qualifying organizations. The District must be given copies of current certifications and shall be maintained in its files.

b. The therapy dog's owner must provide to the District a proof of vaccinations received by the therapy dog as determined by and signed by a veterinarian, for the District's files. These records shall be maintained in the District's files and school building in the principal's office.

c. The therapy dog must be clean, well-groomed and not have an offensive odor and be treated for, and kept free of, fleas and ticks. The therapy dog must be provided with all appropriate medical and other preventative treatments. The District shall be entitled to copies of records of these treatments upon request.

d. The therapy dog must be spayed or neutered.

e. The therapy dog must show no aggression toward people or other animals and must not bark or make other distracting noises while in school.

f. The therapy dog must not in any way pose a health or safety threat to any student, employee or any other person while on District property or District Sponsored events.

g. The therapy dog may not interfere with the educational process of any student.

h. The therapy dog's handler must follow the guidelines of the certifying organization.

Student guidelines:

The students may not approach the dog or touch the dog without the handler's permission.

Students must ask the dog to sit prior to petting it.

For initial contact, students must reach out with an open hand and scratch the dog under the chin.

Upon completion of participating in a session with the dog, students must wash their hands.

ATTENDANCE RULES/ REGULATIONS

This handbook is up-to-date as of June 2023. For the 2023-2024 academic school year, an updated version will be maintained and available on the school website. Information in the electronic version supersedes this printed version.

Silver Creek High School Attendance Policy

Regular school attendance is vital when seeking a quality education. A day lost in the classroom can never be completely retrieved. Although written work can be made up, nothing can substitute for a student being present to witness and experience his/her lessons from professional teachers. Special techniques, illustrations, and activities used by teachers make daily school attendance critical to the educational process. It is the responsibility of the student and his/her parent(s) or guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the West Clark School Board and the compulsory attendance laws of the state.

PARENT RESPONSIBILITY FOR STUDENT ABSENCE

1. Each student's absence must be reported on the day of absences to the school by the student's parent, guardian, or custodian by 10:00 a.m. The school's phone number to report absences is 812-246-3391. At 10:00 AM we will begin to call to check on students that are absent.
2. Notes from parents will be permitted to excuse students. These notes must be submitted within one (1) day of the students return to school.

EARLY DISMISSAL

When a student needs to leave school during the school day for a pre-established reason such as a doctor's appointment, funeral, etc., a written notice should be provided to the office in advance, preferably before the school day begins at 7:40 a.m. the morning of the appointment.

A prearranged absence request form is to be completed when an unexpected or unusual circumstance causes a student to be out of school. The principal must approve the absence in advance.

CATEGORIES OF ABSENCES

Absences from school fall into one of two categories:

1. Excused---counts toward the absence limit
2. Unexcused---counts toward the absence limit

Absences may be excused for the following reasons:

1. Death of an immediate family member
2. Medical/dental appointments verified with written physician's statement which cannot be scheduled outside of the school day
3. Court or legal appointments requiring the student's presence- verification required
4. Religious observances-one-day prior notification is required.
5. Education reasons-college visitation, workshops, etc.-one-day prior notification is required.
6. Other special circumstances if prior approval is granted by the principal
7. Pre-Arranged Absences including family vacation must be approved by the principal at least ten (10) school days in advance and may not exceed five (5) school days.

STUDENTS MISSING SCHOOL FOR THE FOLLOWING REASONS, WILL BE LEGALLY COUNTED AS "PRESENT"

1. Serving as page in the legislature or other similar honor----verification required
2. Service in National Guard---verification required
3. Service on precinct election board or as a worker for a candidate or political party---must have parent permission and verify the performance of duties
4. Field trips or other out-of-class school sponsored activities---prior approval necessary
5. In-school suspension
6. Mandatory attendance at a court ordered activity---verification required

ABSENCES ARE CONSIDERED EXCUSED IF:

A parent statement (by telephone or written note) explaining the reason is provided to the office upon returning to school. Absence not exceeding 10 days per year. If no note is received by the second day back to school, the absence shall be recorded as unexcused. Example of excused absence: doctor's appointment, illness.

ABSENCES ARE CONSIDERED UNEXCUSED IF:

1. There is no excusable reason given within the specified time limit.
2. The reason for the absence cannot be verified.
3. The absence required prior approval or notification and the approval was not obtained or notification was not given before the absence.

Expectations of Student Attendance

1. The student is expected to be in attendance. Attendance is tracked each block (1, 2, 3, 4) of the school day.
2. The school will contact the parent/guardian by phone for all unverified absences. Please contact the school to help verify all absences.
3. **The parent/guardian must provide medical documentation for any absence where the student exceeds seven (7) absences or 28 blocks for the semester or the absence will be reported as unexcused. The seven absences or 28 blocks would be considered excessive.**
4. The student must be in attendance at least two blocks of the school day or have a doctor's note or approved by the principal or designee in advance in order to participate in **or attend** any afterschool activities.

TRUANCY (HABITUAL TRUANT)

Truancy is absence from school without the parent or guardian's permission. Indiana Code 20-33-2-1 provides that any person, at least thirteen (13) years of age, but less than fifteen (15) who is determined to be a habitual truant, cannot be issued an operator's license or learner's permit under IC 9-24, until the age of eighteen (18). The Board Policy of Silver Creek School Corp. Schools defines "habitual truant" as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:

1. Is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year, or
2. Is truant for three (3) separate instances in a period of two consecutive semesters, or
3. Is truant for a total of five (5) days in a period of two consecutive semesters (see "Drivers Licenses" for the other reasons licenses will be denied or revoked, such as a second out of school suspension in a school year, withdrawal from school prior to graduation, or expulsion).
4. The student will be reported to Clark County Probation.

TRUANCY CONSEQUENCES

- 1st Offense: ASL - 3 days OSS
- 2nd Offense: 3 days OSS/Parent Conference/Notify Clark County Probation
- 3rd Offense: 10 days OSS pending expulsion. Referral to Clark County Probation

MAKE-UP WORK

The student will be responsible for obtaining and completing all classwork missed and returning the work within an expected time frame. The general rule is the student will be allowed one-day extension for each day of absence. All make-up work is an important part of the student learning

process. Any work missed for any absence, must be made-up. The classroom teacher may give a penalty for late made-up work.

ATTENDANCE INTERVENTIONS (per semester)

Four (4) Absences or 16 Blocks of class

A letter will be sent to parent/guardian to notify them of the four absences or partial absences totaling 16 blocks.

Seven (7) Absences or 28 Blocks of class

1. A letter will be sent to parent/guardian to notify them of the seven absences.
2. Parents should contact the school **within 5 days to set up a conference with the building principal and guidance counselor.**
3. Students will be placed on "Doctors Excuse" Policy.
4. Students have to turn in a doctor's slip for any additional absences. **By Silver Creek School Corp. Policy, absences over 7 or partial absences totaling 28 blocks without a doctor's excuse is recorded as an UNEXCUSED ABSENCE.**

Ten (10) Absences or more or 40 Blocks of class or more (in total days or for a block)

1. **Letter to set up a mandatory meeting with the Principal (or designee), Counselor, and Clark County Probation Officer.**
2. Loss of privilege to attend field trips
3. Rearranging a student's schedule
4. The principal may refer the case to the Clark County Probation Department.
5. Additional absences will result in a court date with the Clark County Judge.
6. Excessive absenteeism is a violation of the **Indiana Compulsory Attendance Law** and is subject to the recommendation for due process and potential expulsion.
 - a. Under Indiana state law (IC 20-33-2-11a) 13 to 18-year-old student may not be issued a **driver's license or permit**, or it may be revoked, until the age of 18 for habitual truancy, expulsion, **two** out-of-school suspensions (in a year), expulsion or **withdrawal from school**.
 - b. The student's **work permit** may also be revoked under IC 20-33-3-13, if the student's attendance is not in good standing, or whose grades do not meet the corporation's standards (see policy 6.0-42-2).
 - c. Students may be referred directly to the Clark County Division of Families and Children or to Clark County Probation when there is lack of parental involvement, neglect, or failure to communicate with the school.
8. Parents may be **prosecuted** for violation of the Indiana Compulsory School Attendance Law with a maximum possible sentence of 180 days in jail and a \$1000 fine. Parents may also be charged with neglect of a dependent, which is a Class D Felony that carries a maximum jail term of not more than 3 years.

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

TRUANCY. Pursuant to Public Law 121-1989, the Board of Trustees of Silver Creek School Corporation adopts this policy regarding the restriction of driver's license and permits.

Section 1. Habitual Truancy

1. Indiana Code 20-33-2-11. provides that any person, while of the ages of 13 to 17, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
2. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:
 - (a) is truant for three (3) separate instances in a period of two consecutive semesters*; or
 - (b) is truant for a total of five (5) days in a period of two consecutive semesters*.

*For clarification: The two consecutive semesters means that accumulated days or individual instances of truancy may carry-over from one school year to the next, i.e. spring of one school term and the fall of the next school term.

SUSPENSION. Indiana Public Laws 121-1989 and 51-1990 prohibit the Bureau of Motor Vehicles from issuing a driver's license or permit to a student and requires them to invalidate a license or permit of a student less than 18 who is under:

- (a) at least a second out-of-school suspension for the school year;
- (b) an expulsion from school; or
- (c) an expulsion from school due to misconduct.

The length of invalidation is 120 days for second suspensions and 180 days for expulsions and exclusions except for the following situations:

- (a) if the student turns 18 during the period of invalidation the license or permit is reinstated on their 18 birthday; or;
- (b) the suspension, expulsion, or exclusion is reversed.

TARDIES TO SCHOOL

1. Students who arrive at school are to sign in with the attendance office.
2. Tardies to school are unexcused and accumulation of these will lead to attendance interventions
3. Students who miss a portion of the school day and are marked unexcused will also accrue a tardy to school on their attendance records.
4. Students may have their eligibility suspended preventing them from attending or participating in extracurricular activities.
5. Students that are chronically late to school may be suspended from school for "willful absence or tardiness" as found under the student Code of Conduct - Grounds for Suspension or Expulsion
6. Students may have their parking privileges revoked and/or their license suspended through the Indiana BMV if they meet the statutory requirements set forth by Indiana
7. Out of district transfer students that are chronically late or absent will be placed under review with the possibility of having their out of district transfer revoked.

Tardies	Intervention / Disciplinary Action (per quarter)
1-2	No penalty, Notice given to student
3	Parent Contact, ASL assigned
5	Parent Contact, 2 ASL or Social Probation
7 and 9	Parent Conference, 3 ASL, OSS, or Social Probation
10 or more	Referral to Clark County Probation, OSS, and/or Possible Expulsion

COLLEGE VISITATIONS

Seniors are allowed two (2) days of college visitations and juniors are allowed one (1) day. They are not counted as an absence if a prior arrangement has been made with the school counselor and the college. Any additional college visits will be excused absences if a note (or phone call to the school counselor) is provided prior to the visit. Failure to follow these procedures will result in unexcused absences. Any days over two are excused if verified by the parent, but they count against the limit.

ATTENDANCE AT SCHOOL ACTIVITIES

In order to attend or participate in any activity (athletic contest, dance, field trips, etc.) sponsored by the school, students are required to be in attendance on the day of the activity, practice, game, or contest.

When a student does not attend a full day of school or arrives late, school attendance for at least half of the instructional day is required in order for a student athlete to participate in a practice, game, or contest.

Absences documented by the following reasons, will make a student eligible for practice, games, and/or contests.

12. Death of an immediate family member
13. Medical/dental appointments verified with written physician's statement which cannot be scheduled outside of the school day
14. Court or legal appointments requiring the student's presence- verification required
15. Religious observances-one-day prior notification is required.
16. Education reasons-college visitation, workshops, etc.-one-day prior notification is required.
17. Other special circumstances if prior approval is granted by the principal
18. Serving as page in the legislature or other similar honor----verification required
19. Service in National Guard---verification required
20. Service on precinct election board or as a worker for a candidate or political party---must have parent permission and verify the performance of duties
21. Field trips or other out-of-class school sponsored activities---prior approval necessary
22. In-school suspension

When the activity in question occurs on a school holiday, a Saturday or a Sunday, the student will generally be permitted to attend or participate if: his/her absence on the last regular school day is legitimate, and he/she expects to be in school on the next regular school day following the activity.

Students that meet the definition of chronic absenteeism or habitual truant may be removed from any team or extracurricular group until given approval by the Principal and Athletic Director.

MAKE-UP TESTS AND ASSIGNMENTS

GENERAL RULES: Tests and assignments missed due to absences are to be made up.

Teachers will offer opportunities to complete tests and assignments; completion of make-up work is the responsibility of the student.

TESTS: If the student is present the day before the test, and if they return within three days after the test, they should take the test on the day they return to school, or at the convenience of the teacher.

DAILY WORK AND HOMEWORK: All make-up work for absences of one to three consecutive days must be completed within a period of double the number of days absent.

All make-up work for absences exceeding three consecutive days must be completed within one week plus the number of days absent.

The time and nature of the make-up work must be designated by the teacher.

TIME ALLOTMENTS FOR MAKE-UP WORK: Any student who is permitted to make up

assignments or tests that were missed during an absence from school, or as part of a course requirement, must complete all work prior to the end of the grading period.

Any class assignments or tests not completed within this time allotment will result in the student receiving an incomplete grade for that grading period.

Incomplete grades will be removed when the student has satisfactorily completed all make-up assignments and tests. All work must be completed prior to the end of the grading period following the incomplete grade.

All assignments and tests not completed within the time allotment will result in the incomplete grade being changed to an "F" for that grading period.

When an incomplete grade is given during the final nine weeks of a semester, the student must satisfactorily complete all make-up assignments and tests at the discretion of the Principal and teacher; however, in no instance will the time allotment for making up assigned work extend beyond six weeks.

When an incomplete grade that has been given, as the result of not fulfilling a course requirement, is not removed the student will receive an "F" for the semester in that course.

RULES, RIGHTS/ RESPONSIBILITIES

This handbook is up-to-date as of June 2023. For the 2023-2024 academic school year, an updated version will be maintained and available on the school website. Information in the electronic version supersedes this printed version.

PHILOSOPHY

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

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community which established the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Board of Education of Silver Creek School Corp. has this legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included on the School Powers Act and Student Due Process Code of the Indiana General Assembly.

Each student, as a part of his/her education, should learn accountability for actions, good citizenship, respect for law and authority, and self-discipline. A student's decision making process should include concern for society's standards and expectations, the rights of others, and the student's personal value system, attitudes, and experiences.

The role of the Principal and Assistant Principal is to assist the student in his education as a decision maker while maintaining an atmosphere in the school that is conducive to the education of

each individual student.

SCHOOL RULES AND REGULATIONS

Violations of the rules listed below may result in detention, suspension, or expulsion from school.

Students are not allowed to:

1. Use, or urge others to use, violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which would disrupt school.
2. Be involved in a group, club, or gang that uses or urges others to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any conduct which would disrupt school.
3. Impede safe movement by sitting on the floor in the hallways or on the stairs.
4. Damage, or attempt to damage, school or private property.
5. Steal, or attempt to steal, school or private property.
6. Cause, or attempt to cause, physical injury to any person.
7. Possess, handle, or display any object which may be considered a weapon.
8. Possess, use, or be under the influence of drugs, alcohol, or mood altering chemical substances.
9. Disobey or verbally assault a teacher, a staff member, or school employee.
10. Violate rules and regulations of the school, classroom, school grounds, or bus transportation.
11. Use tobacco or e-cigarettes within the jurisdiction of the school including buildings, grounds, buses, and trips.
12. Use or be in possession of smokeless tobacco in the building, on school grounds, or any school function.
13. Use lewd, vulgar, offensive, indecent or obscene language or behavior at school or any school function.
14. Be in illegal possession of school keys, make unauthorized entry into the building, or misuse school property.
15. Commit forgery or use false or forged information.
16. Make public displays of affection beyond holding hands.
17. Drive, ride, or be in/on a motorized vehicle during the school day without authorization.
18. Use, distribute, or be in possession of a substance that looks like or is represented to be a controlled substance or illicit drug (i.e. unauthorized drugs, narcotics, alcohol, or other mood altering chemical substances).
19. Possess or use any unauthorized electronic or mechanical device at school or any school function.

The student's rights and responsibilities shall also be governed by Indiana code 20-8.1-5 as amended and by the Superintendent's Office and School Board.

The Student Due Process Code, enacted and amended by the General Assembly of Indiana outlines in detail the procedure to be followed when a student is disciplined by removal from school. The Board of School Trustees of Silver Creek School Corp. has provided a procedure for the handling of student suspensions, expulsions, and exclusions from school. So that the rights of the student concerned are protected, a complete and official copy of the Board of School Trustees policies and/or a copy of Public Law 162, and their amendments are available in the office of each school in the corporation and at the Silver Creek Administration Building upon request. Consult with your Principal for additional information.

DISCIPLINE CODE			
VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Cell phone violation(s)	Confiscated for the day	ASL	ASL
Insubordination, talking, defiant attitude,	Conference- OSS	Parent Contact-OSS	1-3 days OSS
Disruptive behavior, etc.	ASL-10 days OSS/possible expulsion	1 day OSS/ possible expulsion	3-10 OSS/ possible expulsion.
Skipping a class, away from class without permission, unauthorized areas	ASL-1 day OSS	1 day OSS	3 days OSS
Truancy	ASL-3 days OSS	3 days OSS/ Probation may be notified	3-5 days OSS/ Probation will be notified
Possession or use of tobacco, e-cigarette or vaping products, or nicotine	2 days OSS	3 days OSS	10 days OSS/expulsion
Leaving building without permission	ASL	1 day OSS	3 days OSS
Leaving grounds without permission	1 day OSS	3 days OSS	3-5 days OSS
Obscenity/profanity	Warning/OSS	Contact parent/OSS	ASL-3 days OSS
Inappropriate display of affection	Warning-OSS	Parent Contact-OSS	1-3 days OSS
Fighting	3 -10 days OSS/ possible expulsion	3-10 days OSS/ possible exp	10 days OSS/expulsion
Improper attire/Items	Change clothes/ surrender item	Change/surrender/p arent contact	ASL-1 day OSS
Cafeteria disruption	Lunch detention-ASL	ASL	1-3 days OSS
Cheating/plagiarism	"F" on assignment/ASL	"F" on assignment/ ASL - 3 days OSS	"F"on assignment/ASL - 5 days OSS

Improper driving/parking	Warning –loss of privilege/1 week	Loss of privilege 1 week-or year	Loss of privilege for year 3 days OSS
Missing Prosser bus-with permission	Permission to drive	Permission to drive	Permission/ASL
Missing Prosser bus-without permission	ASL	ASL-1 day OSS	3 days OSS
Theft, vandalism/possession of missing or stolen property	Restitution/ASL-10 days OSS	Restitution/3-10 days OSS	Restitution/10 days OSS/expulsion
Action causing possible harm to others	ASL-3 days OSS	3-10 OSS/possible expulsion	10 days OSS/expulsion
Threat/intimidation/assertive behavior	Conference/ASL/ OSS possible expulsion	ASL-3 days OSS/ possible expulsion	3-10 days OSS/ possible expulsion
Forgery-notes or passes	ASL	1-3 days OSS	3-5 days OSS
Possession/use of cell phone or unauthorized electronic devices	ASL - 10 days OSS/ possible expulsion	ASL-10 days OSS/ possible expulsion	5 ASL - 10 days OSS/ possible expulsion
Profanity/inappropriate language to faculty/staff	ASL-1 day OSS	3-10 days ASL-1 day OSS	3-10 days OSS/ possible expulsion
Verbal or non-verbal threat or harassment of faculty/staff/students	3-10 OSS/possible expulsion	10 days OSS/expulsion	
Physical attack on faculty/staff/students	10 days OSS/expulsion		
Drug/Alcohol use or possession	10 days OSS/expulsion		
Possession, use or threatened use of weapon	10 days OSS/expulsion		
Arson/bomb threat	10 days OSS/expulsion		

Habitual Offender (9 office referrals or reports)	3-10 days OSS/ possible exp.		
After-School Lab (ASL)-One hour per day for up to five days.			
Violations committed which are not listed will be dealt with in a manner comparable to the above.			
Penalties for 4th, 5th, 6th, etc., offenses will become more severe if expulsion proceedings do not occur.			
A student will not be assigned 5 consecutive days of ASL on more than three occasions.			
Those who continually fail to comply with the rules and regulations will be considered for expulsion.			

AFTER SCHOOL LAB (ASL)

After school lab (ASL) is an alternative disciplinary action to out of school suspension (OSS). ASL is typically assigned for infractions and other rule violations that do not warrant OSS based on the professional judgment of school administration. ASL takes place immediately after school for one hour and students will need their own transportation home. If students fail to attend ASL, they may be suspended from school for defiance and/or failure to complete their alternative disciplinary action as assigned. ASL is not assigned/scheduled around extracurricular activities, sports practices, or student employment responsibilities that take place outside of school. Any consideration beyond these guidelines, requires a parent to contact an SCHS administrator about a student's assigned ASL.

LUNCH DETENTION

On rare occasions where a hardship is created as a result of an assigned ASL such as lack of transportation, lunch detention may be offered as an alternative. In order for this to be considered, the school must hear from a parent or guardian explaining the situation and making the request *prior* to the student's assigned ASL day to make arrangements. Decisions will be made by the principal or designee on a case by case basis. Each ASL is the equivalent of 2 lunch detentions. A student may not serve more than 6 lunch detentions in a semester. When a student reaches the limit of six lunch detentions in a semester, the student must serve ASL as an alternative to suspension or they will be suspended from school.

PRIVILEGES ARE NOT RIGHTS

The school administration will revoke any and all daily school privileges of individuals who seriously endanger the physical or psychological safety and health of others. For example, violation of the tobacco policy at school endangers the environment of such areas of the building as restrooms or corridors. Upon the first violation of this policy Silver Creek High School, in addition to penalties prescribed by the Silver Creek School Corp., will revoke all student privileges for 365 calendar days including the following:

1. All hallway passes without the Principal's personal signature.
2. All restroom privileges without the Principal's personal permission.

3. All lunchtime privileges.

4. All parking privileges on school grounds. Students will not be permitted to drive to school.

To avoid the forfeiture of daily privileges students must be aware that infringement of other's rights will not be tolerated. The Administration will determine the offenses requiring such action.

Bullying or harassment of others and causing physical harm to others are among the possibilities for loss of privileges. This will be strictly enforced.

Everyday privileges must not be taken for granted. They must be earned.

BUS RULES AND REGULATIONS

School bus drivers are to have complete control of all students so conveyed on the trip to and from school. The driver shall keep order, maintain discipline among the students, see that no student is imposed upon and shall use every care for each student's safety. The bus driver shall assure that the following regulations are observed by all pupil passengers:

1. Be prompt-the driver will inform you of the arrival time and boarding time both at home and at school.
2. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
3. No pupil shall stand or move from place to place during the trip.
4. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
5. No windows or doors will be opened or closed except by permission of the driver.
6. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Although some talking is permitted while in route, the driver will, at times, need to ask for absolute quiet (railroad crossing, wreck of other vehicles in path, stormy weather, etc.).
8. No food or drinks will be consumed while on the bus.
9. Hands must be kept to oneself-do not tease, hit or handle other students.
10. No feet in seats or center aisle.
11. Report misbehavior of other riders to the driver or Principal.
12. Use or possession of smoking or smokeless tobacco, alcohol and drugs is prohibited.
13. No bus passes. Students are only transported to their own homes.

Statutes IC20-9.1-5-19 states: All school students, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver, and shall be subject to the discipline of the bus driver and governing body of the school corporation.

CAFETERIA AND LUNCH

Silver Creek High School is a closed campus. Students are not allowed to leave to eat lunch. Students must eat in the cafeteria during the assigned lunch period. Students are expected to conduct themselves in a proper manner during lunch period. Failure to do so can result in disciplinary action. Food and drinks may not be taken into the classrooms during the school day. No fast food deliveries.

CLASS MATERIALS

Students are required to bring all necessary materials (pencil/pen, books, paper, etc.) to class. Failure to do so will result in the following:

1st offense - warning

- 2nd offense - 10 minute detention
- 3rd offense - after school lab for 1 day
- 4th offense - after school lab for 1 day
- 5th offense - after school lab for 5 days

CONDUCT AT SCHOOL ATHLETIC EVENTS

Players, coaches, and spectators are expected to exhibit proper behavior at both home and away games. This includes no fighting, booing or heckling, no throwing or dropping of refuse, and no loitering in the immediate area before or after the game or activity. School policy prohibits the use or possession of drugs, tobacco, and/or alcohol on school property. This policy applies to all athletic events in which this school is involved regardless of the site.

Unsportsmanlike conduct will not be tolerated. The Indiana High School Athletic Association requires its member high schools to monitor spectator behavior at all school-sponsored activities.

IHSAA By-Law C-36

The member school's responsibility for the conduct of its athletic program includes the responsibility of instituting full and complete team and crowd control measures at all contests in which member schools participates, assuring that the participants, staff, boosters of the member school conduct themselves at all times in a proper and sportsmanlike manner.

Accordingly, an event supervisor may request any person involved in misconduct at a school-sponsored activity to leave the premises if deemed necessary. Furthermore, such unsportsmanlike conduct may result in suspension and/or termination from attending school-sponsored events.

DELIVERIES

Although we recognize the importance of birthday greetings, Valentine messages, etc., we must remember our primary concern is education. Please refrain from sending telegrams, flowers, balloons, etc. Our office will refuse to accept or deliver any such items.

The only exception would be deliveries made through school sponsored activities.

DRESS AND APPEARANCE

Silver Creek School Corporation believes it is necessary that all aspects of clothing and appearance should not pose a safety risk or health concern, should be neat and clean for school attendance, and should not create a disruption to the school's function or learning environment.

By way of example, the Principal of Silver Creek High School has determined the following guidelines that identifies those specific items that are considered unacceptable:

Unacceptable Anytime During the School Day (7:40 a.m. to 2:25 p.m.)

1. Clothing displaying, promoting or referencing any of the following: drugs, alcohol, tobacco, violence, profanity, sexual connotations, racism or other generally offensive topics.
2. Jewelry or accessories with spikes, heavy chains, etc.
3. Clothing that reveals underwear or parts of the body that may cause a disruption or distraction. Examples include but are not limited to: mesh or see through clothing; undone clothing or accessories (belts, zippers, snaps, etc); sagging pants, low cut tops, midriff/crop tops that allow for excessive bare midriff,, strapless shirts and dresses, mini-length skirts and dresses, spandex shorts, full bareback tops, or other clothing that is too short or extremely oversized or tight.
4. Clothing not worn in the usual or customary manner.
5. Pajamas
6. Blankets or other coverings

O.K. to School – Unacceptable During the School Day

Hats (includes hoodies); coats; jackets; sunglasses; gloves;

Note: *The principal (or designee) has final say on whether clothing is a disruption.*

DRIVING AND PARKING

There is a 15 MPH speed limit on school property. Silver Creek High School is not responsible for damages or theft to vehicles on school grounds. *Driving privileges may be revoked for inappropriate behavior.*

Students are to use the areas designated for student parking and obey parking and driving regulations. Students are to leave their motorized vehicle and the parking lot immediately after parking. Students are not to be in the parking lot during school hours without permission from the Principal or Assistant Principal.

Students must park vehicles properly. *Illegal parking may result in the vehicle being towed at the owner's expense.*

Students parking at school must obtain a parking pass from the main office.

HALL PASSES

Students are not permitted in the hall during class period unless accompanied by a teacher or they have a hall pass signed by a staff member.

ELECTRONIC DEVICES

Headphones/airpods/earbuds, cell phones, smartwatches and the like may be used up until 7:40 am but not after students arrive in their classrooms in the morning. Before arriving at the first block, they must be turned off, put away, and not be visible or heard.

Electronic devices may be used after school beginning at the 2:25pm bell, not before the bell.

Between 7:40 and 2:25, electronic devices (cell phones, IPODs, etc.) are not to be used by the student for any purpose whatsoever including checking the time of day. Cell phones and IPODs will be confiscated when seen or heard, and ASL assigned to all violators between 7:40 am and 2:25pm.

Cell phones/IPODs may not be used while in ASL or lunch detention or while serving detention for a teacher after school. They may not be used during field trips during the day (without the teacher's permission). They may not be used at lunchtime or while traveling to and from Prosser.

Students are subject to disciplinary action, including suspension and possible expulsion, for violation of the School Board's policy on usage of personal communication devices (PCD).

INSUBORDINATION

Good school order requires that students comply with requests, instructions, or directions given by members of the school staff. Refusal to comply could lead to suspension and repeated offenses could lead to expulsion. If a student believes a request, instruction, or direction is unfair or unjust, he/she must first comply and then make a complaint to the Principal's office.

OFF-LIMITS AREAS OF BUILDING

1. Upon arrival at school in the morning, enter the building only at the senior hall and front entrances. Doors A and B. Do not go to your locker before 7:15 a.m.
2. During lunch do not go to the following areas without permission:
 - the office
 - the front hallways
 - the freshman or sophomore hallways
 - the auxiliary gym hallways or corridors
 - the hallways directly in front of the auditorium and or hallways around the main gym.
3. Never go into areas of the building or into rooms unless you have an appropriate purpose for being there. When in doubt, please ask a teacher or staff member.
4. Students in a restroom without permission and/or for extensive periods of time may be subject to disciplinary action.

PROSSER DRIVING POLICY

According to the arrangement all Prosser students and their parents sign, students are required to ride the bus to Prosser. Due to class requirements, some students are allowed to drive with the permission of Prosser, parents, and administration. There are times, however, when students miss the bus due to varying circumstances. With this in mind the following policy was developed:

1. You will be allowed to miss the Prosser bus two times per year without penalty as long as you notify the main office and gain permission to drive. A third miss will result in an assignment of ASL.
2. Any student that rides to or from Prosser with another student, without permission will be assigned to ASL.
3. Any student who has received permission to drive and transports other students, will be assigned to ASL.
4. Repeated violations of the Prosser Driving Policy may be treated as defiance and insubordination and result in disciplinary action

Extracurricular/Co-curricular/Student Driver Random Drug Testing Program

The Drug, Alcohol, and Tobacco Procedures at Silver Creek School Corp. are focused upon the welfare of students. Policy 5330 and procedures support students and parents as they make healthy choices. In the case of violations, it holds students responsible for their actions and consistently confronts all situations with clear-cut consequences, compassion, and an understanding of the nature of our students and the importance of the educational process. Policy 5330 applies to all Silver Creek School Corp. students in grades 9-12 who wish to participate in extracurricular and co-curricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to and from school or part on school grounds. For full scope of Policy 5330 go to www.scsc.school and click on Board and then click on Board Policies.

TOBACCO - USE OR POSSESSION

The administration, for numerous reasons, including the physical health of each student, does not condone the use of tobacco. Therefore, any student using or having possession of any tobacco, including smokeless or vaping tobacco products, on school property or at a school function, will not be tolerated and will result in disciplinary action.

TELEPHONES

An OFFICE TELEPHONE is available for student use. Parents should not call students except in emergencies. Only emergency messages from parents will be given to students.

LOCKER INSPECTION POLICY AND RULES

Statement of 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 and agricultural education classrooms and the art classroom, 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, an interference with school purposes or an educational function, 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, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Locker Rules

In order to implement the school corporation's policy concerning lockers, the school board adopts the following rules and regulations:

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

2. *Use of Lockers.* Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicines for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, and pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned athletic equipment, any stolen items, or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.
3. *Authority to Inspect.* The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. 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 Principal may give the following staff members authority to inspect lockers: vice principal, dean of boys (girls), guidance counselor, physical education instructor, etc.)
4. *Inspection of Individual Student's Lockers.*
 - A. The inspection of a particular student's locker will not be conducted unless the Principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school rules. ("Reasonable suspicion" as used in these rules may be based on a number of factors including (1) information received by the Principal or his designee from teachers, or students, law enforcement officers, or detection device including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated.)
 - B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the 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 as practicable thereafter.
5. *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, Superintendent or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a 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 receives a bomb threat;
 - (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
 - (c) At mid-term, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment;
 - (d) Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
 - B. If a general inspection of a number of lockers is necessary, then all located 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.

6. *Student Material.* When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. *Disposal of Confiscated Contraband.* All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; (d) destruction.
8. *Involvement of Law Enforcement Officials.*
 - A. If the Principal, Superintendent, or Assistant Principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or 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 officials to inspect.
 - 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.
The Principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. *Locker Cleaning.* Nothing in these rules shall affect members of the custodial staff who, at the direction of the Principal, clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such a locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.
10. *Publication of Rules.* A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the Principal's office and other prominent places generally used for announcements to students.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in IC 20-8.1-1-8 (Acts 1980, P.L. 148):
...the "school purposes" refers to the purpose for which a school corporation operates, including:

- (a) to promote knowledge and learning generally;
- (b) to maintain an orderly and efficient educational system; and
- (c) to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used here, the term "educational function" is defined as it is in IC 20-8.1-1-9 (IC 1971, 20-8.1-1-9, as added by Acts 1973, P.L. 218) the term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes. (6.0-15-1) (8-7-80)

SEX DISCRIMINATION

Silver Creek School Corp. does not discriminate, and is required by Title IX, 1972 Education Amendments, not to discriminate, on the basis of sex in the operation of its educational programs or activities. Such educational programs or activities include employment and admission to employment with Silver Creek School Corp..

The Office of the Superintendent shall be responsible for the implementation of this policy including the establishment of an appropriate grievance procedure.

Inquiries concerning the application of Title IX and the implementing regulations to the corporation may be referred to any of the building principals who have been designated by the corporation as the officials responsible for Title IX compliance or the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. (CF, JQ) (4.0-3)

STUDENT RECORDS

Any student, 18 years of age or older, shall have access to their cumulative file. Students may see their teacher or school counselor for this information.

The information will include transcripts of grades, and courses taken, records of attendance, standardized test data, and other general information pertinent to a student's progress achievement.

MARRIED STUDENTS

A married student may remain in school and participate in school activities subject to the same regulations prescribed for other students.

It is the responsibility of students who are married to declare their married status at the time of marriage or at the time of enrollment in school.

SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE

1. As used in this section, "reasonable grounds for search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
 - (a) evidence of a violation of the student conduct standards contained in the student handbook;
 - (b) anything which because of its presence presents an immediate danger of physical harm or illness to any person, or that would interfere with school, discipline or order.
2. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to where any locker or storage area is located. Unapproved locks shall be removed and destroyed.
 - (a) The Principal, or a member of the administrative staff designated in writing by the Principal, may search a locker and its contents where the person conducting the search or the Principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and will be given the option to be present at the search.

- (b) The Principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for search.
3. The Principal, or other member of the administrative staff designated in writing by the Principal and acting at the direction of the Principal, may search the person of a student during a school activity if the Principal or Principal's designee has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
 - (a) searches of the pockets of the student;
 - (b) any object in the possession of the student such as a purse or briefcase.

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G. of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
 4. The privilege of bringing a student-operated motor vehicle on school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The Principal or a member of the administrative staff designated in writing by the Principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
 5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained the student handbook may be:
 - (a) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Principal or the Principal's designee until it is presented at the hearing;
 - (b) returned to the parent or guardian of the student from whom it was seized;
 - (c) destroyed if it has no significant value, or;
 - (d) turned over to any law enforcement officer in accordance with subsection G.
 6. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
 - (a) returned to the parent or guardian of the student from whom it was seized;
 - (b) destroyed, or;
 - (c) turned over to any law enforcement officer in accordance with subsection G.
 7. The Principal, or a member of the administrative staff designated in writing by the Principal, may request the assistance of a law enforcement officer to:
 - (a) search any area of the school premises, any student, or motor vehicle on school premises;
 - (b) identify or dispose of anything found in the course of a search conducted in accordance

with this section; where law enforcement officers respond or otherwise participate in any search conducted. (6.0-15)

SATURDAY SCHOOL

Students may be assigned to Saturday School as a disciplinary action or an attendance intervention. When assigned to Saturday School, students will be provided with rules, expectations, and the date of their assigned time. A copy of such notice will be provided to parents and/or guardians. Failure to complete Saturday School is subject to suspension and/or expulsion.

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

BULLYING

"Bullying" means overt, repeated acts or gestures, including:

- a. Verbal or written communications transmitted;
- b. physical acts committed; or
- c. any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Silver Creek School Corp. hereby expressly prohibits bullying. Provisions and guidelines for education, parental involvement, reporting, investigation, and intervention will be developed by the Superintendent and/or School Safety Specialist, and will include the following:

- (1) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- (2) 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 violation.
- (3) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- (4) 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.

This rule applies when a student is (a) on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; (b) off school grounds at a school activity, function or event; (c) traveling to or from school or a school activity, function or event; or (d) using property or equipment provided by the school. Note: Noncompliance with this section may not be used against a school corporation as a cause of action.

SUSPENSION PROCEDURES

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

- 1. A meeting will be held prior to the suspension of any student. At this meeting the student will

be entitled to:

- a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
 3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request a meeting and/or appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

GROUND FORS SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, cyberbullying, hazing, or other comparable conduct.
 3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense, defined as a reasonable, non-aggressive act, or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 7. Threatening or intimidating any student or faculty member for the purpose of, or with the intent of, including but not limited to:
 - (a) obtaining money or anything of value from the student.
 - (b) that the other person engage in conduct against the other person's will;
 - (c) that the other person be placed in fear of retaliation for a prior lawful act
 8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans; if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 9. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
 10. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This includes but is not limited to tobacco, nicotine, e-cigarette vapor, and paraphernalia. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
 11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or that constitutes an interference with school purposes or an educational function.
 12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school

purposes or an educational function and are validly adopted in accordance with Indiana law. Including but not limited to:

- a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or school employee
 - c. engaging in harassment or threat of protected groups as cited in School Board policy
 - d. disobedience of administrative authority;
 - e. willful absence or tardiness of students;
 - f. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or any kind;
 - g. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - h. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, vulgar, or offensive to school purposes;
 - i. lying to a staff member regarding school related matters, including investigations of student misconduct;
 - j. engaging in academic dishonesty;
 - k. sending, sharing, viewing, or possessing, pictures, text messages, email or other forms, including the contents of a cell phone or another electronic device that are sexually suggestive or sexually explicit. A school may elect to offer instruction regarding the potential risks of "sexting" (IC 20-30-6-16, 2010).
 - l. violating the School Board policy on Personal Recording Devices (PCD)
 - m. possessing or using a laser pointer or similar device.
 - n. falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 - o. entering unauthorized areas of the building
15. Knowingly possessing or using in the school building during school hours an electronic paging device or a cell phone in a situation not related to school purpose or educational function.
- Radios, such as Walkman, jam boxes, headphones, will not be allowed at school.
16. Pupil Dress

Students should be appropriately dressed while attending school. Dress should be appropriate for the age group involved and should not exert a disruptive influence on the educational program. Overly extreme dress is not permitted. Refer to the Dress and Appearance section in the student handbook for guidelines. The principal or designee will decide dress code violations warranting suspension on a case by case basis. If manner of dress, grooming or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation.

17. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary or poison gas bomb, grenade, rocket, etc.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

18. POSSESSING A DEADLY WEAPON

- a. No student shall possess, handle or transmit any deadly weapon on school property.
- b. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- c. The penalty for possession of a deadly weapon: suspension up to 10 days and expulsion from school for a period of up to one calendar year.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

19. The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.
- d. During summer school.

20. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

PUPIL PERSONNEL DISCIPLINE POLICY (DUE PROCESS)

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees has authorized administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER:

A teacher will have the right to remove a student from his/her class or activity for a period of up

to 3 school day(s) if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL – PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days.

3. SUSPENSION FROM SCHOOL – PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period up to 10 days in cases where a request for expulsion has been properly filed with the Superintendent.

4. EXPULSION:

In accordance with the due process procedures defined in their policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 16 listed under the grounds for Suspension and Expulsion in this policy.

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

TRUANCY. Pursuant to Public Law 121-1989, the Board of Trustees of Silver Creek School Corporation adopts this policy regarding the restriction of driver's license and permits.

Section 1. Habitual Truancy

1. Indiana Code 20-33-2-11. provides that any person, while of the ages of 13 to 17, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
2. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:
 - (a) is truant for three (3) separate instances in a period of two consecutive semesters*; or
 - (b) is truant for a total of five (5) days in a period of two consecutive semesters*.

*For clarification: The two consecutive semesters means that accumulated days or individual instances of truancy may carry-over from one school year to the next, i.e. spring of one school term and the fall of the next school term.

SUSPENSION. Indiana Public Laws 121-1989 and 51-1990 prohibit the Bureau of Motor Vehicles from issuing a driver's license or permit to a student and requires them to invalidate a license or permit of a student less than 18 who is under:

- (a) at least a second out-of-school suspension for the school year;
- (b) an expulsion from school; or
- (c) an expulsion from school due to misconduct.

The length of invalidation is 120 days for second suspensions and 180 days for expulsions and exclusions except for the following situations:

- (a) if the student turns 18 during the period of invalidation the license or permit is reinstated on their 18 birthday; or;
- (b) the suspension, expulsion, or exclusion is reversed.

SILVER CREEK SCHOOL CORP.

ACCEPTABLE USE (COMPUTER AND INTERNET) POLICY AND AGREEMENT

ADOPTED POLICY AND AGREEMENT, 2012

Acceptable Use of Silver Creek School Corp. Computing Systems

Foreword

Access to modern information technology is essential to the pursuit and achievement of excellence in instruction, research, and service outreach for Silver Creek School Corp. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the school community. The preservation of that privilege for the full community requires that each individual member comply with institutional and external standards for appropriate use.

To assist and ensure such compliance, the Technology Committee of Silver Creek School Corp. with the approval of the Silver Creek School Board, establishes in the following document the acceptable use of computing systems, software and SCSC data network.

Definitions and Responsibilities

A Network Supervisor or Network Administrator is a person who is authorized by Silver Creek School Corp. to develop, grant and create user privileges, maintain the system files and ensure the effective operation of a system connected to the SCSC data network. A "User" is any individual who uses, logs in, attempts to use, or attempts to log into a system, whether by direct connection (modem or network) or across one or more networks, or who attempts to connect to or traverse a network, whether via hardware, software, or both. The Network Supervisor, Administrators, and the Technology Committee of Silver Creek School Corp. reserve the right to revise reasonable usage priorities and operational policies (such as hours of operation, usage time limits, populations to be served, etc.)

Implications of Diversity in the Information Technology Environment

Technology hardware resources at Silver Creek School Corp. and Administration are the property of SCSC and are generally purchased for the school to use on campus for educational purposes.

No school computer is to be moved from the facility in which it was placed without the consent of the network supervisor.

Computer software resources at Silver Creek School Corp. are the property of SCSC and are purchased with appropriate and required license and copyright provisions. Users are responsible for informing themselves of, and strictly complying with the license and copyright provisions of the software they use.

Adoption date: 12-14-95, revised 5-13-06

Legal References:

Cross Reference:

No software copy is to be made by any User without a prior, good faith determination that such copying is in fact permissible and legal. All Users must respect the legal protection provided by copyright and license to programs and data.

Network resources at Silver Creek School Corp. will serve diverse purposes.

Acceptable Use of the Silver Creek Data Network and the Internet

All users must respect the privacy and usage privileges of others.

Users shall not intentionally seek information belonging to the Silver Creek School Corp. or other Users without proper authorization.

Users shall not represent themselves electronically as others.

Users shall not attempt to infiltrate, damage, or alter without proper authorization from computing staff, either the hardware or the software components of a computing system or network, either on the Silver Creek School Corporation's system or elsewhere.

All Users of Silver Creek School Corporation's external connections shall comply with the acceptable use policies established by the Silver Creek School Corp. Copies of these use policy

documents can be examined in the offices of each building.

Silver Creek Users are not permitted to allow non-authorized users to use Silver Creek's network or computing resources.

Silver Creek Users shall not share account passwords with other Users. All Silver Creek Users are responsible for their own passwords and their use or misuse.

If there are no lab computers available, priorities stand as: (1) scheduled class time; (2) computer users with classwork needs directly related to assignments; (3) computer users with non-classwork needs/uses. In the event of computer shortage, a student who has used the station a reasonable amount of time can be asked to make the computer available.

Some examples of acceptable uses for SCSC computing resources for the school community are:

- Research and Education
- State, local, or national governmental affairs
- Public Service
- Correspondence with other Internet sites via email
- General Internet access
- Use of network printer resources

Some examples of unacceptable uses of SCSC network resources for the school community are:

- Uses that violate U. S. or state laws
- Electronic chain email
- Obscene, suggestive or threatening email to other Internet users
- Any actions that might disrupt network users, services or equipment
- To access, upload, download, or distribute pornographic, obscene, abusive, or sexually explicit language
- To transmit obscene, abusive or sexually explicit language
- To violate copyright, or use another person's intellectual property without his prior approval

Enforcement

Users found to be misusing or exploiting school computing resources will be subject to disciplinary action. These actions include, but are not limited to, loss of school lab privileges and the appropriate Silver Creek School Corp. and/or local school's discipline code.

The following examples explain how computer technology misuse may relate to a discipline code:

- To copy another person's file without authorization would be "Cheating" and "Theft".
- To display or make available to others obscene graphics or obscene language would be "Obscenity/profanity".
- Deleting, erasing, damaging, or otherwise tampering with files of which the user is not the sole owner would refer to "Vandalism".

School corporation employee users are subject to enforcement under this policy, other West Clark regulations, as well as the provisions of state law.

Upon enrollment each student will receive internet access. All students are responsible for the use of their user identification and password. Any violations of the policy as written may result in the cancellation of access privileges. The misuse of computers or the Internet will result in appropriate disciplinary and/or legal action.

One2One Device Usage Agreement Terms

Students are expected to abide by the District Responsible Use Principles (RUP). Student

acknowledges that any issued device is the property of Silver Creek School Corporation and will abide by the following terms:

- Students **MUST** make the device available to any school administrator or teacher for inspection of any messages or files sent or received on their Silver Creek School Corporation Issued device.
- Students **MUST** report to the building administration or teacher any incidents of inappropriate communications sent in any form using their Silver Creek School Corporation Issued device.
- Students **MUST** not deface the device. Students can place stickers or colors on the protective “always on” outer case.
- Students **MUST** keep the school issued protective case on the device at **ALL TIMES** and bring the device fully charged.
 - If the device is damaged with the case off, a fee may be assessed to the student for the repair.
 - If the student **DOES NOT** bring the device to school, an email will be sent to parent/guardian/student.
- Students **MUST** return devices to the school main office **BEFORE** withdrawing/graduating from Silver Creek School Corporation. If the student does not return the device, **a fee will be assessed and documentation may be delayed.**

Warranty and Repairs

- **Manufacturer Warranty** - Device is covered by a warranty from manufacturer defects. (This does not cover abuse)
 - Parents/guardians and students will be sent an email when a claim is submitted, when a claim is completed and the device is available for pickup.
- **LIMITED Accidental Warranty** - Device is covered by a **LIMITED** warranty from accidental breaks. (This does not cover abuse)
 - **LIMITED Warranty - One Claim Per Year** - There is no fee for the **first** accidental damage claim **per year** (Claim year is from August 1 - July 31). Resets in August every year.
 - Parent/Guardian and student will be sent an email when a claim is submitted, when a claim is completed and the device is available for pickup.
 - **Out of Warranty Accidental Damages** - Full price of repair or replacement will be the responsibility of the parent/guardian/student.
 - Parent/Guardian and student will be sent an email when a

claim is submitted, when a claim is completed and the device is available for pickup.

- **Intentional Damage/Gross Neglect** - Cost is the responsibility of the parent/guardian/student. Student Code of Conduct will be enforced.

- **Lost/Stolen Device** - Student/parent/guardian should immediately notify building administration and submit a ticket to helpdesk for the lost or stolen device.

- **Lost** - Cost is the responsibility of the parent/guardian/student.

- **Stolen** - Devices reported as stolen outside of school require that parents notify police and provide a copy of an official police report to the school administration. Theft Inside school requires a letter signed by the parent/guardian and stating the date, time, location and describing the situation.

Fee Replacement Table:

Device - \$450, Screen - \$200, Shell/Case - \$100, AC adapter - \$60, Keyboard - \$30 Carry Case - \$25

COMMUNITY RELATIONS

PEST CONTROL POLICY

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

The corporation will:

1. Inform parents and staff members annually of the corporation's pest control policy at the time of student registration beginning August, 2001 by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control: Superintendent or designee 246-3375
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Request that parents and employees notify the school if there have ever previously been any positive reactions by the child (or employee) to any pesticide, and to notify the school of any other allergies.
5. Provide notice of planned pesticide applications to parents and employees.
6. Provide notice of all pesticide applications to school nurses.
7. Maintain a 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 public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pest control 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 of this policy.

PEST CONTROL REGULATIONS

In an attempt to assure proper control of any pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. Manufactured enclosed paste or gel bait insecticides are not subject to the provisions of these regulations when used where students and staff members do not have access to the bait.

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides.

The training must include:

- a. A review of the corporation's pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary.
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
 3. When inspections are conducted by an independent contractor, the contractor should contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
 4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
 5. At the time of registration for each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.

6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions of the pesticide label.
10. In case of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application:
 - b. Pests found during inspection:
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide (s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.
12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products of occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
17. Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will

be subject to the availability of budgetary funds and the approval of the Board.

The Superintendent or his or her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.

ASBESTOS

In compliance with the Environmental Protection Agency's (EPA) AHERA regulations, Silver Creek School Corp. has completed school inspections for the presence of asbestos-containing building materials. Management Plans for these materials have been developed and are available for your review. Each school has a copy of their Management Plan on file in the administration office. The complete Management Plan for all of the Silver Creek School Corp. is available at the Administration Office, 601 Renz Avenue, Sellersburg, Indiana.

The Silver Creek School Corp. schools are committed to complying with the AHERA regulations. The actions we have taken are at least as stringent if not more stringent than those required by the EPA.

We encourage your questions and interest in this matter. We hope that you will review your School's Management Plan at your convenience.

During the spring and summer of 2002 and summer of 2003 a renovation/remodeling project was undertaken in all school buildings. Asbestos removal took place under the direction of Astesco Laboratory, Inc. and other contractors. Now; all known asbestos has been removed from all buildings. However, all buildings will still be monitored, as per AHERA regulations, due to the remote possibility that any further asbestos might be discovered.

Notification of Rights under FERPA

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. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

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

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or counselor], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School 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.

- (3) 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 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 has contracted to perform a special task (such as 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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Dept. of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, and the like. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h)(c)(2)(A).

Download the U.S. Department of Education's Model Notification of Rights Under the Protection of Pupil Rights Amendment at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ppranotice.pdf>

If districts plan to: (1) use students' personal information for selling or marketing purposes; (2) administer any survey about any of the eight topics listed in the statute (political beliefs, income, sex behavior or attitudes, etc.); or (3) administer certain non-emergency, invasive physical examinations, districts must directly notify parents at least annually at the beginning of the school year of the specific or approximate dates when these activities are scheduled or expected to be scheduled. 20 U.S.C. § 1232(h)(c)(2)(B).

Download the U.S. Department of Education's PPRA Model Notice and Consent/Opt-Out for Specific Activities at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf>

Child Nutrition Programs

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide both parents and the public information about free and reduced price meals and/or free milk. 7 C.F.R. § 245.5. Districts must also provide parents an application form. If districts want to disclose children's free and reduced eligibility status, they may do so in some instances usually only with prior notice and/or consent. 42 U.S.C. § 1758(b)(6)(D)(ii).

The U.S. Department of Agriculture's document entitled Eligibility Guidance for School Meals Manual contains an explanation of the required notices and a sample notice and application form. The document also contains a chart describing to whom, and under what conditions, information regarding free and reduced eligibility status may be disclosed. Relevant notices appear in the appendices: http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf

McKinney Vento Act

The McKinney Vento Act requires homeless student liaisons to provide public notice of the

education rights of homeless students disseminated in places where homeless students receive services under the Act including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(g)(6).

The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white or color, in English or in Spanish, for parents or for students) that can be ordered on their website: <http://center.serve.org/nche/products.php#electronic>

NONDISCRIMINATION

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act

A number of federal statutes protect the rights of beneficiaries from being discriminated against in programs or activities that receive financial assistance. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. The regulations contain minor differences relating to the notices' required content and the methods used to publish them.

Download the U.S. Department of Education's Notice of Non-Discrimination, which describes the content requirements of notice under each statute, including the methods of notification required by Title IX and Section 504. The document contains a sample notice of non-discrimination school districts may use to meet the requirements of all of the above statutes: <http://www.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>

Note: The notice must include the identity and contact information of the Title IX coordinator:

http://www.ed.gov/about/offices/list/ocr/responsibilities_ix_ps.html

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with a disability a copy of procedural safeguards one time a year (and upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing,

If a Title I school is identified for improvement, corrective action, or restructuring, the school district must notify parents of eligible students of:

A school district must notify parents of eligible students of the availability of public school choice at least 14 days before the start of the school year. 34 C.F.R. § 200.37(b)(4)(iv). For information on the content of the notice, see section D in the U.S. Department of Education's Public School Choice Non-Regulatory Guidance: <http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>

Local school districts also must notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive. 34 C.F.R. § 200.37(b)(5). The notice must inform parents of the benefits of supplemental education services, and indicate providers who are able to serve students with disabilities or limited English proficient students. 34 C.F.R. § 200.37(b)(5). For more information, see section G in the U.S. Department of Education's Supplemental Educational Services, Non-Regulatory Guidance: <http://www.ed.gov/policy/elsec/guid/suppsvcsguid.doc>

ANTI-HARASSMENT

The Board of School Trustees for Silver Creek School Corporation approved policies for all employees and students of the School Corporation to maintain a learning and working environment free of sexual harassment, race/ color harassment, religious (creed) harassment, national origin harassment, and disability harassment. (Policies 1662, 3362, 4362 and 5517.)

Students or parents who feel that they have been a victim of harassment are encouraged to report the incident by completing a Title IX form on the website; contacting the building principal; or by contacting one of the Title IX Coordinators.

Compliance Officer

The following person is designated as the Corporation's Compliance Officer and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Todd Balmer, Assistant Superintendent
Silver Creek School Corporation
601 Renz Avenue
Sellersburg, Indiana 47172
812-246-3375