



Student Handbook

2023–2024

Silver Creek

Middle School

495 N. Indiana Ave.

Sellersburg, IN 47172

P. 812.246.4421

F. 812.248.7160

Website:

<https://scms.scsc.school>

SCMS is dedicated to providing
engaging and differentiated
learning opportunities in
order to enable students
to reach their fullest potential.

Silver Creek Community Schools Administration

Dr. Chad Briggs, Superintendent of Schools
812-246-3375 cbriggs@scsc.school

Dr. Todd Balmer Chief Financial Officer (Business Manager)
Assistant Superintendent of Schools
812-246-3375 tbalmer@scsc.school

Ms. Elizabeth Miller, Human Resources Director
812-246-3375 emiller@scsc.school

Mrs. Ashley Compton, Director of Special Education
812-248-7271 alcompton@scsc.school

Ms. Casey Drane, Director of Health Services
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Silver Creek Community Schools Board of Trustees

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jbasham@scsc.school
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kfranklin@scsc.school
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rbright@scsc.school
Mr. Chris Rountree
croundtree@scsc.school

Adopted by the Silver Creek School Corporation Trustees on
Discipline Code adopted by the Silver Creek School Corporation Trustees in June 2023.

School Board Policies may be found at: <http://www.scsc.school>

Dear Students, Parents, and Guardians,

Welcome to Silver Creek Middle School. Our staff is very pleased to have you as a part of the SCMS family. We will do our best to help make your experience productive and successful. We are pleased to collaborate with parents/guardians to work together for the well-being of each student. Our staff continually strives to provide a rigorous curriculum that challenges our students and prepares them for future success.

Silver Creek Middle School utilizes a teaming concept at all grade levels. This allows us to establish positive relationships with our students and differentiate instruction that meets the needs of our students. Teachers have worked diligently to create curriculum-pacing guides and essential standards. These ensure a viable curriculum that helps students master the necessary standards to be successful in the next grade level.

We recognize that this school year may present a new set of challenges; however, our staff will continue to remain flexible and focused in order to deliver quality education, no matter the circumstances. Please let us know if you have any questions. Best of luck in the 2023-2024 school year!

SCMS Mission Statement:

SCMS is dedicated to providing *engaging* and *differentiated* learning opportunities in order to enable students to reach their **fullest potential**.

Value Statements:

- We will provide *engaging* classroom activities with *high quality* instructions to meet the needs of **all students**.
- We are committed to provide an emotionally and physically *safe*, *supporting* environment that **celebrates success**.
- We will hold everyone to *high standards* of behavior and expect students to *accept responsibility* for their **decisions and learning**.
- We will provide *support* in order for students to be held *accountable* for doing **all work** assigned.

Silver Creek Middle School Administrative Staff

Christy Nunn, Principal, cnunn@scsc.school

Brad Troutman, Assistant Principal, btrouthman@scsc.school

Jill Gerlach, Guidance Counselor, jgerlach@scsc.school

Hayley Little, Guidance Counselor, hlittle@scsc.school

Crista Owens, Treasurer, cowens@scsc.school

Suzette Popp, Attendance Secretary, spopp@scsc.school

Gail Terry, School Secretary, gterry@scsc.school

Middle School Administrative Support Personnel

Athletic Director
Assistant Athletic Director
School Resource Officer
Site Manager
English Learners Director
Nurse

Jon Beyl
Joe Campbell
John Cortie
Shelley Spaulding
Dana Landers
Amy Cunningham

Related Arts Teachers

Band Director/Music
Music, Chorus
Art
FACS
Engineering and Technology (PLTW)
Business
Spanish
Librarian
Health
Physical Education

Jenny Jochim, Rm 133
Jacqueline Colwell, 132
Trish Shiley, Rm 131
Greta Roy, Rm 130
Andrew Luther Rm 134
Jon Beyl, Room 108
Mitch Jackson, Room 136
Jenni Walters, Library
Kelly Hornung, Room 230
David Scott, Gym

Science Department

Rm 105
Rm 108
Rm 211
Rm 226
Rm 215
Rm 219

Jeff Zimmerman
Katie Geswein
Whitney Wickens
Heather Vance
Laurhyn Griebel
Jessica Jenkins

Math Department

Rm 102	Jenna Burdin
Rm 101	Debbie Jackson
Rm 204	Jamie Poore
Rm 234	Grant Condon
Rm 208	Cayleigh Wilson
Rm 236	Laura Elble

Social Studies Department

Rm 104	Joe Campbell
Rm 104	Jeff Goldman
Rm 205	Jamie Prout
Rm 203	Sarah Collier
Rm 232	Dakota Hendrick
Rm 235	Laura Zoeller

Language Arts Department

Rm 106	Jan Eddy
Rm 103	Travis Drake
Rm 206	Angela Kidwell
Rm 202	Brooke Stotts
Rm 233	Hannah Porter
Rm 237	Grace Moore

Interventionist

GPR	Elaine Kerber
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Special Needs Department

Rm 115	Lauren Brown
Rm 226	Patricia Robinett
Rm 207	Addie Williams
Rm. 218	Taylor Lapsey
Rm 231	Brandie Bilyeu
Intensive Instructional Aides	Kristin Schneider, Kolton Eddy
Instructional Aides:	Megan Snyder, Jeannie Duley
	Hannah Elliott, Amber McFarland, Michelle Tooley
EL Instructional Aids:	Lauren Bauer Acacia Luther



To Email: first initial, last name, followed by @scsc.school

Exception: To email Joe Campbell, use jkcampbell@scsc.school

Silver Creek Middle School Student Handbook
Table of Contents

I.	Student Agenda/Handbook	
a.	Letter from the Principal	
b.	Mission Statement	3
c.	Value Statements	3
d.	SCMS Personnel	4
e.	Daily Schedule	9
II.	Legal Policies & Procedures	
a.	Foreword	10
b.	Equal Education Opportunity	10
c.	Student Rights & Responsibilities	10
d.	Individuals with Disabilities Act (IDEA)	11
e.	Americans with Disabilities Act- Section 504	11
f.	Free and Appropriate Education (FAPE)	11
g.	Student Records	12
h.	1422 Nondiscrimination and Equal Employment Opportunity	13
III.	General Information	
a.	Enrolling in School	14
b.	Transfer of Students Without Legal Settlement	14
c.	Student Sales	15
d.	Work Permits	15
e.	School Lunch Program	15
e.	Student Photo ID's	16
f.	Library Instructional Media Center	16
g.	Book Check-Out Policy	16
g.	Therapy Dog Information/Opt-Out	17
h.	Use of School Equipment & Facilities	17
i.	Lost and Found	17
j.	Student Valuables	17
k.	Use of Phones	17
l.	Advertising Outside Activities	18
m.	Computer Technology & Networks	18
n.	Textbook rental/PE Uniforms	18
IV.	Safety & Emergency Procedures	
a.	Student Well-Being	19
b.	Visitors	19
c.	Fire & Tornado Drills	19
d.	School Closing/Delays Due to Inclement Weather	19
e.	School Resource Officer	20

V.	Health Services	
a.	Injury & Illness	21
b.	Immunizations	21
c.	Medications During the School Day	21
VI.	Academics	
a.	Grades	
i.	Accessing Student's Current Grades	22
ii.	Report Cards	22
iii.	Grading Scale	22
iv.	Grading Periods	23
b.	SCMS Homework Policy	23
i.	Homework Hotline	24
c.	Student Makeup Policies	24
d.	Zero's Aren't Possible (ZAP) Program	24
f.	Academic Teams & Competition	25
g.	Recognition of Student Achievement	25
i.	Honor Roll	25
ii.	Year End Awards	25
VII.	Student Conduct	
a.	Silver Creek School Corporation Attendance Policy (5200)	26
b.	SCMS Attendance Policies	29
i.	General Attendance Information	29
ii.	Procedures for Excessive Absences	31
iii.	Attendance Sign-in Procedures	31
iv.	Attendance Sign-out Procedures	31
v.	Other Attendance Issues	31
vii.	Pre-Arranged Absences	31
viii.	Truancy	32
ix.	Tardiness to School	33
x.	Tardy to Class Policy	33
xi.	Withdrawal from School	34
c.	Student Behavior Standards	
i.	SCMS Student Behavior Expectations	34
ii.	Hallway Expectations	34
iii.	Morning Gym Expectations	34
iv.	Cafeteria Expectations	35
d.	Student Code of Conduct	
i.	Willful Disobedience & Insubordination	35
ii.	General Student Behavior	35
iii.	Locker Rules	36
iv.	Locker Searches	37

e.	Bullying	38
i.	Harassment/Bullying by a Student	38
ii.	Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment	38
f.	SCSC Policy on Personal Communication Devices (5136)	40
g.	SCMS Personal Communication Device Policy	42
h.	Student Clothing & Appearance Policy	43
VIII.	Discipline	
a.	Behavior Interventions	44
b.	SCMS Behavior Slip	44
c.	SCMS Behavior Management	45
d.	Discipline Code	46
e.	Due Process & Student Discipline	47
f.	Teacher Dismissal from Class	47
g.	Discipline for Student with Disabilities	47
h.	Parent Participation in Student Discipline	47
i.	Grounds for Suspension and Expulsion	48
i.	Suspension Procedures	50
ii.	In-School Suspension	50
iii.	Suspension from School	50
iv.	Expulsion Procedures	51
j.	Alternative to Expulsion	51
k.	Expulsion Appeals	52
IX.	Drug and Alcohol Policies	52
a.	Substance Abuse	52
b.	Tobacco Policy	53
X.	Extra and Co-Curricular Activities	
a.	Field Trips	54
b.	Guidelines for Dances and Athletic Events	54
XI.	Athletic Department	
a.	SCMS Athletic Sports	55
i.	Eligibility	55
ii.	Conduct of Athletes	55
iii.	Drug and Alcohol Policy	55
b.	Travel Policy	56
c.	Athletic Awards	56
d.	Final Forms	56
XII.	School Counseling Program	
a.	Counseling Services	57
b.	Bullying Prevention	57
c.	Twenty-First Century Scholars	57

7:05 AM Students enter building		Regular Daily Schedule M, T, TH, F		2:30 PM Building cleared of students	
6th Grade		7th Grade		8th Grade	
7:40-8:35	Core 1	7:40-8:29	Elective	7:40-8:35	Core 1
8:40-9:35	Core 2	8:34-9:23	Elective	8:40-9:35	Core 2
9:40-10:25	Elective 1	9:28-10:17	Core 1/Flex	9:40-10:35	Core 3
10:30-11:15	Elective 1	10:17-10:47	Lunch	10:40-11:35	Core 4
11:15-11:45	Lunch	10:52-11:43	Core 2/Flex	11:40-12:25	Elective 1
11:50-12:45	Core 3	11:48-12:37	Core 3/Flex	12:25-12:55	Lunch
12:50-1:45	Core 4	12:42-1:31	Core 4/Flex	1:00-1:30	Flex
1:50-2:25	Flex	1:36-2:25	Core 5/Flex	1:35-2:25	Elective 2
9:05 AM Students enter building		2 Hour Delay		2:30 PM Building cleared of students	
6th Grade Blue		7th Grade Blue		8th Grade Blue	
9:40-10:12	Core 1	9:40-10:12	Elective 1	9:40-10:12	Core 1
10:17-10:49	Core 2	10:17-10:49	Elective 2	10:17-10:49	Core 2
10:49-11:19	Lunch	10:54-11:26	Core/Flex	10:54-11:26	Core 3
11:24-11:57	Elective 1	11:26-11:56	Lunch	11:31-12:03	Core 4
12:02-12:33	Elective 2	12:01-12:33	Core/Flex	12:03-12:33	Lunch
12:38-1:10	Core 3	12:38-1:10	Core/Flex	12:38-1:10	Elective 1
1:15-1:47	Core 4	1:15-1:47	Core/Flex	1:15-1:47	Flex
1:52-2:25	Flex	1:52-2:25	Core/Flex	1:52-2:25	Elective 2
7:05 AM Students enter building		Activity Schedule		2:30 PM Building cleared of students	
6th Grade		7th Grade		8th Grade	
7:40 - 8:21	Core 1	7:40 - 8:17	Elective	7:40 - 8:32	Core 1
8:26 - 9:07	Core 2	8:22 - 8:56	Elective	8:37 - 9:26	Core 2
9:12 - 9:53	Elective	9:01 - 9:50	Core/Flex	9:31 - 10:20	Core 3
9:58-10:39	Elective	9:55 - 10:44	Core/Flex	10:25 - 11:14	Core 4
10:39-11:09	Lunch	10:49 - 11:38	Core/Flex	11:19 - 11:53	Elective
11:14 - 11:53	Core 3	11:38 - 12:08	Lunch	11:58 - 12:32	Flex
11:58 - 12:39	Core 4	12:13 - 1:02	Core/Flex	12:32 - 1:02	Lunch
12:44 - 1:30	Flex	1:07 - 1:30	Core/Flex	1:07 - 1:30	Elective
1:30 - 2:25	Activity	1:30 - 2:25	Activity	1:30 - 2:25	Activity
7:05 AM Students may enter the building		Wednesday PLC Schedule		2:20 PM Building cleared of students	
6th Grade		7th Grade		8th Grade	
7:40-8:35	Core 1	7:40-8:29	Elective	7:40-8:35	Core 1
8:40-9:35	Core 2	8:34-9:23	Elective	8:40-9:35	Core 2
9:40-10:25	Elective 1	9:28-10:17	Core 1/Flex	9:40-10:35	Core 3
10:30-11:15	Elective 1	10:17-10:47	Lunch	10:40-11:35	Core 4
11:15-11:45	Lunch	10:52-11:43	Core 2/Flex	11:40-12:35	Elective 1
11:50-12:45	Core 3	11:48-12:37	Core 3/Flex	12:35-1:05	Lunch
12:50-1:45	Core 4	12:42-1:31	Core 4/Flex	1:10-2:10	Elective 2
1:50-2:10	Flex	1:36-2:25	Core 5/Flex		

*** **Wednesdays 6/7th grade students will be released from Core 4/Flex classes at 2:10, 8th grade students will be release from Electives at 2:10.**



Legal Policies & Procedures

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your building principal, Todd Balmer. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Silver Creek School Corporation to provide equal education opportunities for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, sex (including sexual orientation and transgender identity), disability, national origin, age (except as authorized by law, religion, military status, ancestry, or genetic information, has a right to file a complaint. A formal complaint may be made in writing to the School Corporations Compliance Officer listed below:

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

The complaint will be investigated, and a response, in writing, will be given to the concerned person within 5 days. The Compliance Officer may provide additional information concerning access to equal educational opportunities. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS & RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected

and that they will be treated with fairness and respect; likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and, as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal or Assistant Principal.

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

The practice of the Silver Creek School Corporation is that no person with a disability should be excluded from participation, access to, or benefits of any program or activity sponsored by Silver Creek School Corporation by reason of his/her disability. Inquiries regarding this policy should be directed to the Silver Creek Middle School principal, assistant principal, or guidance counselor. The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but all individuals who have access to the Corporation's programs and facilities.

FREE AND APPROPRIATE EDUCATION (FAPE)

Students are entitled to a free appropriate public education in the "least restrictive environment." Silver Creek Middle School provides a variety of special education programs for students identified as having a disability as defined by the **Individuals with Disabilities Education Act (IDEA)**.

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, SCMS encourages the parent to be an active participant. To inquire about the procedure, a parent should contact our school counselor.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between SCMS, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the school counselor.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parent's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator, and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School Corporation, request an amendment to these records, insert addenda to records, and obtain copies of such records. If a review of records is wanted, please contact the building principal in writing, stating the records desired. The records will be collected, and an appointment will be made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and PPRA@ED.Gov.

1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and activities, affecting the Corporation environment.

Compliance Officer

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

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

Silver Creek School Corporation Board Policies

Complete School Board policies can be accessed by going to the district website.



General Information

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have a legal settlement unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities or custody (if appropriate),
- C. proof of residency (no homeless child will be denied enrollment based on a lack of proof of residency)
- D. proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about the documentation required to establish permanent enrollment.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The SCMS office will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students should refer to the district website to obtain current board policy and access out-of-district transfer form.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with J.C. 20-26- 11-32 and pursuant to Board Policy. Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

STUDENT SALES

No student is permitted to sell any item or service in School without the approval of the Building Principal. Violation of this policy may lead to disciplinary action.

WORK PERMITS

The minimum legal age for employment in the State of Indiana is fourteen (14). Verification of age (birth certificate, baptismal record, etc.) and a “State Intention to Employ” form #896, filled out by the employer, are required to obtain the permit. Form #896 and other information will be available from the front office. Students need to indicate the city and state in which they were born when obtaining the form. Occupations exempt from these regulations are farm and domestic labor, golf caddies, newspaper carriers, and performers. Youths aged 14 and 15 may work no more than 3 hrs. on a school day with a limit of 18 hours in a school week. Employment in any other occupation of a minor seventeen (17) years of age or younger requires an employment certificate.

SCHOOL LUNCH PROGRAM

Silver Creek Middle School has a computerized accounting system for student lunches. Students will be able to deposit money in their accounts for a day, week, month, or longer. Student lunch accounts must be kept with a balance above \$0.00. If a positive balance exists at the end of the school year, the balance is carried over to the next school year. A basic lunch is served daily in the Cafeteria. Students may purchase individual food items at a la carte prices. Student lunch accounts are accessible by students through the use of the student ID card that is issued to each student. Parents are responsible for making sure their students have lunch money in their accounts. Students may bring their lunch to school if they wish. All students must eat lunches in the cafeteria. All food items are to stay in the cafeteria.

Student costs for 2023-2024

\$3.15 for lunch and \$1.95 for breakfast

1. Students will need their student ID so it can be scanned when going through the line.
2. Students are only to go through the lunch line one time.
3. Students may only access their own lunch account. Students attempting to access another student’s account will be considered for disciplinary action.
4. Students may add money to their cafeteria account online by placing a check or cash in an envelope with their name on it and then dropping it off in the office before 9:00 AM or giving the money to the cashier during lunch.
5. All students sitting at a table are responsible for keeping their table and floor area clean.
6. A cafeteria supervisor will dismiss each table to leave the cafeteria.
7. Students are to return their trays to the receiving area when dismissed by a cafeteria supervisor.
8. Students are to stay in their seat unless going to get food or returning a lunch tray.
9. Students are not allowed to cut into the cafeteria line.

10. A student is only allowed to leave the cafeteria to use the phone in the office and restrooms in the sixth-grade wing. A student must get permission from a cafeteria supervisor to leave the cafeteria.
11. Use common sense and manners while eating. Example: Throwing food and touching food on someone else's tray is not appropriate.
12. Throwing or tossing items in the cafeteria is forbidden.
13. Students will follow the requests of cafeteria supervisors the first time given.
14. After lunch, it is the student's responsibility to meet his/her teacher promptly back in class.
15. Students are not allowed to take any food or drink out of the cafeteria.

Lunch Account

You will have the ability to add money to your student's lunch account online. This information will be made available at registration.

STUDENT PHOTO ID'S

Students must have their student ID at all times. Students must have individual pictures taken in August. The purchase of these pictures is voluntary; however, the pictures must be taken for the yearbook, student records, and student I.D. card. The I.D. card is used to attend dances, purchase lunches, and check out books from the library. If a student's I.D. is lost, a replacement card must be purchased in the office for \$1.00.

LIBRARY INSTRUCTIONAL MEDIA CENTER

The Library Instructional Media Center provides a number of facilities and services to students at the middle school. The Media Center will be open before school, beginning at 7:10.

The Media Center is able to provide the following:

1. A quiet, pleasant place to work, study, or relax.
2. Up-to-date materials, including books, magazines, and newspapers.
3. Help in selecting materials for pleasure reading or for fulfilling an assignment.
4. Assistance in using the online public access catalog and other reference tools, both electronic and paper.

Book Check-Out Policy

Students may check out books for a two-week period under the following conditions:

1. Students must have their student ID when checking out materials and may have only 5 books checked out at a time.
2. Students may renew books one time for an additional two-week period if there is no hold on the books for another student.
3. 10-cents per school day fine will be charged on all books that are more than 9 days overdue.

4. Additional books may not be checked out if a student has overdue books or owes a fine.
5. If a book is lost or damaged while checked out, the student is responsible for paying the full cost for the replacement of the book. If the lost or damaged book is found after payment has been made, a refund will be issued.
6. Overdue notices will be sent to students when books are 7 days late. Notices will be sent to the student's parents when books are four weeks overdue.
7. Students with books more than 6 weeks overdue will serve lunch detention daily until the book or books are returned or paid for.

THERAPY DOG

Silver Creek School Corporation School board has supported up to 2 Therapy Dogs in their schools. The following link will review the Therapy Dog Handbook and give directions on how to "Opt Out" of the program using Infinite Campus. Parents may also contact Silver Creek Middle School at 812.246.4421 to give information to opt out of the program. English: [Therapy Dog Handbook](#) Spanish: [Therapy Dog Handbook](#)

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. A building use form is available in the office, and it should be completed and approved before facilities are used outside of school hours.

LOST AND FOUND

The lost and found area is located on the stage of the gym or in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the School year.

STUDENT VALUABLES

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The School cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables.

USE OF PHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

1. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

2. While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day. Please see personal electronic device section for more details.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of one school day's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the School's computer network, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension/expulsion from School or referral to law enforcement authorities.

TEXTBOOK RENTAL/PE UNIFORMS

All textbooks are issued on a rental basis at the first of each school year. Make sure your name is written in the space provided. You will be required to pay for lost or damaged books. Students will be issued PE uniforms, and students are required to wear the PE uniforms. Replacement uniforms may be purchased in the office.



Safety & Emergency Procedures

STUDENT WELL-BEING

Student safety is the responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

VISITORS/VOLUNTEERS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal. Visitors and volunteers need to fill out a form prior to visiting/volunteering:

English: [Limited Background Check Form](#)

Spanish: [Limited Background Check Form](#)

FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for a safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement over the PA system by the Building Principal or Designee.

SCHOOL CLOSING/DELAYS DUE TO INCLEMENT WEATHER

In the event of snow, ice storm, or other weather creating an extreme emergency, it is suggested that parents, students, and teachers listen to the radio and television stations in the area. The superintendent will advise WHAS, WAVG, and WXVW if they decide to close the schools. Updates will also be posted on the district website. The schools will be closed on a day-to-day basis only. If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify local radio and television stations and will post the

school's status on the district website. Individuals may also sign up for school closing alerts that are sent by text or voicemail to phones.

Parents and students are responsible for knowing about emergency closings and delays.

SCHOOL RESOURCE OFFICER

Silver Creek Middle School utilizes a school resource officer (SRO). The SRO is a sworn law enforcement official that is utilized in a number of ways. Each SRO is expected to continue to function as a complete police officer by enforcing all laws within the general community and by responding to calls from the central dispatcher at other locations as needed. The primary mission of the SRO is the reduction of youth crime, particularly at school. The SRO will carry out preventative, educational, and intervention programs regarding drugs, alcohol, and other crimes. The goals of the SRO program are to support school staff in efforts to provide a safe, productive learning environment, to educate students about law-related issues, and to directly affect certain student behaviors, such as decision-making. In addition, the program supports comprehensive, proactive partnerships among police, youth, and the community, as well as establishing close working relationships and better information sharing with school personnel.



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 minor, the student will be treated and may return to class. If the student needs to be sent home or if medical attention is required, the nurse or office will attempt to make contact with the parent/guardian or emergency contact.

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.

ADMINISTRATION OF MEDICATIONS DURING THE SCHOOL DAY

All medications, prescriptions, 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 a 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.



Academics

We offer a strenuous academic program that meets and exceeds state standards. Research and data-driven curriculum and instruction is the core of our program. We strive to challenge our students regardless of current academic level.

GRADES

Silver Creek Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on activities that illustrate an understanding of Indiana Academic Standards. Items used may include test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Accessing Student's Current Grades

All students have an assigned username and password that can be used to access student progress at any time. Mid-term progress reports will not be given out. Parents may call the office to obtain login information to obtain current grades.

Report Cards

Report cards will be finalized on the Thursday following the end of each nine weeks. Report cards will be viewed online. We will gladly mail report cards home to those with no internet access.

Silver Creek Middle School Classroom Grading Scale (Board Approved)

90-100	A	Superior understanding of State Standards
80-89	B	Above average understanding of State Standards
70-79	C	Average understanding of State Standards
60-69	D	Below average understanding of State Standards
59-0	F	Shows little to no understanding of Academic Standards

Note: Teachers may give a plus or minus at their discretion.

Grading Periods

Student grades are posted at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. The grading periods are indicated on the SCSC school calendar. Grades will be available to review on the Friday following the end of each term.

SCMS HOMEWORK POLICY

Classwork and Homework are important parts of learning. SCMS's expectation is all student work is completed on time to the best of the student's ability. (See Zeroes Aren't Permitted Program below) Assignments are a meaningful part of the lesson and are designed with a *clear academic purpose*. Homework may be modified based on student's individual needs (i.e., IEP, 504 Plans). The main purposes generally associated with homework are as follows:

- To improve or to check for understanding.
- To give students extra practice over a skill learned in class.
- Review material for a test or quiz.

Homework is beneficial when teacher expectations are well communicated, students take responsibility for their homework, and parents support these efforts. Teachers, students, and parents must do their part to make sure students are completing their work. Below are the responsibilities of each group:

A. Teachers' responsibilities:

1. Informing students and their parents of the purpose and benefits of homework
2. Informing students and parents of their homework policy
3. Assigning relevant, meaningful homework activities that reinforce classroom learning
4. Ensuring that students are aware of what is expected of them and how their work will be assessed
6. Maintaining homework records and providing feedback to students and parents.

B. Student's responsibilities:

1. Being aware of the homework policy of every one of their teachers
2. Asking questions when necessary to clarify the assignment
3. Thoroughly recording homework directions and expectations in their planner/handbook.
4. Completing homework within the given time frame
5. Informing parents of homework expectations
6. Seeking assistance from teachers and parents if difficulties arise
7. Ensuring homework is of high quality
8. Asking for and completing homework assigned during an absence

C. Parents' responsibilities:

1. Setting a regular, uninterrupted study time each day
2. Providing a suitable place for study
3. Monitoring students' organization and daily list of assignments in their agenda
4. Being aware of long-term assignments and assisting students in learning to budget their time accordingly

5. Assisting and correcting, but not doing the actual work
6. Contacting the teacher if he/she observes an absence of homework
7. Communicating with teachers any concerns about the nature of homework and their child's approach to homework
8. Alert the teacher in advance when extenuating circumstances arise that may prevent homework from being completed on time
9. Regularly accessing Infinite Campus Parent/Student Support to help monitor their child's progress

Homework Hotline

Rose-Hulman Institute of Technology's Homework Hotline is a free math and science tutoring service for Indiana middle and high school students. Students in grades 6-12 can call 1-877-ASK-ROSE (1-877-275-7673) or log on at www.AskRose.org for help with math and science homework. The hotline is open to students of all academic ability levels.

STUDENT MAKEUP POLICIES

A. Test/Quiz/Assessments:

If the first day of the absence occurs on the day of the test, the student will be expected to take the test upon his/her return to school. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the homework policy to prepare for and take the test. If the absence(s) is prior to but not inclusive of the test date, the student will take the test at the discretion of the teacher.

B. Homework and Classwork:

The student will have one day beyond the number of days missed to complete work for each day (including absences due to academic school trips). Days over 4 should be mutually agreed upon between the student and the teachers of the team.

1 day - 2 days to make up work. 2 days absent – 3 days to make up, etc.

C. Zeroes Aren't Possible Program (ZAP)

The ZAP program is for students missing work or turning in poor-quality assignments. Teams will administer a ZAP program within their respective grades. Any student who has 5 or more missing assignments will participate in a school-wide ZAP program. Students are expected to report with their needed materials to work on assignments.

Goal: We expect all students to give their best effort, to take pride in their work, and to turn their work in on time.

ACADEMIC TEAMS AND COMPETITION

SCMS offers participation in many academic teams and clubs. The teams will practice and compete in competitions when appropriate. An announcement will be made, and the sponsor will meet with interested individuals. Information of duties and responsibilities will be provided to the student and parents. We encourage this type of activity. Examples include Spell Bowl, National Geographic Bee, Math Team, and Hoosier Academic Bowl.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievement during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal/Designee or Athletic Director.

Honor Roll

Students achieving all A's and students achieving A's and B's will be recognized on the School's Honor Roll.

To be listed on the honor roll for a nine-week grading period, the student must meet the following standards:

“A” Honor Roll – Must have all A's for the nine-week period.

“A and B” Honor Roll – Must have A's and B's or all B's for the nine-week period.

Year-End Awards

At the end of each school year, awards programs will be scheduled for each individual grade to recognize character traits and academic achievement. All other awards must be approved by the building principal. Teachers may also give out major classroom awards during this program to recognize high academic achievement and exceptional citizenship and attitude. Teachers may also give out other year-end awards during their regular class meetings.



Attendance

Silver Creek School Corporation Attendance Policy (5200)

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

Attendance shall mean being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

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

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33-2-17.7). The student must be in good academic standing as determined by the Corporation. Parents

must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

For any of these exceptions, a student shall not be recorded as absent from school.

The Superintendent may require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. absence of more than twenty (20) days duration;
- D. repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A. illness verified by a note from the parent (two (2) per nine (9) weeks for grades K - 6 and seven (7) per semester for grades 7 - 12)
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity

- I. military-connected families' absences related to deployment and return
- J. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5
- K. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

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

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting a study, and regularly demonstrates progress toward the objectives of the course of study.

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

- A. ensure a school session that is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the

Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Such guidelines also shall provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

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

- A. identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants.

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

I.C. 9-24-2-1, -4

I.C. 20-33-2

511 IAC 1-3-1

SCMS ATTENDANCE POLICIES

General Attendance Information

Good attendance is essential to success in school and in employment. Students are expected to be in school every day. If a student must be absent from school for a day or for any portion of a day, a parent or guardian must call the attendance office stating the reason for the absence. Attendance is recorded each period.

It is the parent's responsibility to call the school's attendance office at (812) 246-4421 no later than 9:00 A.M. the day of their child's absence. All absences will be considered unexcused until reported by the parent or guardian. Excuses may also be faxed to (812) 246-7430.

Students who miss school because of illness should not attend social or extracurricular activities on the day of an absence.

The parent/guardian must provide documentation for any absence where the student exceeds seven (7) absences for the semester or the absence will be reported as unexcused. The seven absences would be considered excessive.

Absences from school fall into one of two categories:

1. Excused – counts toward the absence limit of 7 per semester.
2. Unexcused – counts toward the absence limit of 7 per semester.
3. Waived – Reference A-F or page 22 for a waived absence.

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. If no note is received by the second day back to school, the absence shall be recorded as unexcused. An example of limited absence would be illness without a doctor's excuse.

Absences are considered unexcused if:

1. The parent/guardian must provide medical documentation for any absence where the student exceeds seven (7) absences for the semester or the absence will be recorded as unexcused. The seven absences would be considered excessive.
2. There is no excusable reason given within the specified time limit
3. The reason for the absence cannot be verified.
4. The absence required prior approval or notification, and the approval was not obtained or notification was not given before the absence

Attendance Interventions

1. Under state law, a 13 to 18-year-old student may not be issued a driver's license or learner's permit, or it may be revoked until the age of 18 for habitual truancy, expulsion, two out-of-school suspensions (in a year), or withdrawal from school.
2. 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 if grades do not meet the corporation's standards.

Procedures for excessive absences (over 7) in a semester:

When a student obtains a total of four (4) excused or unexcused absences, the school will send a letter home to inform the parent about the student's attendance.

When a student reaches any combination of seven (7) excused and/or unexcused absences

per semester, a school conference will be held with the principal (or designee) and counselor to reach a solution.

Procedures for excessive absences:

1. An attendance conference may be held to determine a plan to ensure students' needs are being met.
2. The student may be subject to retention in the same grade for excessive absences after an opportunity to appeal.
3. The student and parent will be referred to authorities when a student reaches 10 unexcused absences in a school year. 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.

Attendance Sign-in Procedures:

Students arriving after the 7:40 a.m. bell will be considered tardy to school and should immediately report to the attendance office. Tardies to school are unexcused absences unless the student has a court or doctor's excuse. Tardies to school will be added to the total tardy count each nine weeks.

Attendance Sign-Out Procedures:

1. Have parent/guardian permission; and
2. Report to the attendance office to be signed-out and dismissed by the attendance secretary, office staff, or school administrator. (Prior request from parents/guardians is included.)
3. ***Students will not be allowed to ask for a parent or guardian to pick them up from school unless they have permission from the nursing or office staff. A student that contacts a parent electronically or through a cell phone will be in violation of the cell phone policy.***

Other Attendance Issues

1. Students suspended out of school must complete all classwork assigned during their suspension. We will use the makeup policy outlined above for all out-of-school suspensions.
2. Students serving an in-school or out-of-school suspension are not to attend any after-school events.
3. Students who miss school because of illness should not attend social or extracurricular activities on the day of an absence.

Prearranged Absences

A student may use up to five (5) days a school year for a prearranged absence and be allowed to make up the work. To obtain a prearranged absence, the parent or guardian must send a request to the principal or designee using the Pre-Arranged Absence form. The parent must state the reason(s) for the absence and sign an acknowledgment that the

parent and student realize that the days of absence will count toward the seven (7) day limit of allowable absences per semester. The principal or his designee will then approve or deny the request.

This must be done at least three (3) days before the beginning of the absence.

English and Spanish: [SCMS PreArranged Absence Form](#)

Truancy

is an absence from school or class without the knowledge or consent of the parent/guardian and the school or an absence from the school where there is an attempt to evade the State Attendance Law. Truancy is an unexcused absence from school. A student is considered to be a habitual truant when three (3) or more acts of truancy have accumulated in a year. If a student of at least 13 years of age is a habitual truant, the student's name will be reported to the Bureau of Motor Vehicles in accordance with state law (IC 20-33-2-11) in addition to other penalties set out in this policy. Truancies, which occur anytime during the school day, constitute one incident. However, the length of time a student is truant during one school day will be considered in determining the appropriate sanctions. No more than one incident of truancy will accrue in a single school day.

Truancies are counted by the regular school year. If a student voluntarily ceases to be truant and returns to school, such may be considered in the mitigation of punishment.

The following procedures will be used when truancy occurs:

First incident – First day of truancy whenever it occurs:

- a. Parents/guardians will be notified by phone as soon as the truancy is verified, and a conference with the student will be conducted.
- b. The students will be counseled and assigned one (1) In-School Suspension (ISS).

Second incident – Second day of truancy whenever it occurs:

- a. Parents/guardians will be notified by phone as soon as the truancy is verified, and a parent conference with the student will be conducted by the administration.
- b. The student will be assigned one (1) day of Out-School Suspension (OSS).

Third incident – Third day of truancy, whenever it occurs:

- a. Parents/guardians will be notified by phone as soon as the truancy is verified, and a conference with the student will be conducted.
- b. The student will be assigned three (3) days of Out-School Suspension (OSS).
- c. The county juvenile office will be contacted. (The student is now a habitual truant by Indiana Code.)
- d. The student will not be allowed to attend or participate in any school-related activities for the remainder of the school year.

Fourth incident – Fourth day of truancy whenever it occurs:

- a. Parents/guardians will be notified by phone as soon as the truancy is verified and a conference with the student will be conducted.
- b. The student will be considered for expulsion as a habitual truant.
- c. The county juvenile probation office will be notified.

Hall Passes

Students are expected to have a designated student handbook hallway pass whenever they are in the hallways during class periods. Being absent from a classroom (while still in the building) or being in another classroom or location other than your designated class without a pass can be considered truancy.

Tardiness to School

Each student is expected to be in his/her assigned location throughout the School day. If a student is late in arriving at School, s/he is to report to the School office before going to his/her first assigned location.

Tardy to Class Policy

It is the student's responsibility to avoid loitering in the hallways between classes and to be ready for class. A student is tardy for class when they are not seated and ready to work. Students that are consistently tardy to class convey a message of disrespect of student rules, classmates, and teachers. It is a classroom disruption to walk into class late. It is our expectation that students be in the classroom and ready to begin instruction at the designated times.

If a student has a legitimate problem that is causing tardies, it is the student's responsibility to report this to an adult. Lack of organization is a common cause and one in which our counselors can help.

A report of tardies to class is made available to the Assistant Principal on a daily basis. Any student with a total of three tardies will be referred to the office. The penalties, every nine weeks, for tardies are as follows:

3rd Tardy: Office Warning and Parent Contact 5th

Tardy: 1 Lunch Detention and Parent Contact 7th

Tardy: 3 Lunch Detention and Parent Contact 9th

Tardy: 1 ISS and Parent Contact

Possible Interventions at this point include: delayed passing, escort during passing or other behavioral interventions including losing the privilege of attending reward opportunities, attending extra-curricular activities, and a suspension of extra-curricular activities student may be involved.

11th Tardy: All social and athletic privileges revoked for the remainder of the nine weeks. The student will/may be placed on delayed passing.

Further tardies will result in out-of-school suspension.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from School without an exit interview with the Principal, who must agree to the withdrawal. The Principal is also required to provide to the Bureau of Motor Vehicles the name of any student under the age of eighteen (18) who withdraws from School for revocation of the student's driver's license. The student also may not be able to obtain an employment certificate needed to obtain a job.

STUDENT BEHAVIOR STANDARDS

Students should always have their student identification in their possession. The ID is needed to pay for lunch and to check out library books. Students without their ID will be allowed to enter the line after everyone else has gone through it.

All students are expected to obey the rules of the school and will be expected to accept the authority of any teacher or administrator at any time on school property or under school jurisdiction. School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All faculty members and administrative members have equal authority.

INSUBORDINATION WILL NOT BE TOLERATED. You are expected to do what is asked of you the first time you are asked while under the supervision of a faculty member. If you believe you have been unjustly disciplined, the problem may be discussed later with the teacher and principal.

SCMS Student Behavior Expectations

- D Respect yourself, your school, and your peers.
- D Arrive to class on time and with the required materials.
- D Follow adult requests the first time given.
- D Use appropriate language, volume, and tone at all times.

Hallway Expectations

- D Behave responsibly.
- D Be orderly.
- D Be respectful.
- D Be on time for class.
- D Move directly to class without congregating.

Morning Gym Expectations

- D Please come in and sit in assigned area.
- D You must have tied tennis shoes to participate in activities.
- D Remember: Good sportsmanship, friendly play.
- D No food, drink, or gum.
- D Rough play won't be tolerated.

Cafeteria Expectations

- D Find and stay in your seat. Wait to be called to get in line.
- D Get adult permission before moving or leaving the cafeteria.
- D Enjoy lunch. Respect is shown at all times to those at a table and others in the cafeteria.
- D Keep your area clean. Nothing will be thrown at any time.
- D Trays may be returned when finished. Leave only when dismissed by an adult.

STUDENT CODE OF CONDUCT

Willful Disobedience and Insubordination

Definition—a student chooses to refuse to cooperate with a faculty or staff member (including substitute teachers). Many discipline issues covered in this handbook can qualify for this category, depending on the situation.

For example—a student refuses to leave class or report to the office when directed by a staff member. According to the seriousness of the incident, any of the following disciplinary options may be used:

1. Removal from class/school resulting in suspension of 1-3 days.
2. Removal from class/school resulting in suspension of 3 days.
3. Removal from class/school resulting in suspension of up to ten days and may include a recommendation for expulsion.

General Student Behavior

1. Be courteous and respectful to peers, teachers, substitute teachers, staff, and guests.
2. Backpacks, book bags, and purses will not be allowed in the classrooms and hallways during the school day, except for the last period of the day. When students use the restroom, they may ask to stop by their locker, and permission will be granted.
3. Students are not to bring any items to school that may cause a disruption at school. Students are not to bring to school the following items: toys, stuffed animals, trading cards, radios, CD players, MP3 players, laser pointers, water guns, live animals, personal locks, playing cards, explosives, dice, knives, firearms, or any items that may be of danger to fellow students.
4. The school dress code must be followed while on the school grounds.
5. Taking pictures and digital or videotaping by any means of staff or students without prior administrative authorization is strictly prohibited.
6. Electronic equipment, including but not limited to cell phones, I-Pods, electronic toys, handheld video games, cameras, and video cameras, are not permitted to be heard, seen, or used and need to be turned off and secured in the student's locker during school hours. The policy is in effect as the students enter the building in the morning until dismissal. If students are found in possession of any prohibited electronic equipment, the item(s) will be confiscated, and disciplinary action will be taken. Stolen items should be reported to the Sellersburg Police Department. (Also see specific guidelines for cell phones on page 15.)
5. Buying and selling items for personal profit or for outside fundraisers is not permitted, and all items will be confiscated.
6. Inappropriate physical contact during school hours or at extracurricular activities will not be allowed unless the activity requires body contact (e.g., dancing).
7. Do not litter in hallways, locker areas, or classrooms.

8. Refrain from noisy and rowdy behavior.
9. Throwing snowballs on the school grounds is prohibited.
10. When staying after school for an activity, stay in the designated area at all times.
Students should be picked up within fifteen (15) minutes after the activity is over.
11. Aerosol cans, including breath spray, are not allowed at school. These items will not be returned when taken from the student.
12. Gambling of any nature is prohibited.
13. Candy may be permitted only if provided by the teacher in his/her own classroom. The items must stay in that classroom. Gum is NOT considered to be a type of candy.
14. Gum is not allowed anywhere in the building.
15. Energy drinks are not allowed in the school building, including the cafeteria.
16. All lockers are a privilege; if they are mistreated, students will not be able to use a locker.
17. Inappropriate or disrespectful behavior with a substitute teacher is not tolerated.
18. Skateboards should not be brought to school.
19. Students leaving school early for any reason must be signed out by a parent or member of the "ok to pick up" list.
20. Students are to get on buses or in their parents' cars immediately at dismissal. Students are not to be unsupervised in any part of the building after 2:30 p.m.
21. Once a student is on school grounds, he/she is not to leave without permission. This means before school, during school, and during extracurricular events. SCMS has a closed campus. Middle School students are not to be on the grounds of the Silver Creek Senior High or Silver Creek Elementary School without permission from the office. This includes before and after school hours.
22. Students are not to bring large sums of money, expensive items, and personal memorabilia (expensive clothing or collectibles) to school.
23. FIGHTING - Students are to refrain from causing or attempting to cause physical injury. Fighting, hitting, kicking, slapping, and biting constitute physically aggressive behavior. Consequences for such behavior can range from 1-day in-school suspension to 1-3 days of out-of-school suspension and possible expulsion.
24. THEFT - Students may not possess and/or take personal property from other students, teachers, or school staff members. Punishment for theft and/or possession of stolen property can be restitution, 1-3 days of in-school or out-of-school suspension, and possible expulsion.

Locker Rules

1. The use of school lockers is a privilege, not a right.
2. STUDENTS SHOULD USE ONLY THE LOCKER ASSIGNED TO THEM.
3. To protect your property, locker combinations should be kept confidential and not be set in advance. Locker combinations will only be changed once throughout the year in an emergency situation.
4. Students may store sack lunches in lockers; however, extra soft drinks, water bottles, food, snacks, or candy are NOT to be stored in lockers.
5. Students' valuable, personal property should NOT be stored in lockers.
6. Lockers should not be slammed or kicked.
7. Writing on lockers is strictly prohibited.

8. Students should not tamper with or attempt to open a locker other than their own.
9. Stickers (e.g., bumper stickers) are not allowed on lockers.
10. Students are not allowed to use padlocks from home on school lockers.
11. Students will be held accountable for locker damage.
12. Failure to follow locker policies can result in disciplinary action.

Locker Searches (Indiana Code 20-8.1-5-25)

A student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or of contents in that locker. The principal reserves the right to search a student's locker, desk, book bag, or other storage areas at any time a search is deemed necessary to maintain the integrity of the school environment and to protect other students. In such searches, the following guidelines will be observed:

1. Authorization to open and search lockers should be given to the principal.
2. Although not legally required, attempts will be made to notify students and allow them to be present during the search.
3. The presence of a third party is advised but not necessary.

BULLYING (Indiana Code 20-33-8-13.5)

Bullying is a form of aggression. It occurs when a person who perceives a power imbalance willfully subjects another person to an intentional, unwanted, and unprovoked hurtful verbal and/or physical action(s), which results in the victim feeling oppressed (stress, injury, and discomfort). Bullying means overt repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or 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. In accordance with I.C. 20-33-8-13.5, bullying is prohibited at any school site or school board-sponsored activity. Bullying incidents should be reported immediately to the administrative or guidance office to allow an administrator or guidance counselor to investigate the situation properly. If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of a criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

Silver Creek Middle School offers extensive anti-bullying education. Any student that participates in bullying behaviors will also receive 3 hours of anti-bullying education after the first occurrence. A support program for a victim of student bullying will also be utilized. Students at SCMS will receive anti-bullying education as part of orientation activities. Any new students that register throughout the year will also receive mandatory anti-bullying education.

Harassment/Bullying by a Student

The School believes that every individual deserves to be able to come to School without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment/bullying may take different forms, including but not limited to the following:

Sexual Harassment

A. Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

B. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the School environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation or third parties.

C. Physical Contact:

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

A. Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

B. Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the School environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation or third parties.

C. Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation or third parties should make contact with a teacher or directly to office personnel.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly, and a copy forwarded to the Principal, Assistant Principal, or counselor.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incidents of sexual or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

We will keep parents updated on our bullying policy and our education policy on our website. Anyone with questions regarding our programs is welcome to call or visit.

SCSC Policy on Personal Communication Devices (5136)

While students may possess personal communication devices (PCDs) in school, on school property, during after-school activities (e.g., extra-curricular activities), and at school-related functions, placed into vibrate or silent mode and stored out of sight during school hours.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after-school activities, PCDs shall be placed into vibrate or silent mode and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or another person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in digital or other formats) is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, and/or rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to (1) transmit material that is threatening, obscene, disruptive, or

sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until the parent/guardian or turned-over retrieves it to law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

SCMS PERSONAL COMMUNICATION DEVICE POLICY

Note: Personal communication devices are defined in SCSC Policy 5136 and include smartwatches.

Students are never to contact home and ask to be picked up without permission from the nurse's office or the school general office. School phones will be used in these situations.

The following guidelines will be used to eliminate the possible distraction of these devices during the regular school day (7:00 a.m. – 2:25 p.m.) Students should not be using any cell phone once they arrive on school grounds. They should be turned off and stored in the student's locker. The following disciplinary actions will be implemented if a student is found using his/her cell phone during the school day:

First offense – The cell phone will be confiscated and turned in to the office. The student must pick up the cell phone at the end of the school day. A parent will be contacted, and the student will be given a documented warning.

Second offense – The cell phone will be confiscated and turned in to the office. The parent must come to pick up the phone. The student will be assigned 3 days of lunch detention.

Third offense – The cell phone will be confiscated and turned in to the office. The parent must come to pick up the phone. The student will be assigned (1) day of In-School Suspension.

Fourth offense—the phone will be confiscated and turned in to the principal. The parent must come to pick up the phone. The student will be assigned (1) day of Out-of-School Suspension. Fifth or Further incidents will result in a recommendation of expulsion.

Important note to parents and students regarding Indiana State Code pertaining to electronic media: The sending, sharing, viewing, or possessing of text messages, e-mails, or other material of a sexual nature in electronic (cell phone) or any other form, while at school or at a school-related function is strictly prohibited and may be grounds for suspension or expulsion. In addition to disciplinary action, phones will be confiscated. Students and parents should be aware that any images suspected of violating criminal laws will be referred to law enforcement authorities. If a student is convicted of child exploitation or adjudicated of such as a juvenile delinquent, state statute requires the student to register as a sex offender.

STUDENT CLOTHING AND APPEARANCE POLICY

Middle School Dress: Parents and students should keep in mind that a middle school is unique, and our students are at an age of a wide range of development. We expect our middle school students to dress modestly and appropriately. Cooperation in manners of dress is expected and appreciated. More than one dress code violation may be treated as defiance. Students should never wear anything to school that could possibly be a distraction. The principal (or designee) will determine appropriateness, and their ruling is final.

Responsibilities

Head:

- No sunglasses, hats, caps, visors, hoods, bandanas, sweatbands, or other head coverings may be worn inside the building except with administrative permission. All hoodies must remain off the head while inside the building.

Lower Garments:

- Pants should be fitted and worn at the waist.
- Garments designed with or modified to have holes, tears, rips, or shreds above the knee may not be worn. Garments with rips or tears need to be completely patched (no visible holes, tears, etc.).
- Shorts and skirts should at least hang from the mid-thigh to the top of the knee.
- Undergarments, such as outerwear, pajama pants, and bathing suits, are prohibited.
- Sheer or see-through clothing is never to be worn.

Upper Garments:

- Cleavage and midriff should not be visible.
- Appropriate tank tops will be permitted if the strap has a width of at least two fingers. No spaghetti strap tops may be worn. If undergarments are visible, the upper garment is not permitted.
- Sheer or see-through clothing is never to be worn.

Shoes:

- All footwear must be secured heel. Flip-Flops and slide-type shoes are **not** permitted.

Other:

- No excessive piercings..
- Gloves or any material may not be worn on the hands. (Hands should be completely visible.)
- Garments that are offensive, distracting, or inappropriate are prohibited, including but not limited to printed profanity, language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related, other illegal activities, or pose a threat to safety.

Important Note: The principal (or designee) has the final determination on what is inappropriate or unacceptable to wear to school. When in doubt, don't wear it or bring it to school. The determination of unacceptable wear is final.



Behavior

BEHAVIOR INTERVENTIONS

Classroom Suspension: In the case of a classroom suspension, a student is sent to the office by a teacher for repeated disruption or behavior. The classroom teacher will call or email the parent/guardian anytime a student is sent to the office. The office may extend a classroom suspension up to one week. Parents will be notified by office staff or the teacher if this occurs. Sample:

Date: _____ Grade: _____

SCMS Behavior Slip

Student Name _____ Teacher Name _____

Out of Class for the day.

Out of class today and tomorrow.

I am assigning lunch detention for _____ days (up to 3 days).

Can come back to class when finished with the assignment.

Please write a note about why the student was sent to the office:

Date Served: _____

Admin Notes:

Time Out (TO): In some cases, it is more appropriate to give a student a time out. This is given by office staff, and the student will be kept out of class or classes until it is deemed appropriate for the student to return. Any given time-out will be followed up by a phone call to the parent/guardian.

In-School Suspension (ISS): This is an official suspension that is served at school. Students will be required to bring all books and materials to the office. The student will be assigned a designated place and be expected to be quiet and working. Students will receive full credit for work assigned during ISS and should finish it during the suspension. Students may also be assigned behavior essays or instructional materials to view or read. Students that can't serve ISS successfully will be sent home, and it will become an OSS.

Out-of-School Suspension (OSS): This is a suspension that is served at home. The student is not allowed to be on school grounds for the duration of the suspension. OSS can be assigned from one to ten days of school.

Expulsion: Students that are guilty of an offense worthy of expulsion will be suspended for ten days pending an expulsion hearing. The superintendent then assigns the expulsion case to a hearing officer. All contact regarding a pending expulsion will need to be directed to the hearing officer. During the ten days of suspension, a hearing will be set, and the parents and student will attend. Failure to attend puts the expulsion into effect.

Social Probation: This is when a student is not allowed to attend or participate in extra or co-curricular activities. It may be from one event or for a period of time. An example would be not being able to attend a dance due to misbehavior.

Note: Procedures for all suspension and expulsions are outlined in the grounds for suspension and expulsion later in this section.

SCMS Behavior Management

Positive Behavioral Supports

Silver Creek Middle School is committed to establishing a safe learning environment for all students by recognizing positive behavioral characteristics that align with our P.R.I.D.E. program. SCMS values all P.R.I.D.E. characteristics and recognizes student efforts by giving a P.R.I.D.E. ticket, which allows them to enter a drawing for prizes. Staff members may also recognize positive choices that fall outside of the P.R.I.D.E. characteristics and improve the overall culture of the building.

P - Persistence

R - Respectfulness

I - Initiative

D - Dependability

E - Efficiency

SCMS Behavior Model

This progressive behavior model aims to establish clear behavioral expectations across SCMS to ensure the highest quality learning environment. This model allows teachers and administrators to hold students accountable for minor and major infractions. The model is designed to use a comprehensive approach, including progressive consequences, team conferencing, counseling, and parent collaboration to foster appropriate decision-making.

Discipline Code			
Violation	1st Offense	2nd Offense	3rd Offense
Action causing possible harm to others	Lunch Detention(s)-3 days OSS	3-10 day OSS/possible expulsion	10 days OSS/expulsion
Arson/bomb threat	10 days OSS/expulsion		
Cafeteria Disruption	Lunch Detention(s)	Lunch Detentions-1 day ISS	1 day ISS-1 day OSS
Cheating/plagiarism	"F" on assignment	"F" on assignment/ Lunch Detention	"F" on assignment/ISS
Disruptive Behavior	Lunch Detention(s)-10 days OSS/possible expulsion	1 day ISS-10 days OSS/possible expulsion	1-10 days OSS/possible expulsion
Dress Code	Warning	Warning/Change	Lunch Detention(s)/Change
Drug/Alcohol use or possession	10 days OSS/expulsion		
Fighting	1-3 days OSS/possible expulsion	3-10 day OSS/possible expulsion	10 days OSS/expulsion
Forgery-notes or passes	Lunch Detention(s)	Lunch Detention(s)-ISS	ISS-OSS
Habitual Offender	Upon 10 days of ISS/OSS, a student can be considered a habitual offender	3-10 days OSS/possible expulsion	
Inappropriate display of affection	Warning	Lunch Detention(s)	Lunch Detentions(s)-1 day ISS
Insubordination/Defiance	Lunch Detention(s)-1 day OSS	Parent Conference/1 day OSS	1-3 days OSS
Leaving building without permission	Lunch Detention(s)-1 day ISS	1 day ISS-1 day OSS	1-3 days OSS
Leaving grounds without permission	1 day OSS	3 days OSS	5 days OSS/possible expulsion
Physical attack on faculty/staff/students	10 days OSS/expulsion		
Possession or use of tobacco, e-cigarette, vaping products or nicotine	2 days OSS	3 days OSS	Expulsion
Possession, use or threatened use of weapon	10 days OSS/expulsion		
Inappropriate use of cell phone or unauthorized electronic devices	Warning/Student given device at the end of the day	3 days lunch detention Parent must come and get the device	1 day ISS/Oss Parent must come and get the device
Profanity/inappropriate language to staff/peers	Lunch Detention(s)-1 day OSS	1 day ISS-1 day OSS	1-3 days OSS/possible expulsion
Profanity/Obscenity	Warning-1 day OSS	Lunch Detention(s)-1 day OSS	1 day ISS-3 days OSS
Skiping a class, away from class without permission, unauthorized area	Lunch Detention(s)-1 day OSS	1 day ISS-1 day OSS	1-3 days OSS
Theft, vandalism/possession of missing or stolen property	Restitution/Lunch Detention (s)-10 days OSS	Restitution/1 day ISS-10 days OSS/possible expulsion	Restitution/10 days OSS/expulsion
Threat/intimidation/assertive behavior	Warning-10 days OSS/possible expulsion	Lunch Detention(s)-10 days OSS/possible expulsion	1 day ISS-10 days OSS/possible expulsion
Truancy	1 day ISS	Parent Conference/1 day OSS	3 days OSS/Probation will be contacted
Verbal or non-verbal threat or harassment of faculty/staff/students	Warning-10 days OSS/possible expulsion	Lunch Detention(s)-10 days OSS/possible expulsion	1 day ISS-10 days OSS/possible expulsion
Administrative discretion may be used in all cases.			
Violations committed which are not listed will be dealt with in a manner comparable to the above.			
Parents will be contacted when a student is referred to the office.			
Penalties for 4th, 5th, 6th, etc., offenses will become more severe if expulsion proceedings do not occur.			
Those who continually fail to comply with the rules and regulations will be considered for expulsion.			

DUE PROCESS AND STUDENT DISCIPLINE

Silver Creek Middle School will afford due process rights to each student when disciplinary action against the student is contemplated. The Student Due Process law mandates and prescribes certain procedures to guarantee that students in the schools of Indiana receive fair treatment in disciplinary matters at the hands of school officials. The law requires that all students be fully informed of school rules in writing. Rules not disseminated properly may not be enforced through the due process procedures. Public Law 218 clarifies the position of many school employees in relation to the students. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers over those under their supervision. The law defines and provides for two types of disciplinary action: suspension or expulsion. Suspension refers to the prohibiting of attendance for ten school days or less. Expulsion refers to the prohibition of school attendance for more than ten days, for the balance of a semester or a year, or any action that prevents a student from completing their program of studies in a normal period.

TEACHER DISMISSAL FROM CLASS

Additionally, the law allows a teacher to dismiss a student from class for **one** day after instructing the student where he/she is to report and when he/she may return. If a teacher so dismisses a student, the student may continue to participate in all phases of the school program. ***The teacher must notify the parent when such action is taken.***

DISCIPLINE FOR STUDENTS WITH DISABILITIES (I.C. 20-8.1-5.1)

In disciplinary matters, it is the policy of the Board to treat students with disabilities no differently than students without disabilities except in cases where the student's disability causes misconduct. Students with disabilities are subject to the discipline rules adopted by the board of school trustees and may be suspended or expelled for violation(s) of student conduct rules in accordance with I.C. 20-8.1-5.1 and 511 IAC 7-15.

*This policy is limited to the discipline of students with a disability as identified under 511 IAC 7-3.

PARENT PARTICIPATION IN STUDENT DISCIPLINE (I.C. 20-8.1-5.1)

A parent, guardian, or custodian of a student less than 18 years old shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-8.1-5.1, as well as the student discipline handbook of this school corporation, at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising afterschool-home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

Upon receipt of proper notice, any parent, guardian, or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare.

GROUND FORS SUSPENSION AND EXPULSION

The following constitute misconduct for which a student may be suspended from school for one to ten days or expelled from school attendance:

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. On School property at any time;
2. During and immediately before and after any School activity at any location;
3. Traveling to and from School or to and from a School activity.

The definition of “**in possession**” for purposes of these rules includes the following: when the item is on their person, in their immediate possession such as in a pocket, purse, or backpack, is in a place under their exclusive control, or the student is aware the item is in a place where the student has access such as a locker. More than one student may have “constructive possession” of an item.

Grounds for Suspension/Expulsion from School

1. Disrupting a class or other school activity
2. Disrespect to staff
3. Receiving 10 combined days of suspension during a school year.
4. Fighting or provoking a fight. Self-defense, defined as a reasonable non-aggressive act, does not constitute a violation of this provision.
5. Failing to report to scheduled assignments without permission or acceptable excuse.
6. Harassing, threatening, intimidating another person, or touching another person inappropriately. “Harassing” behavior is behavior directed toward another person without a legitimate purpose after that person clearly states or shows that the behavior is unwelcome. All threats, both verbal and written, will be considered potentially dangerous.
7. Possessing a knife, bullets, a dangerous device, or something that appears dangerous. “Dangerous device” means something that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student during school or a school activity. This includes all weapons, fireworks, smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, and all personal protection devices other than those that emit only sound.
8. Consuming, possessing, offering, providing, or being under the influence of a substance such as an inhalant, a solvent, or other volatile substances, contrary to safety instructions provided on labeling, a sign or by school personnel
9. Possessing, Consumption, Accepting or Providing alcohol, drugs, or any controlled substance.
10. Possessing paraphernalia such as rolling papers, clips, or displaying materials that promote or encourage alcohol or drug use

11. Possessing cigarettes, tobacco paraphernalia, smokeless tobacco, snuff, or other tobacco products or a device such as a lighter designed primarily for use in consuming tobacco products
12. Engaging in consensual sexual behavior, such as public displays of affection
13. Wearing clothing, jewelry, or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message inconsistent with the school district's educational mission, or disrupts an educational function.
14. Possessing, creating, or distributing information in written or other forms that causes a disruption of an educational function, advocates a violation of the law or a student conduct rule, is obscene or sexually explicit, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
15. Refusing or failing to follow a directive from a school employee, including a directive to respond truthfully and completely when questioned about a school-related matter
16. Violating a building-level student conduct rule
17. Violating the School District Policy on computer usage
18. Violating Indiana or Federal law
19. Not having a legal settlement in the school district
20. Attempting to commit an act that is a ground for suspension or expulsion
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law
22. Failing to report the actions or plans for action 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 or unlawful acts
23. Continually and habitually truant or tardy
24. Continually and habitually violating school rules and disrupting the educational environment for themselves and/or others.
25. Leaving a School activity or School property without prior approval of a teacher or supervising adult;

When grounds for suspension and expulsion will be applied

The grounds for suspension or expulsion listed above (1-24) apply to

- student conduct:
- a. during school activities on or off campus;
 - b. on school property at any time; and
 - c. While traveling to or from school or a school activity, function, or event.
 - d. Off of school property if the behavior interferes with the daily operation of the school, and the behavior would be considered illegal.

In addition to the grounds 1-24 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 occurs during weekends, holidays, other school breaks, and the summer period when a student may not attend classes or other school functions. Vandalism to a school employee's home

or personal property or harassment of a school employee at any place at any time constitutes a ground for suspension or expulsion.

A student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act arises out of a school relationship and/or is likely to have in-school consequences.

Suspension Procedures

When a principal (or designee) determines that a student should be suspended, the following procedure 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 written or oral statement of the charges:
 - a. If the student denies the charges, a summary of the evidence against the student will be presented.
 - b. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede the suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student 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.

In-School Suspension

The In-School Suspension will be in session from 7:40 to 2:25.

The following guidelines shall apply to In-School Suspension:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed.
6. No food or beverages shall be consumed.

Note: Failure to cooperate during an in-school suspension will result in an out-of-school suspension for not exceeding 3 days.

Suspension from School

When a student is being considered for suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision on whether or not to suspend.

If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, s/he may make up work missed after returning to School or while on suspension.

Any learning that cannot be made up, such as labs, field trips, skill practices, and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned. Two (2) suspensions for truancy or expulsion may result in the revocation of the student's driver's license.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct the expulsion meeting or may appoint another 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 parent are asked to appear at an expulsion meeting conducted by the superintendent (or designee). Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
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 parent.

Expulsion Continued through the next school year

Indiana Law provides that "Whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year unless otherwise modified by order of the governing body."

ALTERNATIVE TO EXPULSION

An alternative to expulsion for possessing, using, or being under the influence of alcoholic beverages, narcotics, or other drugs could be enrollment in a drug education program. West Clark Community Schools do not promote or endorse any particular drug education program over another. The drug education program should include decision-making and

resisting peer pressure. The decision lies with the parents or guardians of the student involved in drug abuse to select the best program that is available. The decision to offer an alternative to expulsion is a school decision. However, the decision to select the alternative to the expulsion program is a family decision, but the program must be a minimum of six to eight hours in length. The family may want to consult their family doctor, friends, or other outside agencies or organizations before making a decision on which program to enroll their child. A student will be allowed to enroll in a drug education program one time during their middle school career.

EXPULSION APPEALS

The Board of School Trustees of Silver Creek School Corporation will not hear any appeals in student expulsion cases, effective 2-9-2007. Anyone who requests an appeal to the school board in a timely manner will be notified of the provisions of this policy. The Superintendent or designee (expulsion hearing examiner) will be responsible for providing such notice to the parent and/or student who is making the appeal. (IC 20-33-8-19(f))

Drug & Alcohol Policies

SUBSTANCE ABUSE

(Drug, Alcohol, and Other Controlled Substances)

Concerned about the growing use of drugs and alcohol by our students, the School Board formed a substance abuse task force composed of administrators, teachers, and parents to address the problem. The new policy, as authorized below and adopted by the Board, was recommended by the task force. This group will continue to work on additional drug and alcohol-related programs, policies, and treatment opportunities for SCSC students.

Any conduct violating the student disciplinary code regarding controlled substances, such as any substance which contains or is suspected of containing alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the above-listed substances is grounds for expulsion. In addition to possible expulsion from school: school officials will now involve law enforcement agencies in all incidents concerning students possessing, handling, or transmitting substances such as those listed above.

An alternative to expulsion may be recommended for drug offenders. This alternative would require a parent to sign off, and a student chemical assessment must be conducted. If an assessment proves positive, then treatment is recommended. All expenses will be the parent's responsibility.

In addition, students are now required to register with the school office all prescription and non-prescription drugs that are to be consumed at school. Parents of students requiring the use of prescription/non-prescription drugs are required to send a note to the school indicating the student's name, type of drug, dosage and time, and purpose of the medication. The school

Board Policy 5512 – Use of Tobacco

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern of the Board.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor,” or other substitute forms of cigarettes.

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by students at all times within any facility owned or leased or contracted for by the Board. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The administration of each school building will take appropriate action in cases involving students who used and/or possess tobacco in violation of this policy.

The Superintendent’s guidelines shall include a comprehensive plan to communicate the prohibitions set forth in this policy regarding the use of tobacco, as defined herein, by students, staff, parents, vendors, and any other individuals in the Corporation’s schools, offices, and/or other Corporation facilities, as well as on the grounds of the schools, offices, and other Corporation facilities. The plan shall also communicate the prohibitions set forth in this policy regarding the uses of tobacco as defined herein by those who drive or are passengers in, Corporation vehicles of any type.

I.C. 16-41-37

20 U.S.C. 6081 et seq., 20 U.S.C. 7182

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Extra and Co-Curricular Activities

FIELD TRIPS

Field trips are academic activities that are held off School grounds. Other trips are part of the School's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent.

- a. Attendance rules apply to all field trips.
- b. Students who violate school rules may lose the privilege to attend field trips.

GUIDELINES FOR DANCES and ATHLETIC EVENTS

Any student who leaves the building after being admitted to a school activity will not be allowed to return. Students are expected to arrive at, or reasonably near, the time set for the event and remain until the end of the event unless parents call or write a note giving permission for students to leave early. Students are expected to comply with all SCMS policies, including the dress code.

1. All school rules, policies, and dress code guidelines will be followed.
2. Students on social probation shall not attend after-school events.
3. Students that are absent from school shall not attend after-school events.
4. Students that are on an out-of-school suspension (OSS) shall not attend after-school events.
5. Students are to remain in the area of the event. Students are not allowed in hallways or upstairs.
6. At outdoor events, students should stay within the area of the game or event. At indoor games, students will be seated in the bleachers during game time.
7. There should be no loitering outside the building before, during, or after a school event.
8. Students should be picked up within fifteen minutes after a school event.
9. Any student that is habitually not picked up in a timely manner will lose the privilege of attending extra-curricular events. This is at the discretion of the school administration.
10. If students fail to observe any of these rules, they may be asked to leave and may not be allowed to attend future school events.
11. A student cannot stay after school unsupervised until a dance or activity begins. Students must be under the direct supervision of a teacher or sponsor.
12. Un-sportsmanlike conduct by players or spectators will not be tolerated. Examples of un-sportsmanlike conduct include; yelling at officials, heckling, and booing opponents.
13. Dance attendance will be exclusive to students who attend Silver Creek Middle School.
14. All rules and regulations of the home school will be followed, including showing respect for property and decorations in that building.



Athletic Department

SCMS ATHLETIC SPORTS

Sports offered and sanctioned under Silver Creek Middle School rules and regulations are volleyball, football, B/G cross country, B/G tennis, B/G soccer, dance, B/G basketball, B/G swimming, B/G track, cheerleading, wrestling, and golf. Students in grades 6-8 may participate, with the exception of football which is for 7-8 grade students only.

Physical forms are required each year before trying out for any sport. Any physical taken after April 1 is good for the following school year.

Eligibility: Eligibility will be determined in accordance with the Indiana High School Athletic Association (IHSAA) rules and by-laws and school policy. For an athlete to be eligible, they must meet the following:

- must have a current/annual physical on file at the school
- must have participated in ten practices for that sport
- must attend school for at least half of the school day to participate in an event that same evening a student cannot leave school ill or be excused from physical education for health reasons and participate that evening
- students under an in-school or out of school suspension may not attend or participate in athletic practice or contests that evening.
- School Athletic events and practice take precedence over outside events
- A student that has two F's at the time of mid-terms will be ineligible on a weekly basis and will not be eligible until the Monday after the grade is brought up to passing.
- A student that has two F's on their report card will be ineligible to play in athletic contests until the mid-term date. At mid-terms, if a student does not have two F's, their eligibility will be restored.

Conduct of Athletes: Participation in athletic programs is a privilege, and Athlete's conduct shall be such as not to reflect discredit upon their team, coaches, or school and not to create a disruptive influence on the discipline, order, moral, or educational environment of SCMS. This expectation shall become effective once the student is enrolled in school. Students who become members of a team or sport and are in violation of this conduct shall be subject to suspension of games/events and possible removal from the team/sport.

Drug and Alcohol Policy: A student found to have been involved with "Alcohol – Drugs – Tobacco" will be dropped from the roster of their current team immediately or may not be allowed to try out for the next season. This is determined on a case-by-case basis, and the time of the offense as it relates to how much the season is left will be considered. On the

second offense, the student will not be allowed to participate in any extracurricular event for one year from the date that the offense was reported to the office of the principal.

PRACTICE

Attempts will be made to schedule practices right after school or at 5:30 or later. Students are not to be on school grounds until fifteen minutes before practice is scheduled to start.

TRAVEL POLICY

A verbal agreement or a note from your parent or guardian needs to be given to the coach before you will be released from riding the bus home from an away game. A coach's checklist can also be signed.

ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director.

FINAL FORMS

Students and parents must create an account and sign off on forms before the first day of practice or tryouts. The only paper forms that are turned in to the athletic office are the Consent and Release and the Physical Exam. All other forms are signed electronically.

<https://silvercreek-in.finalforms.com/>



School Counseling Program

COUNSELING SERVICES

The role of the school counselor is to support the academic, social/emotional, and college/career needs of each student. Available student services include the following:

- D Individual student counseling
- D Academic planning
- D Group counseling
- D Classroom guidance
- D Conflict resolution
- D Teaching problem-solving skills
- D Bullying prevention
- D Student advocacy
- D Goal setting
- D Parent collaboration

BULLYING PREVENTION

The counseling department facilitates annual bullying prevention programming at each grade level. Any student who has been a victim of bullying, or witnessed bullying behavior, should report it. *See additional bullying policy under “Student Conduct.”*

TWENTY-FIRST CENTURY SCHOLARS,

Twenty-first Century Scholars is a state-funded program for 7th and 8th-grade students. The program offers the chance for qualifying students to receive four years of college tuition in Indiana public or private colleges, universities, or proprietary institutions. To qualify for the program, certain criteria must be met by the family and students. For more information about the program, contact the school counselor, pick up an application at school, or apply online at www.scholars.in.gov.