

Calendar and Handbook

SCHOOL SONG

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

SCHOOL COLORS - Orange and Blue

MASCOT - Dragon

SCHOOL PHONE NUMBERS

GENERAL OFFICE	812-246-3391
ATTENDANCE OFFICE	EX. 31121
FAX	812-248-7141
SCSC ADMINISTRATION	812-246-3375

SCHOOL ADDRESS

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

SILVER CREEK HIGH SCHOOL

SCHOOL HISTORY

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

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

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

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

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

SCHS is now undergoing a complete renovation in which every part of the building will be touched in some way. Construction started on the athletic fields (softball, baseball and football), which were open for use during the 2023-2024 athletic seasons. Highlights of the improvement will include a new Student Union common area, a modern library as well as state of the art science lab. That portion of the building is set to open up to the students in October of 2024.

The new auditorium and performing arts area is set to open in January of 2025 and the entire project is scheduled to be complete by October of 2025. SCHS will then have a first rate facility that its stakeholders can be proud of!

PRINCIPALS OF SILVER CREEK HIGH SCHOOL

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

SCHS Mission Statement

Every Dragon, Every Day

Principal	Dr. Rob Willman
Assistant Principals	Mr. Neil Losey, Mrs. Hannah Oliver
Athletic Director/Assistant Principal	Mr. Brandon Hoffman
Counselors:	Mrs. Amy Compton, Mrs. Amanda Owen, Mrs. Saisha Meredith
Nurse	Mrs. Amanda Harshey
Treasurer:	Mrs. Debbie Yeker
Secretaries:	Mrs. Linette Colwell, Mrs. Tracy Hatter, Mrs. Carrie Linderman, Mrs. Amy Stengel

SCSC School Board

Chris Rountree - President - crountree@scsc.school
 Kristy Franklin - Vice President - kfranklin@scsc.school
 Scott Groan - Secretary - sgroan@scsc.school
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 Joe Basham - jbasham@scsc.school

BLOCK 8 SCHEDULING

QUESTIONS AND ANSWERS

1. What is Block 8 Scheduling?

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

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

2.. What is the rationale for Block 8 scheduling?

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

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

It stands to reason that if our school is to continue to successfully educate our students, the

structure and focus of the system itself must help in achieving these goals.

Bell Schedule

#1 Regular		
BLUE DAY		
8:00 – 9:25	1st Block	
9:32 – 10:57	2nd Block	FLEX
	9:32-9:42	Attendance, Announcements & Sign Outs
	9:42-9:47	Passing
	9:47-10:22	Block A (35 minutes)
	10:22-10:27	Passing
	10:27-10:57	Block B (30 minutes)
11:04–12:59	3rd Block	
	10:57 – 11:27	1st Lunch
	11:40 – 12:10	2nd Lunch
	12:29 – 12:59	3rd Lunch
1:06 – 2:30	4th Block	
ORANGE DAY		
8:00 – 9:25	1st Block	
9:32 – 10:57	2nd Block	Announcements 9:32
11:04–12:59	3rd Block	
	10:57 – 11:27	1st Lunch
	11:40 – 12:10	2nd Lunch
	12:29 – 12:59	3rd lunch
1:06 – 2:30	4th Block	
		Prosser bus leaves at 10:35
<i>The 1st bell will sound at 7:40, which tell students they can move outs</i>		
<i>The 7:59 bell is a warning bell for 1st Block</i>		

STUDENT ELEARNING SCHEDULE

BLUE DAY			ORANGE DAY		
8:30-9:30	Block 1		8:30-9:30	Block 1	
9:45-10:45	Block 2	Appointments	9:45-10:45	Block 2	
11:00-12:00	Block 3		11:00-12:00	Block 3	
12:00-1:00	Lunch		12:00-1:00	Lunch	
1:00-2:00	Block 4		1:00-2:00	Block 4	
2:00-2:45	Questions	Teachers are available until 2:45 PM	2:00-2:45	Questions	Teachers are available until 2:45 PM

#2 Two Hour Delay, undecided		
BLUE DAY		
10:00-10:55	1st Block	
11:02-12:50	3rd Block	
	10:55-11:25	1st Lunch
	11:30-12:00	2nd Lunch
	12:20-12:50	3rd Lunch
12:57-2:30	4th Block	
		Prosser bus leaves at same time.
ORANGE DAY		
10:00-10:25	1st Block	
10:32-10:55	2nd Block	
11:02-12:50	3rd Block	
	10:55-11:25	1st Lunch
	11:30-12:00	2nd Lunch
	12:20-12:50	3rd Lunch
	4th Block	
		Prosser bus leaves at same time.

FLEX

Purpose: To ensure all students are able to learn at high levels, by providing equitable learning opportunities beyond the tier one instruction.

- Purpose and beliefs:
 - Additional time and support to learn essential behavior and academic standards (tier 2)
 - Intervention: Students meet with teachers to receive extra help and support.
 - Recovery: Students receive teacher assistance to make up work due to absences, extra time, and competency recovery.
 - Extensions: Students that are successful in all their courses plan self-initiated extensions such as mini-courses, SAT preparation, peer tutoring, and

enrichments. The grade is not tied to sessions like this nor can a teacher require students to attend

- Flex will encourage students to be more accountable for learning outcomes and that learning is happening for skills that were not learned the first time.
 - Time for clubs/student groups to meet.
 - Whole school assemblies and guidance lessons
- Students should refer to their B2 as their “B2” and not “flex” as it may add confusion between 2nd block and FLEX locations. Refer intervention assignments as FLEX A and B.

Expectations: What teachers offer

- Academic appointments: These are structured sessions with a goal in mind as well as a target group of students that you may or may not invite students to. If it is relearning, then teachers should make student attendance mandatory.
 - Help:
 - Reteaching: Presenting a skill, learning target, or concept, that students have struggled with in the current unit in a different way or with more direct instruction.
 - Pre Teach concepts/material that the teacher anticipates struggle.
 - Regrouping: Students are divided among teachers that will reteach different targets from the current unit. (sharing students)
 - Guided assessment prep/ review: Review session for upcoming assessment, guided by the teacher. (game, competition (ect.)
 - Differentiation: Differing the task or the process to teach the same skill, concept, or target for students with different learning styles.
 - Help students who are struggling in AP/Dual credit classes (scaffolding)
 - Collaborative work: This will have to do with a specific class. Teachers can offer this for their class or assign students to the Library if spots are available.
 - Enrichment
 - AP/Dual credit review sessions: Provide review sessions to prepare for standardized assessments in AP classes.
 - Arts rehearsal or work time: Time to work on art projects or rehearse for concerts or competitions.
 - SAT/ PSAT Prep: Sessions for test taking strategies and prep for high stakes tests.
 - View part of a movie that has to do with a standard or topic in your class. I would not allow other students not in your class into this flex.

- Guest speaker.
- Non-Academic appointments:
 - Retakes and redo: Time for students to complete work that is missing or catch up on current material with teacher assistance.
 - Quiet Study
 - Brain Breaks:
 - This can be added to help “take the edge off” for students. Examples might include arts and crafts, picking up trash around the building, sustained silent reading, making Mother’s Day cards or doing fun games such as “Simon Says.”
 - “Life Skills”
 - Club/Student group:
 - Counseling sessions:
 - This area will be covered by the counseling staff and could include an entire class or small groups.
 - We will dedicate one flex (both A and B) to either the entire student body, a small group or just one class.
 - We will share this schedule early in the year so teachers can plan.
 - College Prep Activities: Time to research and apply for scholarships, or apply to colleges and universities.
 - The first flex days will be used for this purpose.
 - Other things that might be included under this category might include preparing for the Biliteracy test
 - Students and teachers will be given as much notice as possible so nothing scheduled needs to be canceled.
- Scheduling Expectations
 - Students are expected to check Enriching Students after the video announcements for any adjustments that teachers might have made to their schedule.
 - If not scheduled by a teacher into a flex session, students will have the choice of any teacher in their grade cohort or a teacher on their class schedule.
 - Teachers are targeting and assigning students each week
 - based on assessment data and/or classroom performance
 - Students in the session have an academic reason to be there.
 - The library is to be used for collaborative grouping only. It is not a quiet study. Teachers may assign this to a student or group of students.

GENERAL INFORMATION

ANNOUNCEMENTS

SCAV will produce video announcements for students. If that is not available, announcements will be read over the PA. All announcements must be dated and approved by a faculty member.

CHANGES IN ADDRESS

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

CLOSING OF SCHOOL (Snow, etc.)

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

CONTACTING TEACHERS

Teachers are unavailable for phone calls during the day unless scheduled with the teacher beforehand. Teachers will respond to emails within 24 hours when the following day is a school day.

EVACUATION OF BUILDING

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

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

GUESTS/VISITORS

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

LIBRARY/MEDIA CENTER

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

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

Hours in the library during the upcoming year might be disrupted due to construction challenges. This includes all lunches and Flex blocks.

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

LOCKERS

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

It is very important to keep lockers locked at all times and not to give the combination to any

friends. Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any school property. Only the student(s) assigned to a locker may use the locker. If you suspect someone is getting in your locker, please notify the office.

LOCKER INSPECTION POLICY AND RULES

Statement of Policy

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

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

Locker Rules

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

1. *Locks.* The school corporation will retain access to student lockers by (keeping a master list of combinations) (retaining a master key). Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. *Use of Lockers.* Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicines for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any flammable substance, bomb or explosive device, and pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned athletic equipment, any stolen items, or any obscene material. Students will be expected to keep their lockers in a clean and orderly manner.
3. *Authority to Inspect.* The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the Principal or a member of the administrative staff designated in writing by the Principal. (The Principal may give the following staff members authority to inspect lockers: vice principal, dean of students, counselor, physical education instructor, etc.)
4. *Inspection of Individual Student's Lockers.*
 - A. The inspection of a particular student's locker will not be conducted unless the Principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause, or can reasonably be foreseen to cause, an interference with school rules. ("Reasonable suspicion" as used in these rules may be based on a number of

factors including (1) information received by the Principal or his designee from teachers, or students, law enforcement officers, or detection device including trained dogs, (2) the past records of the student whose locker is to be inspected, (3) the seriousness of the problem to which the search is directed, such as violence or drug use in the school, and (4) the behavior of the student, for example, indications that the student is intoxicated.)

- B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. *Inspection of All Lockers.*
 - A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal, Superintendent or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. *Examples of circumstances justifying a general inspection of a number of lockers are:*
 - (a) When the school corporation receives a bomb threat;
 - (b) When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
 - (c) At mid-term, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment;
 - (d) Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
 - B. If a general inspection of a number of lockers is necessary, then all located in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
 6. *Student Material.* When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
 7. *Disposal of Confiscated Contraband.* All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; (d) destruction.
 8. *Involvement of Law Enforcement Officials.*
 - A. If the Principal, Superintendent, or Assistant Principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers.
 - B. If a law enforcement official requests to inspect a student's locker or its contents due to a law-enforcement investigation only, the Principal shall require the production of a search

warrant before allowing officials to inspect.

- C. If a law enforcement official requests the Principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied.

The Principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.

9. *Locker Cleaning.* Nothing in these rules shall affect members of the custodial staff who, at the direction of the Principal, clean out (a) lockers from time to time in accordance with a general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such a locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

LOST AND FOUND

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

LUNCH - CLOSED CAMPUS

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

LUNCH PURCHASING PROCEDURES

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

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

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

TEXTBOOK RENTALS

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

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

Regulation:

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

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

Textbooks should be kept clean and handled carefully. You should write your name, grade,

and school in your books. If you lose or damage your books, you will be charged a replacement cost.

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

WITHDRAWALS AND TRANSFERS

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

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

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

STUDENT ACTIVITIES

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

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

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

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

ATHLETICS

ELIGIBILITY

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

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

Other eligibility information should be obtained from the Athletic Director.

SCHOOL ATTENDANCE FOR STUDENT ATHLETES

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

A full day of attendance is required for participation in practice, game or contest.

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

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

IHSAA

PBA EXPLAINED

INDIANA HIGH SCHOOL ATHLETES

KNOW THE RULES. PROTECT YOUR ELIGIBILITY. BUILD YOUR FUTURE.

The PBA legislation gives student-athletes the opportunity to earn from their name, image, and likeness—when it's done the right way.

✓ WHAT THE LEGISLATION ACTUALLY ALLOWS

THREE DISTINCT CATEGORIES OF PERMISSION

- 1 PERSONAL BRAND DEVELOPMENT**
 Build and monetize your presence through social media, personal appearances, and endorsements—provided those activities are NOT connected to your school or athletic program.
EXAMPLES: Sponsored posts • Brand endorsements
 Social media content • Public appearances
- 2 SKILLS-BASED SERVICES**
 Get paid for tutoring, personal training instruction, and coaching youth sports.
EXAMPLES: Quarterback throwing sessions • Track clinic
 Baseball lessons • Youth coaching
- 3 INSTRUCTIONAL SERVICES, APPEARANCES & DEMONSTRATIONS, PRIVATE TRAINING & COACHING**
 Participate in events, exhibitions, and promotional activities that involve your athletic skill. Coach and train individuals or teams NOT affiliated with your school.
EXAMPLES: Camps • Clinics • Guest appearances • Exhibitions
 Private training • Skill demonstrations

THE KEY PHRASE IN EVERY PERMISSION:
NOT CONNECTED TO THE SCHOOL.

✗ WHAT WILL GET YOU IN TROUBLE

VIOLATING THESE RULES CAN RESULT IN INELIGIBILITY.

- YOU CANNOT REPRESENT YOUR SCHOOL.**
 No use of school name, logo, colors, uniforms, or brand. No content connected to your participation in your school's athletic program—unless the school itself is directing it.
EXAMPLES: Wearing your jersey in a promo • Tagging your team
 Promoting your school for payment
- CERTAIN INDUSTRIES ARE COMPLETELY OFF-LIMITS.**
 Gambling & gaming • Alcohol • Tobacco • Controlled
 Illegal or banned substances (including PEDs)
 Sexually explicit material • Firearms & weapons
NO EXCEPTIONS. NO GRAY AREAS. NO WORKAROUNDS.
 Short-term money is never worth your eligibility.
- YOU CANNOT WORK WITH COLLECTIVES THAT BENEFIT YOUR SCHOOL.**
 No participation in or acceptance of benefits from PBA collectives that work on behalf of, in cooperation with, or for the benefit of any member school. This includes booster clubs, collectives, or any arrangement designed to influence school choice.
- YOU CANNOT ACCEPT PBA OFFERS TO ENTICE YOU TO ATTEND A SCHOOL FOR ATHLETICS.**
 Any PBA activity offered to influence where you attend high school for athletic purposes is a direct violation.

! VIOLATION = INELIGIBILITY
 NO WARNINGS. NO SECOND CHANCES.

WHY IT MATTERS

This law gives you the freedom to build your brand and your future, but freedom comes with responsibility. Make smart moves today so you don't lose your tomorrow.

THE GOAL

Build your brand the right way. Stay eligible. Create opportunity. Leave a legacy.

KNOW THE RULES. PROTECT YOUR ELIGIBILITY. BUILD YOUR FUTURE.

SILVER CREEK ATHLETICS

TARDINESS TO SCHOOL AND CLASS

Student athletes who incur tardies in which an ASL is assigned must report to ASL. ASL takes priority over practice. A coach may discipline a student for missing practice for this reason.

Students that are late to school must be in attendance prior to 8:30 and remain until the end of the day or they may not participate in ECA events that day. Absences or late arrivals that have a doctor's note as an excuse will be considered for ECA participation if arriving after 8:30.

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

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

Student Athletes must serve ASL's or have the service of ASL scheduled before attending practice.

To attend field trips, students are required to serve all ASL's prior to the date of the trip.

MID-SOUTHERN CONFERENCE

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

LETTER AWARDS

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

SENIOR AWARDS

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

CHEERLEADING

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

NCAA ELIGIBILITY

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

Silver Creek School Corporation Athletic Code of Conduct

Substance Abuse Policy for Extra Curricular Participants

Silver Creek School Corporation recognizes that athletes and all extra-curricular participants stand in a special relationship with their school, community, and other students. It is understood that wearing the uniform of the school and/or representing the school in competition confers both extra recognition and extra responsibilities upon the student.

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

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

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

1. **Tobacco** – involves the use or possession of any type of tobacco or nicotine product.
 - a. **1st Offense:** Suspension from participation in 20% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 10% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - b. **2nd Offense:** Suspension from participation in 50% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 25% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - c. **3rd Offense:** Suspension from participation in athletics and any other extra-curricular activity for 365 days.
2. **Controlled Substances** – involves the illegal use or possession of a controlled substance (such possession or use not consistent with prescribing physician's prescription), hallucinogen, narcotic drug or alcohol
 - a. **1st Offense:** Suspension from participation in 50% of the contests for the particular season. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 25% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the students and/or the parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - b. **2nd Offense:** Suspension from participation in athletics and any other extra-curricular activity for 365 days. If the student enrolls in and completes an approved Counseling/Rehab program, the student will only be suspended for 50% of the contests for the particular season. Any cost associated with a counseling/rehab program shall be the responsibility of the student and/or parent or guardian. Participation in practices may be permitted, depending on circumstances.
 - c. **3rd Offense:** No participation in athletics or any other extra-curricular activity for the remainder of the student's high school career
3. **Criminal Activity** – Participation in an activity which would reasonably be considered a criminal activity.
 - a. Penalties will be determined on a case by case basis by the Athletic Director and the Principal.

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

PERFORMING ARTS

BAND

The band program consists of multiple ensembles, both curricular and extracurricular. Concert Band and Wind Ensemble are both curricular groups, and meet daily. In addition to these ensembles, we also offer two Jazz Bands (one curricular and one extracurricular), a Marching Band (extracurricular), and a Pep Band (extracurricular).

All Concert and Jazz ensembles give two performances per semester, totalling four a year. These groups may also be invited to perform at other local/community events. The Marching Band performs at all home football games and also competes in the ISSMA Scholastic Class. The Pep Band performs at 12 home Varsity basketball games (6 Boys and 6 Girls) and may be asked to perform for other small school events.

In addition to these ensembles, our Winter Guard and Winter Percussion (both extracurricular) rehearse and compete in the winter months, typically performing at 5 or so competitions in the TriState Marching Arts and Indiana Percussion Association circuits, respectively.

Students that are late to school must be in attendance prior to 8:30 and remain until the end of the day or they may not participate in ECA events that day. Absences or late arrivals that have a doctor's note as an excuse will be considered for ECA participation if arriving after 8:30.

SENIOR REVIEW

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

THEATRE

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

SOCIAL EVENTS

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

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

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

DANCES

All dances are "closed" with the following exceptions:

1. A SCHS student may bring a non-SCHS student if the SCHS student registers the non-SCHS student with the dance sponsor prior to the dance.

2. Guests may not attend who have attained their 21st birthday or who have not reached their freshman year.
3. Exceptions to the above must be approved by the administration.

JUNIOR/SENIOR PROM

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

In order to be eligible for prom, SCHS students

- Must have fewer than 10 unexcused absences (and/or 40 unexcused blocks) before Spring break.
- Students must attend a full day of school the day before the Prom - similar to the athletic attendance policy.
- Students need to have served ALL ASL's before Prom to be eligible to attend.
- Current class dues are paid
- Grades must meet IHSAA athletic requirements by the mid-term of Semester 2. Ineligible students will have grades reviewed up through May 1 for eligibility.
 - Students in an alternative setting or enrolled in a section of credit recovery will not have enrollment in a credit recovery (non-traditional setting) counted against them in that regard.
 - Students in an alternative setting or enrolled in a section of credit recovery may be ineligible for failing grades in credit recovery coursework if comparable to IHSAA eligibility guidelines.
- No more than 2 Out of School Suspensions for the school year

CONVOCATIONS

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

PEP SESSIONS

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

CLUBS

All school sponsored clubs must meet the following criteria:

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

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

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

These are the clubs available at Silver Creek High School:

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

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

STUDENT COUNCIL

The purpose of Student Council is to maintain a loyal and sincere school spirit on the part of all students, to foster a friendly and cooperative relationship between the student body and the faculty, to give the students some voice in school affairs, and to initiate and carry out worthy student enterprises.

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

YEARBOOK

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

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

SCHOOL PAPER

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

HEALTH SERVICES

CLINIC

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

INJURY & ILLNESS

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

IMMUNIZATIONS

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

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

MEDICATION

ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY

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

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

HONORARY ORGANIZATIONS

NATIONAL HONOR SOCIETY

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

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

leadership, and character by which they were selected.

INTERNATIONAL THESPIAN SOCIETY: TROUPE 5151

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

COUNSELING/ACADEMIC INFORMATION

COUNSELORS

Counselors are responsible for the educational program planning and scheduling of each student. They are also available for a conference with a student regarding other school procedures or problems, occupational and educational plans, and personal or social goals or problems. A student who wishes to talk with his/her counselor is urged to go to the Counseling Office and set up an appointment.

COLLEGE AND TRADE SCHOOL INFORMATION

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

PROGRESS REPORTS

All students have access to grades for each class on Infinite Campus. Parents may at any time log on to the Infinite Campus Parent Portal to see their students' grades. SCHS does not distribute paper report cards. Quarter grades only matter for athletic eligibility.

Semester grades are typically completed the first day students return from Winter Break and the last teacher day in the Spring.

GRADING

Semester Grades will be calculated on the following scale

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

59 and below F

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

Principles and Guidelines for determining grades for a student in a particular course.

Course Grade Book set-up

- A. Each course will be set to calculate a grade based on running total for the semester (April, 2023)
- B. Identical courses will have same categories and weights (April, 2023)
- II. All departments will have a policy on test retakes/redos that is consistent across the department. This is also the case for late work.
- III. A grade communicates information about the students' academic achievement in school to parents and others and to provide information to students for self evaluation."
 - A. The letter grade represents the summative / formative assessments from the following grading elements:
 - 1. Portfolios
 - 2. Mastery skills
 - 3. Tests/quizzes
 - 4. Summative Assessments
 - 5. Presentations
 - 6. Formative checks
 - 7. Homework and bell ringers that are counted for completion should not count for a significant part of a student's grade. The recommended percentage should be 10% or less.

SEMESTER GRADES

The grading period is one semester long. SCHS does not provide printed report cards. Students and parents should look to Infinite Campus for the official transcript and that grade will also be recorded on the student transcript.

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

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

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

ACADEMIC INTEGRITY

Silver Creek High School Academic Integrity Policy

Rationale/Statement of Purpose

Silver Creek High School believes in our students' ability, creativity, and intelligence. While developing these qualities, we believe trust is an important component of the learning process, and any instance of dishonesty harms our community and undermines the educational process. Therefore, it is our goal to provide every student with a high-quality education which further develops their innate talents and capabilities and also holds them accountable for their actions within the learning process.

Definition of Academic Misconduct

Academic misconduct includes any behavior that results in, or is intended to result in, a student gaining an unfair advantage on any assignment or assessment. These may include, but are not limited to:

Plagiarism: the representation of the ideas or work of another person as the student's own without proper acknowledgement or using artificial intelligence (AI) to generate written work)

Collusion: supporting misconduct by another student, as in allowing one's own work to be copied or submitted for assessment by another student.

Duplication of work: the presentation of the same work, in whole or in part, for different assessment components in another course.

Cheating: engaging in any form of academic dishonesty or other method of unfairly gaining advantage on an assignment or assessment.

Examples of cheating include, but are not limited to, sharing answers with another student,

- accessing answers through an electronic device,
- fabrication of data,
- copying from an outside source or another student during a test,
- stealing and/or distributing copies of assessment materials,
- falsifying performance records, or
- sabotaging the projects/experiments of other students, and/or
- incorporating artificial intelligence (AI) in written work beyond what is permitted by the teacher.

Level I Violations include, but are not limited to:

- Copying work assigned to be done independently, or allowing someone else to copy your own or another's work, including artificial intelligence (AI) information and programs
- Using any kind of materials including personal technological devices when not authorized on homework or classwork.
- **NOTE:** Since individual teachers have differing expectations for homework (for instance, some teachers encourage students to work together, while others may expect students to complete assignments independently at home), it is the responsibility of teachers to clarify their expectations to students.

Level II Violations include, but are not limited to:

- Looking at, or allowing someone else to look at your own or another's paper during an exam, test, or quiz
- Talking or communicating with another student during an exam, test, or quiz in a way that violates some aspect of the above stated guidelines of academic dishonesty.
- Using any kind of materials including personal technological devices when not authorized during an exam, test, or quiz.
- Using unauthorized "cheat" notes during an exam, test, or quiz
- Giving to or requesting information about class materials that reasonably provide an unfair advantage. This includes but is not limited to information from students in other periods of the same teacher or same course or from previous school years.
- Copying sentences, phrases or passages from an un-cited source for a paper, project or lab report.
- Submitting papers, projects or lab reports taken from the internet, other publications, or other students, including work submitted through Turnitin.com (Dual Credit and/or AP classes if program is available) or Google's Originality Report.
- Submitting individual papers, projects or lab reports that are not wholly your own work, including work generated by artificial intelligence (AI).
- Submitting translations from internet translation programs
- Submitting a computer program developed in whole or in part by someone else or by artificial intelligence (AI).
- Submitting altered or previously returned work of your own or others, unless authorized by your teacher.

Level III Violations include, but are not limited to:

- Stealing (or photographing) exams, projects or assignments
- Altering grades on a computer database, in a grade book
- If a student knowingly participates in a plan for stealing or altering grades, they too will be held equally accountable

Academic Integrity Offense Consequences

1st Offense at Level I in a School Year

- Student receives two letter grades lower than their score on a redo or retake (i. e. C would be an F; Fs scored as a 50 rather than a 0).
- Teacher notifies parent (via email, phone call, or mail).
- Teacher notifies administrator via referral.
- Administrator logs first offense in discipline file and teacher warns student about cheating policy.
- Detention may be assigned.

2nd Offense at Level I; or 1st Offense at Level II in a School Year

- Student receives zero for the assignment; no make-up work is allowed for assignment.
- Teacher notifies parent (via email, phone call or mail).
- The teacher notifies the administrator via referral.
- Administrator logs offense in discipline file and assigns possible detention or suspension.
- Meeting between an administrator and student is arranged.

3rd (or Greater) Offense at Level I; or 2nd (or Greater) Offense if Either Offense is at Level II; or 1st (or Greater) Offense at Level III in Any Class Within that School Year

- Student receives a zero for the assignment, if applicable.
- Teacher notifies the parent (via email, phone call or mail).
- Teacher notifies the administrator via referral.
- Administrator logs offense in discipline file and suspends student
- Meeting between assistant principal, teacher (if appropriate to the circumstance), parent/guardian and student is arranged.

Artificial Intelligence (AI) Usage Guidelines

Students will have the following graphic for reference regarding acceptable usage levels for assignments in their classes. Teachers may designate a level for an assignment as needed. Failing to follow the guidelines may result in a violation of the above stated academic integrity policy.

Is AI Use Allowed for This Assignment?			
AI USE PERMISSIBILITY GUIDE			
AI refers to a wide range of tools that generate or assist with content—such as text, images, audio, video, code, and more. Examples include (but are not limited to): ChatGPT, Google Gemini, Microsoft Copilot, Adobe Firefly, Canva's AI tools, and others.			
PERMISSIBILITY LEVEL	LEVEL SUMMARY	WHAT IT MEANS	WHAT TO DISCLOSE
0	NO AI USE	- Complete the assignment entirely without AI assistance. - Do not use AI at any stage of the assignment. - This level requires reliance on your own knowledge, understanding, and skills.	No AI disclosure required.
1	AI-ASSISTED IDEA GENERATION & STRUCTURING	- AI-generated content is not allowed in the final submission. - AI may be used for brainstorming, outlining, building structures, or generating ideas to improve your work.	- AI use must be acknowledged, explaining how it was used. - List all AI tools used and submit with your final work.
2	AI-ASSISTED EDITING	- No new content may be created using AI. - AI may be used to enhance clarity, grammar, style, or quality of your own work.	- AI use must be acknowledged, explaining how it was used. - List all AI tools used and submit with your final work.
3	AI FOR SPECIFIC TASK COMPLETION	- AI may be used to complete specified parts of the assignment as directed by your instructor. - You are responsible for human oversight and evaluating all AI-generated output.	- AI use must be acknowledged, explaining how it was used. - All AI-created content must be properly cited. List tools used and submit.
4	FULL AI USE WITH HUMAN OVERSIGHT	- AI may be used throughout the assignment to support your work. - You should act as the "co-pilot" to enhance creativity. - You are responsible for human oversight and evaluating all AI-generated output.	- AI use must be acknowledged, explaining how it was used. - All AI-created content must be properly cited. List tools used and submit.

Appeals:

Any appeal process should begin with a discussion with the teacher of the class in which the infraction was committed. If a resolution is not achieved, an appeal should be directed to a Silver Creek High School administrator

Academic Honesty Policy Writing/Revision Committee

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Language Arts

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Librarian

Aaron Boggs
Science

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Assistant Principal

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Alexander Smith
SCAV Broadcasting

Dr. Rob Willman
Principal

** Modeled after the Academic Integrity Policies of Central High School (Springfield, MO), Novi High School (Novi, MI) and Santa Clara High School (Santa Clara, CA)*

Works Cited

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https://www.sps.org/cms/lib/MO01909182/Centricity/Domain/385/Central_High_School_Academic_Honesty_Policy.pdf. Accessed 15 10 2025.
- Novi High School. "Novi High School Academic Integrity Procedures for Students." *Novi High School*, 2024, <https://hs.novi.k12.mi.us/about/key-forms/academic-integrity-policy-hs>. Accessed 15 10 2025.
- Santa Clara High School. "Academic Integrity Policy." *Santa Clara High School*, 2025. Accessed 15 10 2026.

Graduation Ceremony

In order to participate in the Graduation ceremony, students must meet all requirements for a diploma. Only school authorized attire can be worn: cap, gown and school approved sashes, medals or stoles. Students are not permitted to decorate their hat or any other part of their attire.

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

The below information regarding diploma requirements will be in effect through the class of 2028.



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

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

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

CORE40 with Academic Honors*(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section.**
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors*(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. Pathway designated industry-based certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following minimum scores on WorkKeys: Workplace Documents, Level 6; Applied Math, Level 6; and Graphic Literacy, Level 5.***
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass: Algebra 66 , Writing 70, Reading 80.



Indiana GRADUATION PATHWAYS

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

OVERVIEW

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

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

DIPLOMA REQUIREMENTS

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

TRACKING

- 1 Transcript with Completed Courses**
 - 2 Work Toward Completion of One of the Experiences Below**
 - 3 Course Selection, Graduation Plan, & Testing Opportunities**
- Project-Based Experience**
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.

Service-Based Experience
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.

Work-Based Experience
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.

New Diploma and Graduation Seals (Beginning with Class of 2029)

[IDOE Diploma Guidelines](#)

FUTURE  NEW INDIANA DIPLOMA		
ENGLISH	8 CREDITS	• 2 credits: English 9 • 1 credit: Communications-focused course • 5 additional English credits
MATH	7 CREDITS	• 2 credits: Algebra I • 1 credit: Personal Finance • 4 additional math credits
SCIENCE, TECHNOLOGY, AND ENGINEERING	7 CREDITS	• 2 credits: Biology I • 1 credit: Computer Science • 2 additional science credits • 2 STEM-focused credits
SOCIAL STUDIES	5 CREDITS	• 2 credits: U.S. History • 1 credit: U.S. Government • 2 credits: World Perspectives (Flexible options, including advanced world language or world-focused social studies courses)
PE/HEALTH	2 CREDITS	• 1 credit: Physical Education • 1 credit: Health & Wellness
DIRECTED ELECTIVES	N/A	
PERSONALIZED ELECTIVES	12 CREDITS	Students are encouraged to utilize the new readiness-seals to align these personalized electives with their unique goals. Personalized electives can include a variety of courses, such as CTE, Performing or Fine Arts, and World Languages.
COLLEGE & CAREERS	1 CREDIT	• 1 credit: Preparing for College & Careers
TOTAL	42 CREDITS	



ENROLLMENT



EMPLOYMENT



ENLISTMENT &
SERVICE

Readiness-Seals (Honors Seals)

Readiness seals are designed to be permeable, allowing student to update their graduation plan and pivot, if their original interest and goals change. Although seals are optional, students are encouraged to utilize the seals to focus their flexible credits into a connected pathway that aligns with their future goals. Student may earn one or multiple seals.





ENROLLMENT

Indiana Diploma (2029 and beyond) SCHS Honors Seal Map

	9th	10th	11th	12th
English	English 9 Honors	AP Seminar	AP/BC English II	AP/BC English 12
Math	Algebra I or Geometry	Geometry or Algebra II	Algebra II or Pre-Cal Trig	Pre-Cal Trig, Calculus or Adv. Math
Science, Tech. & Engineering	Biology Honors	Chemistry	STEM-Focused Course	401 Sci. (Encouraged)
Social Studies	AP Honors Geography	Social St. Elective (Encouraged)	U.S. History (AP)	US Gov./Personal Fin
World Lang.	Spanish I or French I	Spanish II or French II	Level III (Encouraged)	Level IV (Encouraged)
Additional Requirements	P.E./Health	Prep for Coll. & Career/Computer Sci.	DC Elective Choice (Encouraged)	BC Speech & Comm.
Personalized Electives	CTE or Fine Art	Elective Choice	Elective Choice	Elective Choice

Other Seal Requirements

- Earn a C or higher in all courses & a cum B GPA
- Complete one of the following:
 - 4 AP credits and pass corresponding AP exam
 - 6 college credits
 - 25 on the ACT or 1250 on the SAT



Enrollment Honors Seal Plus

- Earn a credential:
 - Associate degree
 - Technical certificate
 - Indiana College Core (ICC)
 - AP Scholar with Distinction
- 100 hours of work-based learning
- Demonstrate skill development in Communication, Collaboration, and Work Ethic



EMPLOYMENT

Indiana Diploma (2029 and beyond) SCHS Honors Seal Map

	9th	10th	11th	12th
English	English 9	English 10	English II	English 12/Speech I
Math	Algebra I	Geometry	Algebra II or other math	Personal Fin (1 sem)
Science, Tech. & Engineering	Biology	Advanced Science (BC, Earth/Space, etc.)	STEM-Focused course	
Social Studies	World Hist./Geo.	Prep for Coll. & Career/Computer Sci.	U.S. History	US Gov. (1 sem)
Additional Requirements	P.E./Health			
CTE Pathway	1st year CTE course	2nd year CTE course	3rd year CTE course or Project	CTE Capstone or Project
Personalized Electives	World Languages or Fine Art	Elective Choice	Elective Choice	Elective Choice

*Honors AP and Dual Credit courses are available to students on any seal track.

Other Seal Requirements

- Earn a credential aligned to a specific occupation or 3 courses in a CTE pathway
- Complete 100 hours of work-based learning
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal



Employment Honors Seal Plus

- Earn one of the following:
 - Associate degree
 - Indiana College Core (ICC)
 - Technical certificate
 - Industry Certification
- 600 hours of work-based learning (Modern Youth Apprenticeship or Pre-Apprenticeship)



ENLISTMENT & SERVICE

Indiana Diploma (2029 and beyond) SCHS Honors Seal Map

	9th	10th	11th	12th
English	English 9	English 10	English II	English 12/Speech
Math	Algebra I	Geometry	Algebra II or other math	Personal Fin (1 sem)
Science, Tech. & Engineering	Biology	Advanced Science (BC, Earth/Space, etc.)	STEM-Focused course	
Social Studies	World Hist./Geo.	Prep for Coll. & Career/Computer Sci.	U.S. History	US Gov. (1 sem)
Additional Requirements	P.E./Health			
Enlistment Requirements	CTE, World Languages, or Fine Art (CC)	Elective Choice	ROTC or Public Service Course	ROTC or Public Service Course
Personalized Electives			Elective Choice	Elective Choice

*Honors AP and Dual Credit courses are available to students on any seal track.

Other Seal Requirements

- Complete a Public Service Course OR one year of ROTC
- Achieve a score of 31 on the ASVAB & complete all 3 components of The Career Satisfaction program
- Demonstrate skill development in Communication, Collaboration, and Work Ethic
- Meet attendance goal



Enlistment Honors Seal Plus

- Demonstrate leadership through one of the following:
 - Complete 100 hours of public service
 - Hold a leadership position in a student organization or activity
 - Complete 2 sessions of a team-based physical sport or activity
- Achieve a 50 or higher on the ASVAB

INDIANA COLLEGE PLACEMENT AND Learn More Resource Center

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

Please view information: www.learnmoreindiana.org.

State Testing: ILEARN Biology, SAT

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

ADVANCED PLACEMENT (AP) EXAMINATIONS

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

PSAT

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

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

SAT

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

Most colleges and universities can require either the SAT or ACT as part of the college application or for scholarship opportunities. All juniors will take the SAT, at no cost to them, during the school day in the March of 2027 as part of an Indiana requirement for all juniors. If students meet benchmark scores showing proficiency, it can also be used as a graduation requirement towards their diploma. If students would like to take the SAT on the weekend they may also register on their own for additional exam dates.

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

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

ACT

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

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

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

NATURALIZATION EXAM

Pursuant to Indiana Code (IC) 20-30-5-7(d), all students enrolled in a U.S. government course is required to take the naturalization examination provided by the United States Citizenship and Immigration Services (USCIS). Students are not required to pass the naturalization examination in order to pass the U.S. government course.

TRANSCRIPTS

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

TRANSCRIPTS FROM IVY TECH (Dual Credit)

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

Request in one of 3 ways:

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

Transcripts are \$5 per copy.

College Credit(Dual Credit)-Ivy Tech

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

Credit Transfer

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

SCHEDULING

The School Counselors will meet the students in the classroom setting to educate about all the course offerings for the next school year. The Counselors will then meet with each student to go over career plans, goals, graduation and courses selection. These meetings will occur between February and March of the prior academic year. The student's Course Requests will be posted on

Infinite Campus in May for the student and parent to review and make changes. Schedules will be available through Infinite Campus 3-4 days before the start of the new school year..

DROPPING AND ADDING CLASSES

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

TAKING A CLASS OVER

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

SEVENTH SEMESTER GRADUATION

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

SIXTH SEMESTER GRADUATION

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

Graduation HONORS: Three Levels of Distinction

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

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

Students qualifying for Distinction will receive a special colored cord to wear during the graduation ceremony. Students in each of these 3 categories shall be recognized in the Commencement program.

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

grades.

SUMMER SCHOOL

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

PROSSER CAREER CENTER

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

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

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

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

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

EXCHANGE STUDENTS

- All Exchange Student applications should be submitted to the Counseling Department for review.
- If the family that is intending to host the exchange student does not live in the Silver Creek School Corporation District, the host family must go through the Out of District process as indicated by the school district prior to the exchange student application review will be completed.
- Once applications are reviewed by the Counseling Department, the Building Principal will review the application and if approved will sign the exchange program paperwork indicating the intent to enroll.
- After the approval by the building principal, the host family should register the exchange student on the SCSC Online Registration portal.
- Once registration is completed, the Counseling Department will reach out to the host family about the new enrollment.
- Exchange Students and their host parents will meet with the high school counselor once the student arrives in the USA to select classes. (This should happen prior to the school year starting or as close to the start of the year as possible.)
- Exchange Students will be required to take English, US History, Government and Math and/or Science classes.
- Exchange Students will attend Silver Creek High School as a full-time student.
- All Exchange Students will be enrolled in 9th-11th graded and this based on the age compared to their peers at SCHS.

- SCSC does not enroll any Exchange Students into the 12th grade and Exchange Students are not allowed to participate in the high school graduation ceremony.
- SCHS does not award a high school diploma to any Exchange Students.
- Exchange Students will not earn College Credit.
- Exchange students are expected to follow the Silver Creek High School attendance policy as well as abide by the Indiana State Attendance Laws.
- Exchange Students are expected to follow all Silver Creek rules and policies.
- Exchange Students who plan to participate in IHSA sports must meet with the Athletic Director and complete all required paperwork to be eligible to play.

8390- ANIMALS ON SCHOOL CORPORATION PROPERTY/THERAPY DOG

The Board School Corporation authorizes the presence of School Corporation therapy dogs in District classrooms

The decision as to whether a therapy dog may be used in any school building shall rest with the Building Principal and will be used in accordance with School Corporation policy and guidelines. The Building Principal has sole discretion, with the oversight of the Superintendent, to determine whether therapy dogs will work in that Building Principal's school. The privilege to allow the presence of therapy dogs generally or an individual therapy dog specifically may be revoked by the Building Principal or the Superintendent at any time for any reason.

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

For initial contact, students must reach out with an open hand and scratch the dog under the chin. Upon completion of participating in a session with the dog, students must wash their hands. For more information on this process, please contact the Building Principal.

ATTENDANCE RULES/ REGULATIONS

Silver Creek High School Attendance Policy

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

PARENT RESPONSIBILITY FOR STUDENT ABSENCE

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

EARLY DISMISSAL

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

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

If a parent or guardian needs to have a student leave early and it is not prearranged, the parent should contact the attendance office. Our attendance clerk will send for the student from class at the appropriate time. Contact Carrie Linderman - clinderman@scsc.school phone: 8122463391 ex. 31121

Once on campus, students should stay for the entire school day. We are a closed campus. Leaving campus for lunch or to run home for forgotten items is not allowed.

CATEGORIES OF ABSENCES

Absences from school fall into one of two categories:

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

Absences may be excused for the following reasons:

1. illness verified by a note from a parent or physician
2. recovery from accident verified by a note from a physician or documented by medical records required court attendance by subpoena or court order
 - a. Students will have 2 weeks upon their return to turn in a note from a physician.
3. 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., as applicable
4. death in the immediate family or of a relative
5. observation or celebration of a bona fide religious holiday in accordance with Policy 5223 verified by a note from the parent
6. maternity leave for following the birth of the student's child or pregnancy complications verified by a note from a physician or documented by medical records
7. military-connected families' absences related to deployment and return
8. vacation during the school year requested by the student's parent and approved by the Principal
9. such other good cause as may be acceptable to the Superintendent or permitted by law
10. Participation in the Indiana State Fair

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

- A. service as a page or honoree of the general assembly (I.C. 20-33-2-14);
- B. service on a precinct election board or helper to a political candidate or a political party on the date of an election (I.C. 20-33-2-15);
- C. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16);
- D. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17 20-33-2-16);

- E. participating as a member of the Indiana wing of the civil air patrol Civil Air Patrol for not more than five (5) days (I.C. 20-33-2-17.2);
- F. exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household for not more than five (5) school days provided that the student is in good academic standing as determined by the Corporation, the student's parent has requested the absence in writing, and the school principal has provided written approval for the absence (I.C. 20-33- 2-17.7 20-33-2-17.7); The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.
- G. participating in an educationally related non-classroom activity which that is consistent with and promotes the educational philosophy and goals of the School Corporation and the State Board of Education, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance writing by the school principal (I.C. 20-33-2-17.5).

ABSENCES ARE CONSIDERED EXCUSED IF:

A parent statement (by telephone or written note) explaining the reason is provided to the office upon returning to school. Absence not exceeding 4 days per semester. If no note is received by the second day back to school, the absence shall be recorded as unexcused.

ABSENCES ARE CONSIDERED UNEXCUSED IF:

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

Expectations of Student Attendance

1. The student is expected to be in attendance. Attendance is tracked each block (1, 2, 3, 4) of the school day.
2. The school will contact the parent/guardian by phone for all unverified absences. Please contact the school to help verify all absences.
3. **The parent/guardian must provide documentation (from the list above) for any absence where the student exceeds four (4) absences for the semester or the absence will be reported as unexcused.** A maximum of two weeks from the date of

an absence will be applied for acceptance of physician's notes and parent excused absences.

4. The student must be in attendance for the full school day or have a doctor's note or approved by the principal or designee in advance in order to participate in **or attend** any afterschool activities.
 - a. See "Attendance" under "Athletics" for more detailed information.
 - b. Students that are late to school must be in attendance prior to 8:30 and remain until the end of the day or they may not participate in ECA events that day. Absences or late arrivals that have a doctor's note as an excuse will be considered for ECA participation if arriving after 8:30.

TRUANCY (HABITUAL TRUANT)

Truancy shall mean an absence from school without permission of the parent that is not an excused absence as stated above or that is not an absence under a parent request that has been filed with the school. Habitual Truant shall mean a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services. The Superintendent, Corporation attendance officer, a security police officer appointed under I.C. 36-8-3-7, or a Corporation police officer appointed under I.C. 20-26-16 shall report a child who is a habitual truant to the prosecuting attorney in the county in which the student resides by filing an affidavit as provided in I.C. 20-33-2-26. Each of the aforementioned individuals has an independent duty to file such an affidavit under State law. The Superintendent or Corporation attendance officer also shall report a student who is habitually absent from school in violation of the compulsory school attendance law to an intake officer of the juvenile court of the Indiana Department of Child Services (DCS).

A. All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana law, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the principal upon review of the student's record of at least once per school year.

B. Procedures developed for the administration of this policy shall include provisions for periodic review of all students determined to be habitual truants and their reclassification, when warranted. These procedures will be developed by the Superintendent or designee.

C. The student's principal may report to the Indiana Bureau of Motor Vehicles of the student's status as a habitual truant.

D. The student upon initial designation of being a habitual truant is entitled to the same statutory procedures as a student who is being expelled.

E. A student who has been designated as a Habitual Truant will not be allowed to participate or continue to participate in extracurricular activities.

F. A student who has been designated as a Habitual Truant will be allowed to participate or continue to participate in co-curricular activities.

TRUANCY CONSEQUENCES

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

MAKE-UP WORK

The student will be responsible for obtaining and completing all classwork missed and returning the work within an expected time frame. The general rule is the student will be allowed one-day extension for each day of absence. All make-up work is an important part of the student learning process. Any work missed for any absence, must be made-up. The classroom teacher may give a penalty for late made-up work.

ATTENDANCE INTERVENTIONS

Four (4) Absences or 16 Blocks of class

1. A letter will be sent to parent/guardian to notify them of the four absences.
2. Parents should contact the school **within 5 days to set up a conference with the building principal and guidance counselor.**
3. Students will be marked as unexcused for absences beyond four in a semester, unless documentation (medical, court, etc.) is provided of one of the following:
 - A. illness verified by a note from a physician
 - B. recovery from accident verified by a note from a physician or documented by medical records required court attendance by subpoena or court order
 - a. Students will have 2 weeks upon their return to turn in a note from a physician.
 - C. 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., as applicable
 - D. death in the immediate family or of a relative
 - E. observation or celebration of a bona fide religious holiday in accordance with Policy 5223 verified by a note from the parent
 - F. maternity leave for following the birth of the student's child or pregnancy complications verified by a note from a physician or documented by medical records
 - G. military-connected families' absences related to deployment and return

- H. vacation during the school year requested by the student's parent and approved by the Principal
- I. such other good cause as may be acceptable to the Superintendent or permitted by law
- J. Participation in the Indiana State Fair

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

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

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

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

Section 1. Habitual Truancy

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

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

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

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

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

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

TARDIES TO SCHOOL AND CLASS

1. Students who arrive at school are to sign in with the attendance office.
2. Tardies to school are unexcused and accumulation of these will lead to attendance interventions
3. Students who miss a portion of the school day and are marked unexcused will also accrue a tardy to school on their attendance records.
4. Students that are chronically late to school may be suspended from school for "willful absence or tardiness" as found under the student Code of Conduct - Grounds for Suspension or Expulsion
5. Students may have their parking privileges revoked and/or their license suspended through the Indiana BMV if they meet the statutory requirements set forth by Indiana
6. Out of district transfer students that are chronically late or absent will be placed under review with the possibility of having their out of district transfer revoked.
7. Students that are late to school must be in attendance prior to 8:30 and remain until the end of the day or they may not participate in ECA events that day. Absences or late arrivals that have a doctor's note as an excuse will be considered for ECA participation if arriving after 8:30.
8. Students arriving in the afternoon from Prosser must arrive by the beginning of third block, even if the student has first lunch.

Tardies	Intervention / Disciplinary Action (per quarter)
1-2	No penalty, Notice given to student
3-4	Parent Contact, ASL assigned
5+	Driving privileges revoked for up to the remainder of quarter (if student drives to school, the student will be suspended from school)

COLLEGE VISITATIONS

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

ATTENDANCE AT SCHOOL ACTIVITIES MAKE-UP TESTS AND ASSIGNMENTS

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

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

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

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

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

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

TIME ALLOTMENTS FOR MAKE-UP WORK: Any student who is permitted to make up assignments or tests that were missed during an absence from school, or as part of a course requirement, must complete all work prior to the end of the grading period.

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

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

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

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

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

RULES, RIGHTS/ RESPONSIBILITIES

PHILOSOPHY

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

for their own just and legal privileges as members of the school and society.

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

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

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

SCHOOL RULES AND REGULATIONS

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

Students are not allowed to:

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

altering chemical substances).

19. Possess or use any unauthorized electronic or mechanical device at school or any school function.
20. Technology misuse of a school provided device that is inappropriate, offensive, or disruptive to the school environment

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

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

DISCIPLINE CODE - Below is information for consequences and interventions related to progressive discipline; however, SCHS administration will use their professional judgment when deciding on disciplinary action related to behavior. Depending on circumstance on a case by case basis, disciplinary action may differ from what is provided in the table below.

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Cell phone violation(s) (Rules and dispositions are on page 43 under "Cell Phones")	Confiscated for the day, ASL-2 Day	Confiscated for the day, ASL 3-Days	Confiscated for the day, ASL 4-Days (OSS for 4 and 4+ offense)
Insubordination, talking, defiant attitude	Conference- OSS	Parent Contact-OSS	1-3 days OSS
Disruptive behavior, etc.	ASL-10 days OSS/possible expulsion	1 day OSS/ possible expulsion	3-10 OSS/ possible expulsion.
Skipping a class, away from class without permission, unauthorized areas	ASL-1 day OSS	1 day OSS	3 days OSS
Truancy	ASL-3 days OSS	3 days OSS/ Probation may be notified	3-5 days OSS/ Probation will be notified
Possession or use of tobacco, e-cigarette or vaping products, or nicotine	2 days OSS, or cessation program with school nurse	3 days OSS	10 days OSS/expulsion

Leaving building without permission	ASL	1 day OSS	3 days OSS
Leaving grounds without permission	1 day OSS	3 days OSS	3-5 days OSS
Obscenity/profanity	Warning/OSS	Contact parent/OSS	ASL-3 days OSS
Inappropriate display of affection	Warning-OSS	Parent Contact-OSS	1-3 days OSS
Fighting	3 -10 days OSS/ possible expulsion	3-10 days OSS/ possible exp	10 days OSS/expulsion
Improper attire/Items	Change clothes/ surrender item	Change/surrender/p arent contact	ASL-1 day OSS
Cafeteria disruption	Lunch in an alternative area-ASL	ASL	1-3 days OSS
Cheating/plagiarism (*Note: Academic Integrity policy is under review as of July 2025)	"F" on assignment/ASL	"F" on assignment/ ASL - 3 days OSS	"F"on assignment/ASL - 5 days OSS
Improper driving/parking	Warning –loss of privilege/1 week	Loss of privilege 1 week-or year	Loss of privilege for year 3 days OSS
Missing Prosser bus-with permission	Permission to drive	Permission to drive	Permission/ASL
Missing Prosser bus-without permission	Warning	Warning	2 days of ASL
Theft, vandalism/possession of missing or stolen property	Restitution/ASL-1 0 days OSS	Restitution/3-10 days OSS	Restitution/10 days OSS/ expulsion
Action causing possible harm to others	ASL-3 days OSS	3-10 OSS/possible expulsion	10 days OSS/expulsion
Threat/intimidation/assertive behavior	Conference/ASL/ OSS possible expulsion	ASL-3 days OSS/ possible expulsion	3-10 days OSS/ possible expulsion
Forgery-notes or passes	ASL	1-3 days OSS	3-5 days OSS
Possession/use of cell phone or		ASL-10 days OSS/	5 ASL - 10 days

unauthorized electronic devices	ASL - 10 days OSS/ possible expulsion	possible expulsion	OSS/ possible expulsion
Profanity/inappropriate language to faculty/staff	ASL-10 days OSS	ASL-10 days OSS	3-10 days OSS/ possible expulsion
Verbal or non-verbal threat or harassment of faculty/staff/students	3-10 OSS/possible expulsion	10 days OSS/ expulsion	
Physical attack on faculty/staff/students	10 days OSS/ expulsion		
Drug/Alcohol use or possession	10 days OSS, Hearing, return on Form 16	Expulsion, LIFT	Expulsion
Possession, use or threatened use of weapon	10 days OSS/ expulsion		
Arson/bomb threat	10 days OSS/ expulsion		
Habitual Offender (9 office referrals or reports)	3-10 days OSS/ possible exp.		
After-School Lab (ASL)-One hour per day for up to five days.			
Violations committed which are not listed will be dealt with in a manner comparable to the above.			
Penalties for 4th, 5th, 6th, etc., offenses will become more severe if expulsion proceedings do not occur.			
A student will not be assigned 5 consecutive days of ASL on more than three occasions. ASL will no longer be used as an alternative to suspension for the student.			
Those who continually fail to comply with the rules and regulations will be considered for expulsion.			

AFTER SCHOOL LAB (ASL)

After school lab (ASL) is an alternative disciplinary action to out of school suspension (OSS). ASL is typically assigned for infractions and other rule violations that may not warrant OSS based on the professional judgment of school administration. ASL takes place immediately after school for one hour and students will need their own transportation home. If students fail to attend ASL by the assigned deadline to complete ASL, they may be suspended from school for defiance and/or failure to complete their alternative disciplinary action as assigned. ASL is not assigned/scheduled

around extracurricular activities, sports practices, or student employment responsibilities that take place outside of school.

PRIVILEGES ARE NOT RIGHTS

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

1. All hallway passes without the Principal's personal signature or approval.
2. All restroom privileges without the Principal's personal permission.
3. All lunchtime privileges.
4. All parking privileges on school grounds. Students will not be permitted to drive to school.
5. Attendance of ECA events, including Prom.

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

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

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

BUS RULES AND REGULATIONS

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

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

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

CAFETERIA AND LUNCH

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

CONDUCT AT SCHOOL ATHLETIC EVENTS

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

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

IHSAA By-Law C-36

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

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

DELIVERIES

Although we recognize the importance of birthday greetings, Valentine messages, etc., we must remember our primary concern is education. Please refrain from sending telegrams, flowers, balloons, etc.

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

DRESS AND APPEARANCE

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

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

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

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

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

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

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

DRIVING AND PARKING

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

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

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

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

Students that park in the student parking lot or elsewhere on school grounds consent to searches

of their vehicles.

HALL PASSES

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

CELL PHONES

(PERSONAL COMMUNICATION DEVICES)

5136 - PERSONAL COMMUNICATION DEVICES

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Personal communication devices (PCDs) as used in this policy are defined in Bylaw 0100 - Definitions. Grades 6 - 12:

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, smart glasses, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day.

During the school day wireless electronic devices must be stored away in the student's school assigned locker, powered off, and not accessed by the student until the end of the school day.

A student may only use a wireless electronic device during the school day if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only.

A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by school administration. The device will be returned to the parent.

This policy is not violated in the following circumstances:

- A. when the student has been given permission from a teacher to use a school-sanctioned or school-provided wireless device for educational purposes during the school day;
- B. the student is authorized to use the wireless device at an appropriate time during an emergency;
- C. the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
- D. the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;
- E. the use of the wireless device by the student is necessary for language translation when no school managed device is available;
- F. the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

Students in grades 6-12 may use PCDs while riding to and from school on a Corporation school

bus or other board-provided Corporation vehicles, or on a Corporation school bus or board-provided other Corporation vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

Dispositions for violation of PCD rules and guidelines

Per school board policy, confiscated PCDs will be returned to parents and/or guardians, not students.

1st Offense - Two days of ASL as an alternative to suspension. Students that do not serve ASL will be suspended

2nd Offense - Three days of ASL as an alternative to suspension. Students that do not serve ASL will be suspended

3rd Offense - Three days of ASL as an alternative to suspension. Students that do not serve ASL will be suspended

4th Offense - 1 Day of OSS (Instances of defiance involved in a 4th cell phone violation may result in a longer suspension than 1 day)

5th Offense - 1 Day of OSS (Instances of defiance involved in a 5th cell phone violation may result in a longer suspension than 1 day) Note: *Per Indiana Code, a student with two or more out of school suspension in one year may have their driver's permit or license suspended for up to 180 days.

6th Offense - 3 Days of OSS (Instances of defiance involved in a 6th cell phone violation may result in a longer suspension than 1 day) Note: *Per Indiana Code, a student with two or more out of school suspension in one year may have their driver's permit or license suspended for up to 180 days.

7th Offense - 10 Days of OSS (Instances of defiance involved in a 7th cell phone violation may result in a longer suspension than 1 day) Note: *Per Indiana Code, a student with two or more out of school suspension in one year may have their driver's permit or license suspended for up to 180 days. **Students that have complied 10 or more days of OSS in one school year will be suspended with an expulsion request. If an expulsion is requested, a student may be suspended for 10+ days at the discretion of an appointed expulsion examiner.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If a

student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day () a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

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

Possession of a PCD by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the

PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and kept in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, or held in a secure location in the building's central administration office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal or designee, facility administrator, or Superintendent.

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

INSUBORDINATION

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

OFF-LIMITS AREAS OF BUILDING

1. Upon arrival at school in the morning, enter the building only at the entrances for bus drop-off (Door 3 and 5), student drivers (Door 1), and parent drop-off (Door 26). Students must go straight to the cafeteria or gym as they arrive. Students will remain there until 7:30 (adjusted for 2-hour delays).
2. During lunch students should remain in their assigned area unless given permission from an adult to leave to another area.
3. Never go into areas of the building or into rooms unless you have an appropriate purpose for being there. When in doubt, please ask a teacher or staff member.
4. Students in a restroom without permission and/or for extensive periods of time may be subject to disciplinary action.

PROSSER DRIVING POLICY

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

1. Students are allowed to miss the Prosser bus two times per year without penalty as long as he or she notifies the main office and gains permission to drive.
2. Any student that rides to or from Prosser with another student, without permission will be assigned to ASL.
3. Any student who has received permission to drive and transports other students, will be assigned to ASL.

4. Repeated violations of the Prosser Driving Policy may be treated as defiance and insubordination and result in disciplinary action.

Once students are on campus they are to stay. For example, morning Prosser students who return to campus from the bus are not allowed to leave campus for lunch in their car.

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

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

TOBACCO - USE OR POSSESSION

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

For the first offense, students will have the opportunity to take part in an intervention program in place of an out of school suspension. A description of the program is below.

- The program is called "Taking Action to Help Students Quit" Program created by Casey Drane, our corporation nurse.
 - Administration will refer to nurse. The nurse would need 30-45 mins to meet with the 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
 - Two additional (approx 5-10 min each) follow up appointments will be scheduled with the school nurse as well, but students can come to her anytime.
 - Failure to adhere to this program will result in an out of school suspension.
 - This policy does not allow students to escape a penalty imposed by the athletic department or a specific coach.
 - This program will not be used for possession or use of THC, alcohol or drugs.

TELEPHONES

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

DEFINITIONS

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

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

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

SEX DISCRIMINATION

Silver Creek School Corp. does not discriminate, and is required by Title IX, 1972 Education Amendments, not to discriminate, on the basis of sex in the operation of its education.

STUDENT RECORDS

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

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

MARRIED STUDENTS

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

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

SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE

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

may search a locker and its contents where the person conducting the search or the Principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified prior to the search and will be given the option to be present at the search.

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

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G. of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

4. The privilege of bringing a student-operated motor vehicle on school premises is hereby conditioned on verbal or written consent by the school to the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Students that bring a student-operated motor vehicle on school premises without following the proper procedure to obtain an assigned parking spot are subject to the same standard of a search based on reasonable suspicion of rule violations or unlawful activity. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The Principal or a member of the administrative staff designated in writing by the Principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained the student handbook may be:
 - (a) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Principal or the Principal's designee until it is presented at the hearing;
 - (b) returned to the parent or guardian of the student from whom it was seized;
 - (c) destroyed if it has no significant value, or;
 - (d) turned over to any law enforcement officer in accordance with subsection G.
6. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

- (a) returned to the parent or guardian of the student from whom it was seized;
 - (b) destroyed, or;
 - (c) turned over to any law enforcement officer in accordance with subsection G.
7. The Principal, or a member of the administrative staff designated in writing by the Principal, may request the assistance of a law enforcement officer to:
- (a) search any area of the school premises, any student, or motor vehicle on school premises;
 - (b) identify or dispose of anything found in the course of a search conducted in accordance with this section; where law enforcement officers respond or otherwise participate in any search conducted. (6.0-15)

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. SCHS will follow the district policy on out of district transfers.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request a meeting and/or appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and

purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

GROUND FORS SUSPENSION OR EXPULSION:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, cyberbullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violence or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense, defined as a reasonable, non-aggressive act, or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any student or faculty member for the purpose of, or with the intent of, including but not limited to:
 - (a) obtaining money or anything of value from the student.

- (b) that the other person engage in conduct against the other person's will;
 - (c) that the other person be placed in fear of retaliation for a prior lawful act
- 8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans; if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 9. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
- 10. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. This includes but is not limited to tobacco, nicotine, e-cigarette vapor, and paraphernalia. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
- 11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or that constitutes an interference with school purposes or an educational function.
- 12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law. Including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or school employee
 - c. engaging in harassment or threat of protected groups as cited in School Board policy
 - d. disobedience of administrative authority;
 - e. willful absence or tardiness of students;
 - f. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or any kind;
 - g. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - h. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, vulgar, or offensive to school purposes;
 - i. lying to a staff member regarding school related matters, including investigations of student misconduct;
 - j. engaging in academic dishonesty;
 - k. sending, sharing, viewing, or possessing, pictures, text messages, email or other forms, including the contents of a cell phone or another electronic device that are sexually suggestive or sexually explicit. A school may elect to offer instruction regarding the potential risks of "sexting" (IC 20-30-6-16, 2010).
 - l. violating the School Board policy on Personal Recording Devices (PCD)

- m. possessing or using a laser pointer of similar device.
- n. falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- o. entering unauthorized areas of the building, including two or more students entering the same restroom stall together.
- p. violating a rule under the stated "school rules and regulations" previously cited in the student handbook.
- q. violating the School Board policy and acceptable agreement of SCSC corp.

15. Pupil Dress

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

16. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary or poison gas bomb, grenade, rocket, etc.
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

17. POSSESSING A DEADLY WEAPON

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

- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
18. The grounds for suspension or expulsion listed above apply when a student is:
- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event.
 - d. During summer school.
19. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, or other school breaks, and the summer period when a student may not be attending classes or other school functions.

PUPIL PERSONNEL DISCIPLINE POLICY (DUE PROCESS)

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

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER:

A teacher will have the right to remove a student from his/her class or activity for a period of up to 3 school day(s) if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL – PRINCIPAL:

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

3. SUSPENSION FROM SCHOOL – PRINCIPAL:

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

4. EXPULSION – EXPULSION EXAMINER:

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

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

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

Section 1. Habitual Truancy

- 1. Indiana Code 20-33-2-11. provides that any person, while of the ages of 13 to 17, who is

determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.

2. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:
 - (a) is truant for three (3) separate instances in a period of two consecutive semesters*; or
 - (b) is truant for a total of five (5) days in a period of two consecutive semesters*.

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

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

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

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

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

SCHOOL PROVIDED TECHNOLOGY USAGE

Students should not use school provided technology, including software accounts, email, and storage drives to circumvent PCD policy. Students should not use school provided technology, including software accounts, email, and storage drives to engage in any activity that is not directly related to an academic or school related project. Any activity outside of directly related academic or school tasks may have consequences ranging from parent guardian contact, After School Lab, suspension and/or expulsion from school as determined on a case by case basis.

SCSC ACCEPTABLE USE (COMPUTER AND INTERNET) POLICY AND AGREEMENT

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

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

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

Definitions and Responsibilities

A Network Supervisor or Network Administrator is a person who is authorized by Silver Creek School Corp. to develop, grant and create user privileges, maintain the system files and ensure the

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

Implications of Diversity in the Information Technology Environment

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

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

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

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

Legal References:

Cross Reference:

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

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

Acceptable Use of the Silver Creek Data Network and the Internet

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

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

Users shall not represent themselves electronically as others.

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

All Users of Silver Creek School Corporation's external connections shall comply with the acceptable use policies established by the Silver Creek School Corp. Copies of these use policy documents can be examined in the offices of each building.

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

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

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

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

Research and Education

State, local, or national governmental affairs

Public Service

Correspondence with other Internet sites via email

General Internet access

Use of network printer resources

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

Uses that violate U. S. or state laws

Electronic chain email

Obscene, suggestive or threatening email to other Internet users

Any actions that might disrupt network users, services or equipment

To access, upload, download, or distribute pornographic, obscene, abusive, or sexually explicit language

To transmit obscene, abusive or sexually explicit language

To violate copyright, or use another person's intellectual property without his prior approval

Enforcement

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

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

To copy another person's file without authorization would be "Cheating" and "Theft".

To display or make available to others obscene graphics or obscene language would be "Obscenity/profanity".

Deleting, erasing, damaging, or otherwise tampering with files of which the user is not the sole owner would refer to "Vandalism."

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

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

One2One Device Usage Agreement Terms

Students are expected to abide by the District Responsible Use Principles (RUP). Student acknowledges that any issued device is the property of Silver Creek School Corporation and will abide by the following terms:

- Students **MUST** make the device available to any school administrator or teacher for inspection of any messages or files sent or received on their Silver Creek School Corporation Issued device.
- Students **MUST** report to the building administration or teacher any incidents of inappropriate communications sent in any form using their Silver Creek School Corporation Issued device.
- Students **MUST** not deface the device. Students can place stickers or colors on the

protective “always on” outer case.

- Students **MUST** keep the school issued protective case on the device at **ALL TIMES** and bring the device fully charged.

- If the device is damaged with the case off, a fee may be assessed to the student for the repair.

- If the student **DOES NOT** bring the device to school, an email will be sent to parent/guardian/student.

- Students **MUST** return devices to the school main office **BEFORE** withdrawing/graduating from Silver Creek School Corporation. If the student does not return the device, **a fee will be assessed and documentation may be delayed.**

Warranty and Repairs

- **Manufacturer Warranty** - Device is covered by a warranty from manufacturer defects. (This does not cover abuse)

- Parents/guardians and students will be sent an email when a claim is submitted, when a claim is completed and the device is available for pickup.

- **LIMITED Accidental Warranty** - Device is covered by a **LIMITED** warranty from accidental breaks. (This does not cover abuse)

- **LIMITED Warranty - One Claim Per Year** - There is no fee for the **first** accidental damage claim **per year** (Claim year is from August 1 - July 31). Resets in August every year.

- Parent/Guardian and student will be sent an email when a claim is submitted, when a claim is completed and the device is available for pickup.

- **Out of Warranty Accidental Damages** - Full price of repair or replacement will be the responsibility of the parent/guardian/student.

- Parent/Guardian and student will be sent an email when a claim is submitted, when a claim is completed and the device is available for pickup.

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

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

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

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

Fee Replacement Table:

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

COMMUNITY RELATIONS

PEST CONTROL POLICY

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

The corporation will:

1. Inform parents and staff members annually of the corporation's pest control policy at the time of student registration beginning August, 2001 by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control: Superintendent or designee 246-3375
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Request that parents and employees notify the school if there have ever previously been any positive reactions by the child (or employee) to any pesticide, and to notify the school of any other allergies.
5. Provide notice of planned pesticide applications to parents and employees.
6. Provide notice of all pesticide applications to school nurses.
7. Maintain a written record for at least 90 days of any pesticide applications.

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

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

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

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

PEST CONTROL REGULATIONS

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

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

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

The training must include:

- a. A review of the corporation's pest control policy;
 - b. A review of the label instructions for the pesticides to be used;
 - c. Methods to determine when an application of a pesticide is necessary.
 - d. How to minimize potential pesticide exposure to students, teachers and staff;
 - e. What activities are prohibited; and
 - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
 3. When inspections are conducted by an independent contractor, the contractor should contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
 4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
 5. At the time of registration for each school year, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
 6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two days prior to the application when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
 7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application,

(3) date of application, (4) approximate time and length of the application and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions of the pesticide label.
10. In case of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application:
 - b. Pests found during inspection:
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide (s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

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

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

ASBESTOS

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

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

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

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

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

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

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

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

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or counselor], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is 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 within ten (10) days of receipt of this notice 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.

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

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

Protection of Pupil Rights Amendment

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

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

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

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

Child Nutrition Programs

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

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

McKinney Vento Act

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

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

NONDISCRIMINATION, 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:

<https://www.scschool/resources/parent-student-resources>

<https://resources.finalsite.net/images/v1691754393/scscschool/nsw2u0yd5cc42mjpepyl/Anti-HarassmentComplianceOfficers.pdf>

Anti-Harassment The complaint will be investigated as outlined in the applicable procedures outlined in Board policy or administrative guidelines available at this website: [Board Policy 5571 - https://go.boarddocs.com/in/silverc/Board.nsf/vpublic?open&id=policies#](https://go.boarddocs.com/in/silverc/Board.nsf/vpublic?open&id=policies#)

Under no circumstances will the School Corporation threaten or retaliate against anyone who raises or files a complaint in good faith. The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and shall not be tolerated. At all times, the safety of the victim of bullying shall be a priority. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board shall not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. Engaging in "cyberbullying," which is bullying that occurs through the use of data or computer software that is accessed through a computer, computer system, computer network, or cellular telephone or other wireless or cellular communications device also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the School Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an

unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means 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 committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B. has a substantially detrimental effect on the targeted student's physical or mental health;
- C. has the effect of substantially interfering with the targeted student's academic performance; or
- D. 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes but is not limited to such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. 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.
- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location

outside Indiana.

Any student who believes they have been or are currently the victim of bullying shall immediately report the situation to the building principal, assistant principal, or the Superintendent. The student also may report concerns to a teacher or counselor who shall be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be investigated promptly and documented according to the timeline established by the Superintendent's administrative guidelines. At all times, the safety of the victim of bullying shall be a priority. Bullying incidents shall be reported to the parents of both the targeted student and the alleged perpetrator in an expedited manner, that is before the end of the next instructional day after the incident is reported, by the Principal, Assistant Principal or Superintendent to whom the bullying incident initially was reported or by their designee.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator shall report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment or Policy 2266 - Discrimination on the Basis of Sex in Education Programs or Activities, as applicable.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the alleged perpetrator shall be notified of the alleged bullying incident at the beginning of the investigation (before the end of the next instructional day after the incident is reported), the findings of the investigation at the conclusion of the investigation (before the end of the next instructional day after the conclusion of the investigation), and, as appropriate, any remedial action that has been or shall be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the alleged perpetrator, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and shall not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Suspected retaliation shall be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble similarly is prohibited and shall not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516 - Student Hazing.

The Corporation shall maintain a link on its internet website to the internet website resource page

maintained by the Indiana Department of Education that provides parents and school officials with resources or best practices regarding the prevention and reporting of bullying and cyberbullying.

Remedial Action

Follow-up services shall be provided during or after the investigation which include support services for the victim and bullying education for the alleged perpetrator.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality shall be maintained during the investigation process. However, in some circumstances, a proper investigation shall require the disclosure of names and allegations.

Discipline Rules

As required by State law, the Superintendent shall require that any discipline rules adopted by the Corporation's schools shall prohibit bullying and include:

- A. provisions concerning education, parental involvement, and intervention;
- B. a detailed procedure for the expedited investigation of incidents of bullying that includes:
 - 1. appropriate responses to bullying behaviors, wherever the behaviors occur;
 - 2. provisions for anonymous and personal reporting of bullying to a teacher or other school staff;
 - 3. provisions that require a school to prioritize the safety of the victim;
 - 4. timetables for reporting the conclusion of a bullying investigation to the parents of both the targeted student and the alleged perpetrator in an expedited manner that is before the end of the next instructional day after the conclusion of the investigation incident is reported;
 - 5. timetables for reporting of bullying incidents to school counselors, school administrators, the Superintendent, or law enforcement, if it is determined that reporting the bullying incident to law enforcement is necessary;
 - 6. discipline provisions for teachers, school staff, or school administrators who fail to initiate or conduct an investigation of a bullying incident;
 - 7. discipline provisions for false reporting of bullying; and
 - 8. provisions to make a reasonable attempt to notify both the parent of a targeted student and the parent of an alleged perpetrator that the school is investigating a possible incident of bullying or similar misconduct before the end of the next instructional day after the school becomes aware of the possible incident; and
- C. a detailed procedure outlining the use of follow-up services that includes:
 - 1. support services for the victim; and
 - 2. bullying education for the alleged perpetrator.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The discipline rules shall prohibit bullying through the use of data or computer software that is

accessed through a:

- A. computer;
- B. computer system;
- C. computer network; or
- D. cellular telephone or other wireless or cellular communications device.

The discipline rules shall include policies to allow a parent of a child in the Corporation to review any materials used in any bullying prevention or suicide prevention program.

The discipline rules may include provisions to determine:

- A. the severity of an incident of bullying; and

Pursuant to I.C. 20-33-8-13.5, this section may not be construed to give rise to a cause of action against a person or the Corporation based on an allegation of noncompliance with this section. Likewise, noncompliance with this section may not be used as evidence against the Corporation in a cause of action.

Each school in the Corporation shall document acts of bullying and abusive behaviors:

- A. against a victim; and
- B. committed by a verified perpetrator.

Pursuant to I.C. 20-33-8-13.5, a record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under I.C. 5-14-3.

Documentation

The Corporation shall document acts of bullying and abusive behaviors against a victim that are committed by a verified perpetrator.

Parent Access to Materials

The parent of a child attending a school in the corporation shall be allowed to review any materials used in any bullying prevention or suicide prevention program.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

Individuals with Disabilities Education Act

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

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

A school district must notify parents of eligible students of the availability of public school choice at least 14 days before the start of the school year. 34 C.F.R. § 200.37(b)(4)(iv). For information on the content of the notice, see section D in the U.S. Department of Education's Public School

Choice Non-Regulatory Guidance: <http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>

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