



Student Handbook

2025-2026

SILVER CREEK
MIDDLE SCHOOL

495 N. INDIANA AVE.
SELLERSBURG, IN 47172

P: 812.246.4421

F: 812.248.7160

WEBSITE:

[HTTPS://SCMS.SCSC.SCHOOL](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, Assistant Superintendent, Chief Financial Officer
812-246-3375 tbalmer@scsc.school

Dr. Tamara Swaren, Director of Curriculum & Student Services
812-246-3375 jwaters@scsc.school

Dr. Jessica Waters, Director of Human Resources & Student Services
812-246-3375 jwaters@scsc.school

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

Ms. Casey Drane, Director of Health Services
812-246-3391 cdrane@scsc.school

Silver Creek Community Schools Board of Trustees

Mr. Joe Basham
jbasham@scsc.school
Kristy Franklin
kfranklin@scsc.school
Mr. Scott Groan
sgroan@scsc.school
Laurryn McDaniel
lmcdaniel@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 2025-2026 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

Hayley Krininger, Guidance Counselor, hkrininger@scsc.school

Emily Losey, Guidance Counselor, elosey@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
Custodial Manager
English Learners Director
Nurse

Jon Beyl
Jamie Prout
Willice Baker
Shelley Spaulding
Dana Landers
TBD

Related Arts Teachers

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

Jenny Jochim, Rm 133
Megan Sheffield Rm132
Trish Shiley, Rm 131
Greta Roy, Rm 130
Andrew Luther Rm 134
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
Samantha Popp
Jessica Jenkins

Math Department

Rm 102	Jenna Burdin
Rm 101	Debbie Jackson
Rm 204	Jamie Poore
Rm 234	Michele Stahly
Rm 208	Adam Campbell
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	Garrett Atkins
Rm 23-5	Patrick Williams

Language Arts Department

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

Interventionist

GPR	Elaine Kerber
-----	---------------

Special Education Department

Rm 115	Lauren Brown
Rm 226	Kristina Leavitt
Rm 207	Addie Williams
Rm. 218	Taylor Lapsey
Rm 231	Brandie Bilyeu
Intensive Instructional Aides	Andrea Baereklaue, Nikki Bird, Myla Brown, Ethan Hamilton Britney Riggie
Instructional Aides:	Laura Kustes, Megan Snyder, Lisa Selfridge, Amber McFarland, Scott Whitlock, Alexandria Jefferies
EL Instructional Aids:	Acacia Luther, Ethan Morgan



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	3
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	11
d.	Individuals with Disabilities Act (IDEA)	12
e.	Americans with Disabilities Act- Section 504	12
f.	Free and Appropriate Education (FAPE)	12
g.	Student Records	13
III.	General Information	
a.	Enrolling in School	15
b.	Transfer of Students Without Legal Settlement	15
c.	Student Sales	16
d.	School Lunch Program	16
e.	Student Photo ID's	17
f.	Library Instructional Media Center	17
g.	Book Check-Out Policy	17
g.	Therapy Dog Information/Opt-Out	17
h.	Use of School Equipment & Facilities	18
i.	Lost and Found	18
j.	Student Valuables	18
k.	Use of Phones	18
l.	Advertising Outside Activities	19
m.	Computer Technology & Networks	19
n.	Textbook rental/PE Uniforms	19
o.	Water Bottle Usage	19
IV.	Safety & Emergency Procedures	
a.	Student Well-Being	20
b.	Visitors	20
c.	Fire & Tornado Drills	20
d.	School Closing/Delays Due to Inclement Weather	20
e.	School Resource Officer	21

V.	Health Services	
a.	Clinic	22
b.	Injury & Illness	22
c.	Immunizations	22
d.	Medications During the School Day	22
VI.	Academics	
a.	Grades	
i.	Accessing Student's Current Grades	23
ii.	Report Cards	23
iii.	Grading Scale	24
iv.	Grading Periods	24
v.	Student Promotion	24
b.	SCMS Homework Policy	24
i.	Homework Hotline	25
c.	Student Makeup Policies	25
d.	Zero's Aren't Possible (ZAP) Program	25
f.	Academic Teams & Competition	26
g.	Recognition of Student Achievement	26
i.	Honor Roll	26
ii.	Year End Awards	26
VII.	Student Conduct	
a.	SCMS Attendance Policies	27
i.	General Attendance Information	27
ii.	Pre-Arranged Absences	28
iii.	Truancy	29
iv.	Tardiness to School	29
v.	Tardy to Class Policy	30
vi.	Withdrawal from School	30
b.	Student Behavior Standards	
i.	SCMS Student Behavior Expectations	30
ii.	Hallway Expectations	30
iii.	Morning Gym Expectations	31
iv.	Cafeteria Expectations	31
c.	Student Code of Conduct	
i.	General Student Behavior	31
ii.	Locker Rules	32
iii.	Locker Searches	33
iv.	Student Clothings and Appearance Policy	33

VIII. Behavior	
a. Classroom Suspension	34
b. Behavior Interventions	34
c. SCMS Behavior Slip	34
d. SCMS Behavior Management	35
e. Discipline Code	37
f. Due Process & Student Discipline	37
g. Teacher Dismissal from Class	38
h. Discipline for Student with Disabilities	38
i. Parent Participation in Student Discipline	38
j. Grounds for Suspension and Expulsion	38
i. Suspension Procedures	40
ii. In-School Suspension	40
iii. Suspension from School	41
iv. Expulsion Procedures	41
k. Alternative to Expulsion	42
l. Expulsion Appeals	42
IX. Drug and Alcohol Policies	42
a. Drug, Alcohol, and Other Substances	42
b. Tobacco Policy	42
X. Extra and Co-Curricular Activities	
a. Field Trips	44
b. Guidelines for Dances and Athletic Events	44
XI. Athletic Department	
a. SCMS Athletic Sports	45
i. Eligibility	45
ii. Conduct of Athletes	45
iii. Drug and Alcohol Policy	45
iv. Practice	46
b. Travel Policy	46
c. Athletic Awards	46
d. Final Forms	46
XII. School Counseling Program	
a. Counseling Services	47
b. Bullying Prevention	47
c. Twenty-First Century Scholars	47

7:05 AM Students may enter the building				2:30 PM Building cleared of students	
Regular Schedule 2025-2026					
6th Grade		7th Grade		8th Grade	
7:40-8:35	Core 1	7:40-8:25	Elective 1	7:40-8:35	Core 1
8:40-9:35	Core 2	8:30-9:15	Elective 2	8:40-9:35	Core 2
9:40-10:25	Elective 1	9:20-10:15	Core 1	9:40-10:35	Core 3
10:30-11:15	Elective 2	10:20-10:50	Lunch	10:40-11:35	Core 4
11:20-11:50	Lunch	10:55-11:50	Core 2	11:40-12:20	Elective 1
11:55-12:50	Core 3	11:55-12:50	Core 3	12:25-12:55	Lunch
12:55-1:50	Core 4	12:55-1:50	Core 4	1:00-1:40	Elective 2
1:55-2:25	Flex	1:55-2:25	Flex	1:45-2:25	Flex
9:05 AM Students may enter the building				2:30 PM Building cleared of students	
2 Hour Delay Schedule					
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 1	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 2	12:03-12:33	Lunch
12:38-1:10	Core 3	12:38-1:10	Core 3	12:38 - 1:10	Elective 1
1:15-1:47	Core 4	1:15-1:47	Core 4	1:15-1:47	Elective 2
1:52-2:25	Flex	1:52-2:25	Flex	1:52-2:25	Flex
7:10 AM Student may enter the building				2:30 PM Building cleared of students	
Wednesday PLC Schedule					
6th Grade		7th Grade		8th Grade	
7:40-8:35	Core 1	7:40-8:25	Elective 1	7:40-8:29	Core 1
8:40-9:35	Core 2	8:30-9:15	Elective 2	8:34-9:23	Core 2
9:40-10:25	Elective 1	9:20-10:15	Core 1	9:28-10:17	Core 3
10:30-11:10	Elective 2	10:20-11:15	Core 2	10:17-10:47	Lunch
11:10-11:40	Lunch	11:20-12:15	Core 3	10:52-11:41	Core 4
11:45 - 12:40	Core 3	12:15-12:45	Lunch	11:46-12:28	Elective 1
12:45-1:40	Core 4	12:50-1:45	Core 4	12:33-1:15	Elective 2
1:45-2:10	Flex	1:50-2:10	Flex	1:20-2:10	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.**



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, ANTI-HARASSMENT AND BULLYING

It is the policy of Silver Creek School Corporation to provide equal education opportunities for all students. Any person who believes that the Silver Creek School Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, sex, disability, national origin, religion, military status, or ancestry has a right to file a complaint. A complaint should be made in writing to the School Corporation Compliance Officer identified at this website:

[Silver Creek School Corporation](#)

The complaint will be investigated as outline in the applicable procedures outlined in Board policy or administrative guidelines available at this website: [Silver Creek School Corporation](#) Under no circumstances will the School Corporation threaten or retaliate against anyone who raises or files a complaint in good faith.

Bullying

“Bullying” is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;

- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying incidents must be reported immediately to the administrative or guidance office to allow an administrator or guidance counselor to properly address the situation. 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 and in accordance with applicable laws. 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.

STUDENT RIGHTS & RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education free of substantial disruption within the learning environment. 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 proper procedures are followed before a student is disciplined because of his/her behavior.

Parents or guardians have the right to know how their child is succeeding in school, will be provided information on a regular basis, and information on assignments, attendance, and grades can be found on the parent portal on Infinte Campus. Many times it will be the responsibility of the student to deliver that information to their parent or guardian. 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 files. 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 access all educational records maintained by the School Corporation, request an amendment to these records, and insert addenda to 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.

Directory Information

Certain information contained in your education records is classified as "directory information." This type of information is generally not considered harmful or an invasion of privacy if disclosed. Therefore, the school may release directory information without your prior written consent unless you request otherwise. Directory information is often used for purposes such as graduation programs, verifying enrollment to third parties, or sharing information with student organizations or athletic programs.

Directory information may include, but is not limited to: student's full name, address (home and mailing), telephone number, email address, photograph, date and place of birth, grade level, dates of attendance, participation in officially recognized activities and sports, weight and height of athletes, honors and awards received, and most recent educational agency or institution attended.

You have the right to restrict the release of your directory information. If you do not want the school to disclose some or all of your directory information to third parties (other than school officials with legitimate educational interests), you must submit a written request to the School Principal by the deadline specified each academic year. Once a restriction is in place, the school will not release your directory information publicly, and it will be withheld from external

requests, including public records requests. To remove this restriction, you must submit a written request to the same office.

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, DC
www.ed.gov/offices/OM/fpc



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. Returning students must complete the OLR (online registration) every year.

Students who are new to the Silver Creek School Corporation are required to enroll through the Infinite Campus portal and will need to submit the following as applicable:

- 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 the 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 Indiana law 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.

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 2025-2026

Breakfast = \$2.15, Reduced \$.30

Lunch = \$3.35, Reduced \$.40

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. Students who do not have lunch cards may be assigned to tables to expedite lunch serving times; students without lunch cards will be dismissed to get lunch after all lunch cards have been served lunch.
11. If students lose their lunch cards, they can purchase a replacement card at the front office for \$1.00.
12. A student is only allowed to leave the cafeteria to use the phone or restroom in the office. A student must get permission from a cafeteria supervisor to leave the cafeteria.
13. Use common sense and manners while eating. Example: Throwing food and touching food on someone else's tray is inappropriate.
14. Throwing or tossing items in the cafeteria is forbidden.
15. Students will follow the requests of cafeteria supervisors the first time given.
16. After lunch, it is the student's responsibility to meet his/her teacher promptly back in class.
17. 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 on Infinite Campus, or by bringing in cash or check.

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 at 7:40.

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 3 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](#)

USE OF SCHOOL EQUIPMENT, SYSTEMS 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.

By choosing to use any school property, facilities, or systems—including but not limited to lockers, desks, computers, email accounts, and internet access—students acknowledge and accept that these resources are the property of the school and are provided for educational purposes.

As a condition of access to these school systems and facilities, students and their parents/guardians expressly consent to reasonable searches by school officials as permitted by law. This includes, but is not limited to, searches of lockers, desks, electronic devices, and digital accounts provided by the School. School officials may conduct searches at any time, with or without prior notice, when there is reasonable suspicion of a violation of school rules or law, or for general safety and security purposes.

Students, parents or guardians should have no expectation of privacy with respect to any items or information placed in or accessed through school property or systems. By using these resources, students, parents and guardians waive any privacy rights that might otherwise apply to their use of school property or systems, including digital communications and stored data on school-owned systems, devices or accounts.

Any items found during a search that are evidence of a violation of law or school policy may be confiscated and used as the basis for disciplinary action or referral to law enforcement.

LOST AND FOUND

The lost and found area is located in the cafeteria 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 a semester.

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/PERSONAL DEVICES AND SCHOOL WI-FI

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/web-enabled device on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day. Use of personal electronic device must comply with Board policies regarding such use, particularly Personal Communications Device Policy 5136.

Students, parents or guardians should have no expectation of privacy with respect to any items or information placed in or accessed through school property or systems, including wi-fi internet access. By using these resources, students, parents and guardians waive any privacy rights that might otherwise apply to their use of school property or systems, including digital communications and stored data on school-owned systems, devices or accounts.

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 beginning 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 are required to bring in and wear PE-appropriate clothing and shoes.

WATER BOTTLE USAGE

Students will be allowed to carry clear/translucent water bottles with closed lids (caps) throughout the day. Water bottles must be clear; no metal or glass bottles or cups will be allowed in the classrooms. Pre-packaged metal cans of drink will be allowed in the cafeteria.

[SCSC WellnessPolicy.pdf](#)



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 Friday following the end of each nine-week period. They can be viewed online, and we will gladly mail them home to those without 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.

Student Promotion

A student will be promoted to the succeeding grade level when s/he has:

- Completed the course requirements at the presently assigned grade
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program for the next grade.

Any decision regarding the retention of a student will be communicated with parents. Retention decisions can be appealed in cases where guardians disagree with a retention decision by contacting the Director of Secondary Curriculum and Student Services.

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.

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. Honor roll awards will be given to students maintaining all A's or A/B for the four quarters of the the school year. 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

The School Corporation is required by law to enforce regular attendance of students. 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 Sign-in Procedures:

Students arriving after the morning 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.)

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.

Reporting Absences

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) 248-7160.

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 note.

Excused and Unexcused Absences

Attendance shall mean to be 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.

Absences from school fall into one of three categories:

1. Excused – counts toward the absence limit of 4 per semester.

2. Unexcused – counts toward the absence limit of 4 per semester.
3. Waived – exception to attendance permitted by State law.

The parent/guardian must provide documentation for any absence where the student exceeds four (4) absences for the semester or the absence will be reported as unexcused. The fifth absences would be considered excessive.

Excused absences are as follows:

- A. illness verified by a note from the parent (two (2) per nine (9) weeks for grades K - 6 and four (4) per semester for grades 7 - 12). Absences exceeding these totals will be unexcused unless the absence is due to a reason listed below.
- B. illness verified by a note from the parent
- C. illness verified by a note from a physician
- D. recovery from accident
- E. required court attendance
- F. 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.
- G. death in the immediate family or of a relative
- H. observation or celebration of a religious holiday
- I. maternity
- J. military-connected families' absences related to deployment and return
- K. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation and is approved in advance by the school principal
- L. such other good cause as may be acceptable to the Superintendent or permitted by law

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

Exceptions to attendance permitted by State law are:

- A. service as a page or honoree of the general assembly;
- B. service on a precinct election board or helper to a political candidate on the date of an election;
- C. subpoena to appear in court as a witness in a judicial proceeding;
- D. service in active duty with the National Guard for not more than ten (10) days;
- E. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days;
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (certain terms and conditions apply); or
- G. participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, meets certain terms and conditions, and is approved in advance by the school principal.

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

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 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](#)

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 School 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.

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 unless prohibited by law.

Truancy

A student is considered truant if they have 10 or more unexcused absences in a school year. For students in kindergarten through 6th grade, missing five unexcused days within a 10-week period triggers school intervention requirements.

After five unexcused absences within a 10-week period (K–6), the School must:

1. Develop an attendance plan, which may include support services, counseling, or disciplinary action.
2. Hold a conference with the student's parents or guardians to address attendance issues.

If a student reaches 10 unexcused absences in a school year, the school is required to notify the local prosecutor's office.

Chronic absenteeism is defined as missing 10% or more of the school year for any reason (excused or unexcused).

Upon notification, the prosecutor's office may connect families with support services such as counseling or intervention plans, rather than immediately pursuing legal action.

Parents will be notified if their child is reported for truancy, and families may be referred to the court or the Indiana Department of Child Services if necessary.

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.

Hall Passes

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

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.

Tardies to class will be made available to the Assistant Principal on a daily basis. Any student with a total of three tardies will be sent an email warning. The penalties, every nine weeks, for tardies are as follows:

3rd Tardy: Office Warning student/parent email

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 in which the 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 may 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

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

- Respect yourself, your school, and your peers.
- Arrive to class on time and with the required materials.

Hallway Expectations

- Behave responsibly.
- Be orderly.
- Be respectful
- Be on time for class.

- Follow adult requests the first time given.
- Use appropriate language, volume, and tone at all times.
- Carry your student ID at all times
- Move directly to class without congregating.

Morning Gym Expectations

- Please come in and sit in the grade assigned area.
- No Cell phone usage
- No food, drink, or gum.
- Students should wait to be dismissed by adult

Cafeteria Expectations

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

STUDENT CODE OF CONDUCT

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, 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. No student is allowed to stay after school to wait on an event without school supervision. Students must leave school unless a coach or staff member is present.
12. No student is allowed to leave after school to walk off campus and then return to school.
13. Aerosol cans, including breath spray, are not allowed at school. These items will not be returned when taken from the student.
14. Gambling of any nature is prohibited.
15. 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.
16. Gum is not allowed anywhere in the building.
17. Energy drinks are not allowed in the school building, including the cafeteria.
18. All lockers are a privilege; if they are mistreated, students will not be able to use a locker.
19. Inappropriate or disrespectful behavior with a substitute teacher is not tolerated.
20. Skateboards should not be brought to school.
21. Students leaving school early for any reason must be signed out by a parent or member of the "ok to pick up" list.
22. 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.
23. 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.
24. Students are not to bring large sums of money, expensive items, and personal memorabilia (expensive clothing or collectibles) to school.
25. 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.
26. 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 and water bottles in lockers; however, extra soft drinks, 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

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.

STUDENT CLOTHING AND APPEARANCE POLICY

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. The principal (or designee) will determine appropriateness, and their ruling is final.

- 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.
- 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 without something underneath.
- Shorts and skirts should hang from the mid-thigh to the top of the knee.
- Undergarments, worn as outerwear, such as pajama pants, and bathing suits, are prohibited.
- Sheer or see-through clothing is never to be worn.
- Cleavage and midriff should not be visible.
- Appropriate tank tops will be permitted if the strap has a width of at least three fingers. No spaghetti strap tops or "razor back" tops may be worn. If undergarments are visible, the upper garment is not permitted.
- Flip-flops are **not** permitted.
- 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.



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 communicate with the parent/guardian anytime a student is sent to the office from their classroom. The office may extend a classroom suspension up to one week.

SCMS Behavior Slip

Student Name _____ Teacher Name _____ Date _____

Minor Classroom Infraction

Major Classroom Infraction

<input type="checkbox"/> Inappropriate language (not directed toward teacher/student)	<input type="checkbox"/> Inappropriate language/cursing
<input type="checkbox"/> Minor teasing Lying/dishonesty	<input type="checkbox"/> Aggressive physical contact
<input type="checkbox"/> Minor disruption	<input type="checkbox"/> Bullying/ Harassment
<input type="checkbox"/> Minor aggression (grabbing items, etc.)	<input type="checkbox"/> Property destruction
<input type="checkbox"/> Rough Play	<input type="checkbox"/> Elopement from class
<input type="checkbox"/> Misusing property	<input type="checkbox"/> A pattern of aggressive/profane language
<input type="checkbox"/> Loud or disrespectful tone of voice	<input type="checkbox"/> Major/chronic class disruptions
<input type="checkbox"/> Not completing classwork	<input type="checkbox"/> Inappropriate use of technology; major
<input type="checkbox"/> Inappropriate use of technology	<input type="checkbox"/> Three minor infractions within a nine-week period Behavior has not Improved.
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Minor Infraction Information:

Major Infraction Information

<input type="checkbox"/> Assign ____ (up to three days) lunch detention.	<input type="checkbox"/> The student will be out of the teacher's room for the day.*
<input type="checkbox"/> Parent contact by email (see form)	<input type="checkbox"/> The student will be out of the teacher's room for this day and the next class.*
<input type="checkbox"/> Request an intervention meeting	<input type="checkbox"/> Request an intervention meeting.
<input type="checkbox"/> With Parent	<input type="checkbox"/> With Parent
<input type="checkbox"/> With Student only	<input type="checkbox"/> With Student only

Lunch Detention Assign Dates: _____

Administration Notes:

Call the office immediately for the following:

Student verbal or physical altercations, threats to harm self or others, a student has prohibited substances/objects.

Lunch Detention: Students will spend the 30-minute lunch period in a separate designated area. Excessive lunch detentions may lead to elevated levels of consequences, such as the ones listed above. Parents will be notified through email when their student is assigned a lunch detention.

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. Students will receive full credit for work assigned during OSS and should finish it during the suspension. Students will have the number of day(s) of OSS plus one day to turn in any assignment for full credit.

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 will recognize students at the end of each quarter who show the characteristics

of (1) having less than 3 tardies to class, (2) having all passing grades in classes (3) having earned no more than 1 minor offense and (4) no major discipline in the nine week period. SCMS also 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. We will also celebrate students at the end of each quarter, to recognize students who have shown the characteristics of SCMS behavior expectations.

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 the 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-cigarettes, vaping products or nicotine	1 Day ISS/Cessation Referral	3 days OSS/Cessation	Expulsion
Possession, use, or threatened use of a weapon	10 days OSS/expulsion		
Inappropriate use of cell phones 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
Skipping 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/3 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 certain 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 regarding suspension or expulsion. Student teachers, teacher assistants, bus drivers, and other school corporation employees have the same authority as teachers over those under their supervision. 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

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 will notify the parent when such action is taken.***

DISCIPLINE FOR STUDENTS WITH DISABILITIES

Students with disabilities are treated equally and subject to the discipline rules adopted by the School Corporation and may be suspended or expelled for violation(s) of student conduct rules in accordance with Indiana and federal law.

PARENT PARTICIPATION IN STUDENT DISCIPLINE

A parent, guardian, or custodian of a student less than 18 years old is required by law to participate in any disciplinary action 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'S FOR SUSPENSION AND EXPULSION

1. Disrupting a class or other school activity
2. Disrespect to staff
3. Receiving 10 combined days of suspension during a school year (if allowed by law).
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 bombs, 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, or representing a substance as a drug.
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 such as social media, 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;

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.

When grounds for suspension and expulsion will be applied

The grounds for suspension or expulsion listed above 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.

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 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 or legal counsel.
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. Silver Creek School Corporation does 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

Expulsion appeals must be filed in court.

Drug, Alcohol, and Other Banned Substances

Any conduct violating the student disciplinary code regarding banned substances, such as tobacco, a controlled substance under federal law, alcohol, an illegal drug or stimulant and any substance which contains alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether natural, 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 if possessed or consumed outside of compliance with any prescription. 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, prescription and usage, dosage and time, and purpose of the medication.

Vaping Intervention Plan

To help students cease vaping or prevent from starting, SCMS will implement a multifaceted approach to educate students of the dangers of vaping. Students will have the opportunity to learn about the effects of vaping and ask questions to school nursing staff through the implementation:

- a. “Catch My Breath” Prevention Education for all 6-8th graders.

- b. “Prevention With a Purpose” POP the Culture in 7th grade.

First time vaping at school will have an option for a vape/nicotine cessation class that, with parent permission, will take the place of a suspension. This would be for nicotine vapes only, THC vapes would be treated under drug/alcohol discipline. Parents must give verbal permission for their student to attend the program and sign the permission slip for the student to work with SCMS nurse through the implementation:

- a. Violators/Cessation ~ desire to get away from punitive consequences and provide help to quit:
 - i. “Taking Action to Help Students Quit”
 - ii. Permission form will be given to parents to sign in lieu of a suspension.
 - 1. Admin to refer to nurse. The nurse would need 30-45 mins to meet with student, in which they work together to form an Individualized Quit Plan.
<http://teen.smokefree.gov>, as well as provide behavioral cessation supports
www.aap.org/help2quit
 - 2. Two additional (approx 5-10 min each) follow up appointments will be scheduled with nurse or meet as needed.



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 who are absent from school shall not attend after-school events.
4. Students who 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. Unsportsmanlike conduct by players or spectators will not be tolerated. Examples of unsportsmanlike 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, baseball, softball and B/G 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: The middle school adopts the eligibility rules of the Indiana High School Athletic Association (IHSAA). 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 to end no later than 8:30 p.m. Students are not to be on school grounds until fifteen minutes before practice is scheduled to start.

TRAVEL POLICY

If a bus is taken, 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. All other instances parents will be responsible for providing transportation to and from away school activities.

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.