“HOME OF THE BLACKHAWKS”

Principal: Dr. Jane Newblom
317-758-4431 x4403
jnewblom@sheridan.k12.in.us

Assistant Principal: Kent Davis
317-758-6780 x3325
kdavis@sheridan.k12.in.us

Counselor: Nikki Zachery
317-758-6780 x3323
nzachery@sheridan.k12.in.us

3030 West 246th Street
Sheridan, Indiana 46069-9802
Phone: (317) 758-6780
Fax: (317) 758-2435
www.scs.k12.in.us

Approved by: Sheridan Community Schools – Board of School Trustees on June 14, 2016

QUICK REFERENCE TELEPHONE NUMBERS

Sheridan Middle School.....(317) 758-6780
(317) 758-2435 (FAX)

Menu Options (press)

To Report an Absence	6 (please report an absence by 10:00 a.m.)
Staff Directory	1 (dial by name directory)
Cafeteria	Dial **7** followed by **1**
Guidance Department	Dial **7** followed by **2**
Athletics Office	Dial **7** followed by **3**
Band Office	Dial **7** followed by **4**
Transportation	Dial **7** followed by **6**
Operator	0

Sheridan High School.....(317) 758-4431
(317) 758-2406 (FAX)

Athletics Office FAX ..... (317) 758-2403 (FAX)

Sheridan Community Schools Central Office .....(317) 758-4172
(317) 758-6248 (FAX)

SHERIDAN MIDDLE SCHOOL CLASS PERIOD SCHEDULES

REGULAR SCHEDULE

PRIDE	8:00 – 8:08
1st	8:10 – 8:56
2nd	9:01 – 9:51
3rd	9:56 – 10:46
Lunch - 7th	10:46 – 11:16
Lunch – 8th	10:47 – 11:17
4th (6th grade)	10:51 – 12:11
Lunch – 6th	11:11 – 11:41
4th (7th/8th grade)	11:22 – 12:11
5th	12:16 – 1:05
6th	1:10 – 2:00
7th	2:05 – 2:55

"HOME OF THE BLACKHAWKS"

MISSION STATEMENT

We create high leverage, high impact learning opportunities for all students.

VISION STATEMENT

All students develop skills and attitudes resulting in academic excellence, career success, and exemplary citizenship.

BELIEFS OF THE SHERIDAN COMMUNITY SCHOOLS

Students are our first priority.

Our schools are the focal point of this community.

This community's investment in our schools is vital to the continued vitality of this community.

Everyone in the community has a role in educating our children.

Our students deserve world class opportunities.

Schools must provide a safe and nurturing environment.

Everyone in our community deserves to be treated with respect.

Successful investment in the future respects the past.

Sheridan Community Schools Board of School Trustees

WELCOME

The staff and administration welcomes you to Sheridan Middle School. You are now part of an excellent program and encouraged to take full advantage of all of the educational and extracurricular opportunities that are offered. Knowledge gained, habits formed, and decisions made will last a lifetime.

Our dedicated staff will strive to provide you with meaningful and purposeful activities each day that constitute a unique educational experience at Sheridan.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school, take care of it, and feel free to offer suggestions for improvement. The entire contents of this book have been approved by the Sheridan Community Schools School Board. Read it in its entirety and share it with your parents. Disciplining ourselves is sometimes a difficult task, but it brings about many personal rewards. Good luck, and have a great year!

STUDENT CODE OF ETHICS

We are concerned about the general attitudes and beliefs of all students, and therefore share in the responsibility to determine and suggest what we believe are proper student ethics.

"The most important thing in life is the kind of persons we are becoming, the qualities of the character, and moral behavior we are developing" ***. . .*** *David Morrow*

Respect - for all persons whether they be other students, staff, visitors, parents, teachers, and especially substitute teachers is an indication of a mature student and is expected at all times**.**

"Every human being, of whatever origin, of whatever station, deserves respect. We must each respect others even as we respect ourselves." . . . Ralph Waldo Emerson

Sheridan Middle School Blackhawk PRIDE is the expectation for students, staff, and families. We all must focus on a positive, safe learning environment as well as academic and personal success.

***P*ersonal Best –trying hard and doing the best you can**

***R*espect – to show consideration for the feelings and rights of yourself, others, and the world around you.**
Treating others the way you would like to be treated.

***I*ntegrity – act accordingly to what is right, even when no one is looking.**

***D*etermination – the virtue of setting and working toward goals, completing a task, solving a problem, and**
learning new things.

***E*xcellence – is "being all you can be" and doing what is right for you, your classmates, and for your school.**

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

Sheridan Community Schools has a policy providing equal opportunity. All courses are open to all students regardless of religion, race, color, sex, disabilities, genetic information, or national origin including limited English proficiency. Educational services programs, instruction, and facilities will not be denied to anyone in the Sheridan Community Schools district as the result of his or her religion, race, color, sex, disabilities, genetic information, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact Mrs. Jane Newblom, Sheridan Middle School, 24185 North Hinesley, Sheridan, IN 46069, phone 317-758-4431.

DUE PROCESS

Due process is guaranteed to individuals by the Fourteenth Amendment to the Constitution. Due process in education implies

* that rules and regulations of schools are published and distributed;
* that students know and understand these rules and regulations;
* that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation;

* that when rules or regulations are violated, certain consequences will occur;
* And that if expulsion or exclusion from school is a recommended consequence and if the student or the student's parent wishes, a hearing must be held. Appeals to the School Board and to the civil courts may follow in sequence.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; academic interests; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

THE PARENTS' ROLE

Parents' Responsibilities

1. Providing phone number of the home and place of employment so parents can be contacted.
2. Securing copies of the school calendar and being aware of the beginning and ending dates of the semester and the dates on which report cards are distributed.
3. Requiring their children to attend school regularly and encouraging punctuality to school and classes.
4. Discouraging their children from leaving school because of minor health problems.
5. Talking to their children regarding school and, if there are problems or questions, calling the school.
6. Seeing that children have the required materials and supplies.
7. Being aware of their children's programs and classes in which homework is assigned and offering assistance and support.
8. An awareness of their children's friends and activities in and out of school.

Responsible parents in a partnership with responsible school officials can improve the living and learning situation of a school.

Become Involved

Many times, families ask how they can help their children in school. Our school system actively encourages parents to talk with their children's teachers and administrators to discuss their children's progress at school and ways parents can help. The parents, more than anyone else, can help the children do well in school and develop acceptable school behavior. The following are general suggestions that will help in almost every case:

* Keep in contact with the school concerning your student's progress.
* Become aware of your student's program and class schedule in order to offer assistance and support.
* Discuss report cards and homework assignments.
* Ensure that your student is in daily attendance in school, and promptly report and explain an absence/tardiness to the school.
* Bring to the school's attention any problem or condition that might affect your student's overall achievement and behavior.
* Maintain up-to-date home, work, and emergency phone numbers for the school.
* Provide your student with the resources and supplies necessary to complete all class requirements.
* Know that a good breakfast is vital to learning.

* Discuss the overall and long-lasting effects of truancy.
* Talk with your student regarding school, and call the school regarding any questions or problems.
* Seek any changes at school in an orderly and approved manner.

Note: Parents and students may access and review grades through Sheridan Community Schools' Parent Portal, an Internet-based grade book. This is an excellent resource to assist with parent-teacher communication and to encourage and support student academic success. These guidelines have been established to ensure effective communication for all:

- Parents will be given the website and proper codes to access student scores from our technology director. If there are questions regarding this procedure, please contact the office.
- Teachers will update student grade books on a regular basis, approximately every five days. Although there may be exceptions to this guideline as different projects and assignments may take longer to assess and provide student feedback.

When the home and school cooperate with each other, a good environment for learning will be established and the student will learn in a positive and rewarding manner.

AS A SCHOOL DISTRICT WE FOSTER: the enhancement of student self-esteem, problem solving, and coping skills by providing comprehensive prevention, intervention and referral services. Within each school, student support groups are available to any student in need of assistance. Parents who do not wish to have their child participate need to contact the school.

PARENTAL RIGHT TO INSPECT MATERIALS - P.L. 204-1995, HEA 1625

This law gives a parent or student the right to inspect instructional materials in connection with a personal analysis, an evaluation, or a survey that is not directly a part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, video materials, tapes, or other materials. This law also requires that a student without prior written consent of a parent can not be required to participate in a personal analysis, a survey, or an evaluation that is not part of the academic instruction if one of the above reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning enumerated items.

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.
2. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.
4. Parents or eligible students may ask Sheridan Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
5. If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
   Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
6. 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.

7. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor medical consultant, or therapist); or a parent or student serving on an office committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
8. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School Corporation discloses educational record without consent to officials of another school corporation in which student seeks or intends to enroll. **(NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)**
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

A. EDUCATION

Students' Rights - Students whose parent(s) or guardian (s) reside within Sheridan Community Schools Township attendance area district approved cash transfer tuition students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children or handicapped students regardless of the handicapping condition. Attendance in school is mandatory in Indiana from age seven or from time of official enrollment until the age of seventeen.

No student shall be subjected to suspension, expulsion, or exclusion from the Sheridan Community School Corporation without due process of law being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.

Although the goal is for all students to advance in grade as educationally appropriate, at times retention must be considered. In the middle school, retention is based on a case by case basis. Teachers, parents, administrators, the counselor and the student may convene to determine if the student has acquired the proper skills to be successful at the next level. Retention can be based on effort, grades, maturity, attendance, discipline, or other unforeseen circumstances

Students' Responsibilities - ***Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.*** It is a joint responsibility of the students and parent(s)or guardian(s) to see that the student attends school.

1. To be on time to school and each class assignment.
2. To have appropriate supplies, texts and/or equipment on hand when required for class.
3. To have assignments prepared.
4. To understand and obey rules and regulations.

5. To accept authority of school personnel.
6. To seek help when it is needed.
7. To have the parent(s) or guardian(s) notify the school of the student's absence.
8. To obtain and complete assignments for all absences.
9. To understand due process and its basic principle, this is to provide justice, not evasion.

B. FREE SPEECH AND EXPRESSION

Students' Rights - Students may express publicly or privately, in writing or orally, their opinions, concerns or ideas.

Students' Responsibilities - To see that such declarations do not interfere with an educational function or school purpose, present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule except by due process.

C. SAFE SCHOOL ENVIRONMENT

Students' Rights - Should be provided a safe school environment in which to learn.

Students' Responsibilities - To monitor one's own behavior so that harm to self or to others is not instigated. Students should help forestall, when possible, wrongful acts by other students or individuals and consult with adult staff members when the safety of individuals or property is threatened.

D. PERSONAL PROPERTY

Students' Rights - Students have the right to feel that personal belongings are secure within the educational setting. Students shall be provided a copy of all the rules regarding searches of lockers and their contents. Lockers remain the property of the Sheridan Community School Corporation. Where possible, searches shall be conducted in the presence of the student whose assigned locker is the subject of the search. The principal may request law enforcement officials to assist the school administration in searching the locker and its contents. This may also include drug canine units. A student may be searched by the principal or designee when there is reason to believe that the student possesses any illegal item or an item that will cause harm to that student or to any other person. Parents will be notified within 24 hours of the search.

Students' Responsibilities

1. To keep personal property in appropriate places.
2. To keep locker combinations confidential.
3. Do not bring to school any materials or items that would be disruptive, dangerous, or illegal.
4. To respect the property rights of all others.
5. Do not transport or keep illegal and/or dangerous items on school property.

E. INDIVIDUAL FAIR TREATMENT AND RESPECT

Students' Rights - Students have a right to expect courtesy, fairness, and respect from school personnel and other students.

Students' Responsibilities - To treat all others involved in the educational process with courtesy, fairness, and respect.

F. DRESS AND GROOMING HABITS

Students' Rights - Students may dress and groom themselves in a manner that is not disruptive to the educational program or dangerous to themselves or others.

Students' Responsibilities - All students should dress and exhibit grooming habits appropriate for the educational activity and to follow the dictates of good taste. Student's attire (tops, shirts, pants) should cover the student's entire body. Belts, on pants, need to be properly secured. Students should not wear anything that is illegal, indecent, or that promotes drug and alcohol use or sexual activity. Students should refrain from grooming in the classroom or where such would constitute an interference

with an educational function or school purposes. When appropriate, students should wear required safety devices or uniforms that insures the student's safety.

G. PRIVACY

Students' Rights - Students' educational records will be protected, and disclosure will be consistent with legal requirements specified by Family Educational Rights and Privacy Act.

Students' Responsibilities - To keep school personnel promptly informed about changes in addresses, phone numbers, and emergency information in the event that contact needs to be made.

H. FACILITIES, FACULTY AND CURRICULUM APPROPRIATE TO NEEDS

Students' Rights - Students' right to a public education assumes that a diversified curriculum will be taught by appropriate licensed teachers in clean, safe, and equipped facilities.

Students' Responsibilities - Students should contact the appropriate persons and use appropriate channels to make needs known. No one should destroy, mutilate, or mar school property. All citizens of the school community should participate in consistent **anti-litter** awareness and activities throughout the year. Finally, be aware that people wearing **street shoes** are at no time allowed on the **gymnasium** floor.

I. EXTRACURRICULAR ACTIVITIES

Students' Rights - Students who express an interest in and meet the qualifications for participation in any extra-curricular activity may not be denied participation on the basis of age, sex, race, color, creed, national origin, handicapping condition, or financial status.

Students' Responsibilities - Students are to be enrolled in school, to become informed about the rules of participation, and to understand that ability may govern participation in certain activities.

THE SCHOOL DAY

DAILY SCHEDULE

Students begin entering the building at 7:30 a.m. each morning and should proceed to the cafeteria until 7:48 a.m. Students may enter the locker area no earlier than **7:48 A.M.**

REGULAR SCHEDULE

PRIDE	8:00 – 8:08
1st	8:10 – 8:56
2nd	9:01 – 9:51
3rd	9:56 – 10:46
Lunch - 7th	10:46 – 11:16
Lunch – 8th	10:47 – 11:17
4th (6th grade)	10:51 – 11:11
Lunch – 6th	11:11 – 11:41
4th (7th/8th grade)	11:21 – 12:11
5th	12:16 – 1:05
6th	1:10 – 2:00
7th	2:05 – 2:55

Note: Alternate schedules will be available from the middle school office for the following school days: Activity Period, 2-Hour Delays, Early Release-Professional Development days.

If not in a supervised activity after school, students are not to be in the buildings.

ACTIVITY PERIOD SCHEDULE - provides an opportunity for extra-curricular clubs and activities to meet to conduct business. Activity Period will usually occur on Wednesday mornings following first

period and will last twenty-five minutes. Occasionally, there will be a need to conduct an activity period at an alternative time or day. All students will remain in their 1st period class and be dismissed to their club activity unless otherwise directed by the staff/administration.

CAFETERIA – BREAKFAST AND LUNCH

A qualified breakfast and lunch are available for all students daily. Ala carte items are also available for purchase and students are always welcome to bring meals from home and dine in the cafeteria. Should a student's account become negative, the student may purchase one qualified meal (no ala carte or extra items) for two days only.

Cafeteria prices for students and grade level lunch periods are:

Student Breakfast $1.35	**SMS (all grades)**	**7:30 – 7:55**
Student Lunch: $2.35	**6th grade –**	**11:11-11:41**
	7th grade –	**10:46-11:16**
	8th grade –	**10:47-11:17**

Ala Carte Items $.50-$2.00

Adult breakfast is $1.60; Adult Lunch is $3.35.

****Updated lunch prices for 2016-2017 per board approval***

Students/parents are encouraged to pre-pay on their lunch accounts and can do so at the high school bookstore, cafeteria office, and middle school office or online. Please contact the cafeteria manager at 317-758-4431>Press 7>Press 1, if you need any assistance with the online account.

At lunchtime, students will observe staggered dismissals to the cafeteria and should be in the cafeteria and clear of the locker/classroom halls five minutes after they are dismissed from their class. Middle school students should sit and remain in their designated areas. Students must have staff permission to leave the cafeteria area to use the phones or restrooms or go to their lockers or to a classroom. **Students should maintain an atmosphere of respect, consideration, courtesy, and cleanliness at all times in the cafeteria.** Students will be dismissed by the lunch room supervisor when all cartons, bottles, trays, and packaging have been disposed of properly and the tables are clean. **All food must be consumed in the cafeteria and is not allowed in the hall/classroom areas during or after lunch.**

ATTENDANCE

MISS SCHOOL - MISS OUT

Students are required to attend each scheduled class and are not to leave the school building at anytime during the school day without permission. Permission to leave school will only be granted by the administrative staff or other attendance officers. If a student must leave school, he/she must report to the office, receive permission from an administrator, and inform a parent/guardian by phone of his /her intention to leave and then sign out. Upon his/her return to school the sign in/out sheet must be utilized. First time offenders will receive an in-school suspension and an unexcused absence. Second time offenders will receive an in-school suspension and an unexcused absence. Third time offenders may be suspended from school and have their driver's license revoked until the age of 18.

Perfect attendance means "being here every day, every period for the full period, all day, in class." A student must attend and be on time each day of the school year to receive a perfect attendance award at the end of the year.

Athletes, Cheerleaders, and participants in extracurricular or intramural activities may not participate in a game or practice on a day when they have not been present at school for at least the three (3) final class periods of the school day unless previously excused by school administration.

ACCOUNT FOR YOUR ABSENCES

Indiana Statutes I.C. 20-8.1-3-17 requires every child between the ages of 7 and 17 to attend school

except for certain specific exemptions as found in I.C. 20-8.1-3-18 through 20-8.1-3-20.

ABSENCES may be considered **excused** or **unexcused**. Any absence that results in a student not attending at least 180 days in a school year must be in accordance with SCS Policy 5200 to qualify for an excused absence. Excused absences require students to make up work without penalty while an unexcused absence does not allow work to be made up. Parents should contact the school prior to 10:00 a.m. for each day their child will be absent. Additionally, written notification upon return is advised and helpful to substantiate the absence. Students who are absent from school all day should not attend or participate in extracurricular/co-curricular activities or their after school jobs without permission of the principal or designee.

If a student becomes ill or is injured during the school day, they must be evaluated by the school nurse or administration. If treatment fails to relieve the issue, the nurse or administrator will contact the parents and ask for the student to be picked up or allowed to go home. Any student who contacts parents or leaves school due to illness, without above permission, will be counted as unexcused absence for those periods missed and will not be allowed to make up missed work.

Upon return to school from each absence, a student must obtain an admit pass to class from the office. This allows for proper documentation and an opportunity for students to drop off notes and/or doctor's excuses following an absence. Students should obtain absence passes from the office before first period or immediately upon their arrival at school if it occurs after first period.

If parents do not properly contact the school to excuse a student absence, the absence will count as unexcused. For those students who are under 18 years of age, three unexcused truancies will merit a notification being sent to the Bureau of Motor Vehicles for driver's license invalidation or prohibiting the student from obtaining a learner's permit.

At the middle school level a **warning letter** will be sent home to the parents or guardians upon reaching (**5) five days** of accumulated absences. Every absence after reaching **(8) eight days** will merit a Saturday School Detention to make up lost instructional time. Certain cases may require contacting child protection services and the Hamilton County prosecutor's office. More than 8 absences may also require driver's license invalidation. When (**12) twelve absence** days have been acquired without medical approval then protective services will be notified, as will the prosecutor's office with the recommendation for the filing of educational neglect (IC 20-33-2-25). Parents of students who miss 8 days of school due to medical reasons will be required to fill out a STUDENT INCAPACITY FORM. This document must be signed by the parent along with the student's physician and explain how much/often the student will miss school and when he/she will be expected to return.

ATTENDING CLASS EQUALS SUCCESS (ACES)

Sheridan Community Schools, the Hamilton County Schools Attendance Project, and the Hamilton County Prosecutor's Office have worked together on a program in an effort to improve school attendance; ACES (Attending Class Equals Success) is a result of this collaborative effort. With the school, parent, student, and prosecutor's office working together through early intervention and collaboration, we believe attending class will equal success for each and every student.

The ACES attendance warning and intervention process follows. When a student…

- accumulates 5 absences in a semester (with no doctor's notes or other approved absences per Policy 5200), a warning letter will be sent home to the parents or guardians.
- reaches 6 absences (with no doctor's notes or other approved absences per Policy 5200), a referral will be submitted to the Project ACES program.
- accumulates 7 absences (with no doctor's notes or other approved absences per Policy 5200), the administration will notify a representative from the Hamilton County Prosecutor's office. The Prosecutor's Office will then contact the parents both by mail and phone to inform the parent and student of a required meeting to be held to discuss the continued absences of the student. At the meeting, a Hamilton County Deputy Prosecutor will present to the parents an overview of the effects attendance has on academic and career success. At this time, the parents and student will be made

aware of the disciplinary consequences for not attending school.

- continues to accumulate absences following a meeting with the Hamilton County Deputy Prosecutor, educational neglect charges will be filed. If a student in grades 7-12 is still missing school, truancy charges will be filed. Additionally, as required by IC 20-33-2-25, the school administrator will also be in contact with the Hamilton County Prosecutor's Office and depending on the circumstances and age of the student, the Department of Child Services.

For those students who are under 18 years of age, three unexcused truancies will merit a notification being sent to the Bureau of Motor Vehicles for driver's license invalidation or prohibiting the student from obtaining a learner's permit.

Funerals, signed doctor's statements, and **prescriptions** showing the exact dates to be covered for an absence along with unforeseen emergencies approved by the principal are examples of absences which would not count toward the 8 day limit. Appointment cards are **NOT** acceptable excuses. Except for emergency situations, dental and Planned Parenthood appointments are examples which do not merit a full day of doctor excused absence. Parents must plan ahead for student appointments. Phone calls/notes for appointments must be received prior to the start of school on the day of the appointment.

Substantiation of a Doctor's Appointment(s) will be accepted up to 5 days after the student returns to school.

Make-Up Work - All missed homework due to an absence must be arranged by the student with the teacher within one day after the student returns to school in order to receive full credit. Parents of students requesting make-up work should give notice of a minimum of one (1) school day for faculty to turn in assignments to the office secretary. Assignments may be made up at the rate of one day make-up for each sick day. Out of school suspension work receives one-hundred percent (100%) credit, while unexcused absence or truancy cases will receive no credit. Students who do not turn in homework may be assigned detention.

BE ON TIME

Tardiness is disruptive to the educational process and we believe that timeliness is a life skill which should be encouraged and reinforced during the school day. Students late to school or to their classes will receive a warning when the fifth tardy is reported (cumulative for all classes). The sixth tardy will result in a one hour lunch detention; the seventh tardy will result in two hours of lunch detention, the eighth tardy will result in a one-hour after school detention, and any subsequent tardies will result in a Saturday School detention(s), or possible loss of passing periods, including an intervention meeting with a counselor or administrator and discussions with parents.

STUDENT DRESS CODE

Only those clothing items/accessories deemed appropriate by the principal or his designee will be allowed to be worn at school or at school related activities. The school, through the principal or his designee, reserves the right to make the final judgment as to the appropriateness of the apparel and has the right to ask a student that a specific item(s) be removed or not worn again at school or school related functions. It is the teacher's prerogative to ask a student to remove any article of clothing deemed disruptive to the educational process (hats, hoods, sunglasses, t-shirts with suggestive language, chains which could be construed as a weapon, etc.). If a student fails to abide by the request, disciplinary action will be taken. No apparel or accessories will be permitted to be worn that advertises or promotes tobacco, alcohol, or other drugs of any nature or represents or signifies gang identification in any way. Reasons for removal are, but not limited to, distracting, immoral, obscene, suggestive printed language promoting tobacco or drugs, or dangerous to one's well-being.

Hats of any nature are not to be worn beyond the entrance way once students have entered the building. Hats worn beyond this point will be collected by the principal or his designee for an appropriate

period of time. Upon arrival at school, hats are to be put in the lockers and remain there until dismissal.

Coats and backpacks may be worn into the building but are not permitted in classrooms. Students should leave coats and backpacks in their lockers.

Shoes, sandals, and/or boots should be worn at all times. Shorts that are the proper length (mid thigh or below, using the fingertip rule) are permitted in school. Leggings, tights, yoga pants, and leotards must be covered with a shirt, shorts, or skirt at fingertip length. Hats, caps, scarves (head coverings), hoods, heavy winter coats, gym trunks, spandex, short shorts, tank tops (thin straps, scooped neck and/or back, and low cut), tops creating a bare midriff on boys or girls, as well as tops that have arm holes which are too large and pants with holes in them or sagging pants are not permitted as school attire. If the length of the skirt or shorts is shorter than the length of the arm, fully extended, the skirt or shorts cannot be worn to school. A mature attitude in wearing warm weather clothing is expected of all students. **NOTE: Continuing to wear clothing and attire deemed inappropriate for the educational setting may be cause for suspension. Repeated wearing of such items after official warning SHALL result in suspension or expulsion from school in accord with statutory due process procedures.**

GENERAL INFORMATION

Announcements: Any announcement should be written and approved by the administration. Announcements will be printed and distributed to each class and will be read over the intercom daily.

Appointments/Early Dismissals: If it is necessary for a **student to leave during the school day** for an appointment, a note from a parent/guardian must be submitted to the office on the morning of the appointment. The student, and preferably their parent, must **SIGN-OUT** in the office and **SIGN-IN** again when returning to school in order to maintain accurate attendance records. An unexcused absence/truancy could be recorded and face disciplinary consequences should a student fail to follow this procedure.

Bicycles may be ridden to school and parked by the high school in the parent drop-off/pick-up area and locked. They are not to be ridden by other students and are not to be ridden during the school day. Students should adhere to all bicycle safety recommendations.

Computers/Technology: The purpose of technology at Sheridan Community Schools is to support curriculum objectives by providing on-line and multimedia access to educational and research tools. At no time are students allowed to access personal email or participate in chat rooms or on-line communication. For students to remain eligible to use technology, their usage must be in support with the educational objectives of Sheridan Community Schools. Users must have a signed Student Computing and Internet Use Agreement on file before a student account is assigned to them. All files and Internet access on school-based computers is the property of the school. They will be treated as lockers and may be reviewed by faculty and administrators.

Any violation of the Student Computing and Internet Use Policy will be deemed a disruption of school and may result in loss of computer/technology privileges, detention, suspension, or expulsion.

Hallways should be clear for passing to the right and are not an area for running.

Celebrations/Parties are for after school hours and **food and drink are not to be in the classrooms unless part of the curriculum.**

Cell phones are expected to be turned off and stored in a student's locker during the school day. If you need to get in contact with your child please call the front office at **317-758-6780** to leave a message rather than contacting your child on their cell phone. All phone messages will be delivered to your child as soon as possible. Cell phones will be confiscated by a teacher or staff member if they are visible during the school day. Students may pick up their cell phone from the office for the first offense, and parents will be required for cell phone pick up after all subsequent offenses. Habitual offenders of this policy will warrant further disciplinary consequences.

Clubs and Activities:

Academic-Quiz Bowl and Spell Bowl	FFA
Athletics	National Junior Honor Society

Ami Amigo (8th Spanish or French Only)
Art
Drama
Community Service Club
Creative Writing Club
SADD (Students Against Destructive Decisions)
SMASH (homework)
SMS Student Council
Yearbook

Conferences are scheduled prior into the school calendar (please check the school calendar for designated days). At Sheridan Middle School, our students are invited to take an active role in facilitating these conferences and the design allows them to showcase their learning, reflect on areas of strengths and weaknesses, and set future goals. Although the annual fall conference is important in opening the lines of communication, parents are always encouraged to schedule appointments with teachers throughout the school year as needed. A mid-winter conference will be offered as well for those struggling academically.

Convocations, Assemblies, and Ballgames will be held during the year as long as student behavior is courteous. Whistling, boisterousness, and booing are not examples of acceptable behavior. Students should be seated during programs and extra-curricular activities; pass-outs are not issued. Parents should pick up students immediately following an activity.

Dances/Movie Nights: All school rules for student behavior will apply and are the same as those for other school activities. These activities are usually after school. They will continue to be held as long as student behavior is courteous and acceptable. These activities are planned and chaperoned by both adult and student organizations. Parents should pick up students immediately following an activity.

Emergency Closings or Delays of school due to weather problems are reported to radio stations and T.V. stations by the Superintendent of Schools by 6:30 A.M. Parents/students may also call the schools for updated recorded messages. Please do not call the administration or faculty at home.

Grading Scale:

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

Gum/Candy: Sheridan Middle School has a “no gum” policy. Students should refrain from chewing gum during school hours.

High school students possessing passes or involved in a special program/class will be the only students allowed **in the middle school during the regular school day.**

Honor Roll and High Honor Roll: Following each nine week grading period, our students are recognized for their academic achievement. To qualify for **High Honor Roll** a student must earn all A’s (including A-) on their report card; **Honor Roll** is awarded to students who earned As and Bs.

Homework has educational validity and extends the instructional programs of the school by extending and

reinforcing the learning experience or to complete work not finished in class. Homework provides an opportunity to develop a student's sense of responsibility, organization, and self-discipline through independent work. Homework will be assigned regularly with clear directions and will serve as a valid learning tool. The students and their families are responsible for supporting a homework attitude that is conducive to learning and should work together to establish a regular setting for accomplishing homework assignments. Concerns regarding homework assignments should be referred to individual classroom teachers. Homework help is available through SMASH (Sheridan Middle School After School Homework Club), by contacting individual teachers, or contacting the guidance counselor for helpful suggestions. Outside and online resources are also available such as: Rose-Hulman Institute of Technology's Homework Hotline at 1-877-ASK-ROSE.

Lockers: You will receive a locker annually as a middle school student. It is the property of the school and a combination is assigned to you - don't share it or your locker with others. Keep lockers closed and clean. Items stolen from pre-set lockers will be deemed the responsibility of the locker owner. Please report maintenance problems in the office. Lockers may be inspected at any time by the administration. **Damaging or defacing lockers will result in disciplinary action.** Each locker must be cleaned and inspected at the end of the school year.

Lost and Found: Any lost item may have been turned into the office. These items may be claimed with proper identification. Note: At least two times per year, unclaimed items that have not been claimed for at least six weeks may be donated to a local agency.

Musical-Electronic-Recording devices and/or headsets are not allowed in classrooms or hallways. Some study halls may allow these devices but only with the **permission of the teacher** (i.e. iPods, MP3 players, CD players, PSP players). If these items are brought to school they should remain in secure location at all times during the school day. No audio or video recording devices (camera phones, camcorders, tape recorders, digital recorders, etc.) are allowed on school grounds or at school activities without permission from the building principal. This is to insure the safety of all students and to inhibit any videos and/or pictures without permission from all individuals.

National Junior Honor Society is one of the more distinguished honors that our school awards as it indicates excellence, not in one activity, but in all. Seventh and eighth grade students will be selected for membership during the second semester. Student eligibility is based on scholarship, leadership, service, character, and citizenship. Students must maintain a 3.50 grade point average from the three previous semesters for consideration. Final determination is reviewed by the Junior National Honor Society committee and faculty.

Public Display of Affection: Kissing, hugging, and embracing are overt acts of affection and will result in disciplinary action. Warning, parent notification, and detention/behavior intervention meeting will follow.

Report Cards: The school year is divided into (2) two semesters with two grading periods of approximately 9-10 weeks each. Report cards will be issued to students on Friday following the end of each grading period. Midterm reports will be sent home midway into each quarter indicating educational, behavioral, and/or attendance areas where student progress has been made or improvement is needed. Parents and students will also have access to an Internet-based grade book for more current academic and attendance information.

Security Cameras for the video security system have been installed in the middle school. The system will be proactive in preventing both thefts and vandalism.

SMASH (Sheridan Middle School After School Homework Club) meets Tuesdays, Wednesdays, and Thursdays from 3:00-4:00 (with some exceptions). This is an excellent opportunity for students to complete their homework, ask questions, study for tests, read through textbook assignments and materials, and work on projects under the guidance of a teacher.

Skateboards/Roller Blades: Due to injury risks, skateboards/roller blades are not allowed on school property, nor heelies in tennis shoes. Middle school students may not bring them to school for any

reason without administration approval.

Student Accidental Insurance: is available for all students in Sheridan Community Schools. The information is posted at www.scs.k12.in.us/mid/ under the Health Services tab.

Student Council: The student council has a highly active role at Sheridan Middle School. Its purpose is not to govern the students but to serve as a meeting place between the student body and administration, where the students can assume as much of the responsibility of organizing their middle school activities as they are able to handle. It is a place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

Telephones -may be used in the office and in the classrooms **with teacher/staff permission only**. These phones are for school related business but usage will be allowed in case of emergencies. Any messages received will be forwarded to students and they will be called to the phone in case of an emergency. Students should plan ahead for any after school activities or needs during the school day. Students are not to make or receive social calls over the school phones. No long distance telephone calls shall be made on the school telephone without prior approval of the building principal. 9-1-1 calls are for emergency use only. Prank calls to this number are against the law.

Vacations taken during the school year are discouraged; however Sheridan Community Schools realizes that (1) circumstances sometimes require such arrangements and (2) travel does have educational benefits. The principal or designee should be aware of a vacation requests at least two weeks prior to the departure date. In most cases, days missed count towards the eight (8) day attendance/credit limit. Assignments may be made up at the rate of one day make-up for each vacation day.

Visitors: All visitors must report to the middle school office upon arrival. Only visitors with an **education-related reason** will be permitted to visit classrooms. Visitors visiting the classroom or the lunch room must have a **visible name tag** on provided by the SMS office, Permission must be granted by the student's teachers and the assistant principal at least two days in advance. The visitor must also have a preliminary conference with the assistant principal before the beginning of the school day. Preschool children are not allowed. No visitors will be permitted before vacations or during final exam weeks.

Volunteers are integral in offering a curriculum filled with a variety of experiences for our students such as classroom assistance, fieldtrips, chaperoning, and event planning. We always appreciate parents and families willing to help in various capacities throughout the school year. Board policy states that any volunteer, who will have care, custody, or control of one or more students on an independent basis, must have a criminal history check on file with Sheridan Community Schools. Volunteers will need to submit a completed application form which can be obtained through our office or online at www.scs.k12.in.us **>**Employment**>**Application Forms. Per Board Policy, the volunteer is responsible for the costs incurred for the criminal history check. Checks should be made payable to Sheridan Community Schools for $30.00.

Work Permits: By law, the Superintendent of Schools is charged by the State with the responsibility of issuing employment certificates, in keeping numerous regulations and restrictions. Students between 14 and 18 years old who plan to work should see the school secretary for a permit and take the completed form along with a certified birth certificate to the high school office for the actual work permit to be issued.

STUDENT SERVICES

Bookstore - stocks new and used textbooks and handles the extracurricular accounts. Most ticket sales and payment of fees are handled in this office. Some school supplies are available for purchase by students during bookstore hours.

Bus Transportation - is furnished by the board of education of Sheridan Community Schools, and adheres to Section 905, Chapter 260, Acts of the 1965 School Transportation Code. The driver has full authority of the bus while students are being transported. For misconduct, a student may be suspended from riding for

one or more days. The driver, upon notifying the principal, may recommend a five day suspension. Further trouble may result in the riding privilege being revoked for the remainder of the semester.

Cafeteria - is self-supporting and a participant in the National School Lunch Program which sets the nutritional guidelines and defines the qualification for free and reduced-priced meals. Thus, with some help from government subsidies, SCS attempts to provide healthy and nutritious lunches at reasonable prices for students and faculty. A form to apply for free and reduced meals is available in the SMS office, bookstore, and cafeteria office.

Classroom Teachers - The classroom teacher welcomes the opportunity to confer with students not only concerning the subject matter of classroom work but also other phases of their welfare that includes such matters as special interests, work experience, educational opportunities after high school, problems of social relations, opportunities in the armed services, and other situations. Your teachers are here to help you in any and every way they can. Take advantage of the opportunity.

Guidance Departments - Sheridan Middle School has a guidance department that devotes considerable time to individual and group guidance. School counselors are willing to discuss educational, vocational, and personal problems with the students. Students are encouraged to make an appointment in the morning before school, after school, or between periods for a conference some time during the school day when their regular classroom schedule will not be interrupted. The guidance departments also coordinate schedule changes, curriculum supervision, the local special education program, and summer school enrollment.

Health Clinics - The health clinics are under the supervision of a registered nurse. The nurse maintains a health record on each student and needs your help in keeping accurate records. The State of Indiana requires certain immunizations for all students attending school. Records of these immunizations are held within the student's permanent records. These records are updated at the beginning of each school year. Each student will have 20 days to obtain deficient immunizations, or face exclusion from school until immunizations are obtained. (IC 20-34-4-6).

Students who become ill or have injuries that may require attention should report and receive first aid treatment. No student should leave the building because of an accident or ill health without first receiving permission from the school nurse or principal. Any student in the clinic for a class period will be excused, but this absence will count as one of the 8 days. Students must report to the main office personnel, **not student office workers**, before being admitted to the first aid room. Failure to secure permission will result in an unexcused absence.

Any medication which is to be taken at school is to be dispensed through the office of the school nurse. Students are requested to bring such medication to the nurse's station or to the middle school office at the beginning of the school day along with a parent's written permission, which is required by law. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the nurse. Only medication in its original container and, if a prescription, labeled with the date, the student's name, and exact dosage will be administered through the office of the school nurse. Medication that is possessed by a school for administering during school hours or at school functions, for students in grade K-8 may be released only to the student's parent.

Media Centers - are open each day during school hours, unless there is a class assigned to the center. All audio visual materials and books are stored here. All students are entitled to its use unless suspended for disciplinary reasons. The purpose of a school media center is to supplement the academic curriculum of that school in a quiet atmosphere conducive to learning. Therefore, excessive noise and socializing are not appropriate behavior for the center. Most books may be checked out for (2) two weeks and may be renewed. There will be a fine for damaged or lost books. Students without study halls may use the center until 3:30 p.m. each day. All students sent to the center must have a pass stating arrival time and intended use of the center. The number of students allowed in the library each study hall period will be determined by the librarian. Students with discipline problems will be requested to return to their classrooms. Teachers are encouraged to bring classes to the library for research. Teachers must schedule

classes and clear subject matter of materials needed one day prior to class use. Teachers must stay with their class to give students help and directions. Study hall students are restricted during class use of the library.

SPORT CONNECTIONS

Blackhawk teams at the middle school level compete in **cross country, golf, football, basketball, wrestling, volleyball**, and **track**. Our philosophy of athletics is that athletics is considered an integral part of the school's program of education. Participation in athletics as a student or spectator is a privilege that carries with it responsibilities to the team, to the student body, to the community, and to the individual. **Middle school athletes and cheerleaders must pass five subjects each grading period (including the four core subjects) to be eligible to participate in athletics.** Many guidelines for middle school sports are set by the Hamilton County Middle School athletic directors and principals. The Athletic Handbook can be found online by visiting http://www.scs.k12.in.us **>**Athletics **>**Handbooks or obtaining a copy from SCS Athletic Office.

Before participation, a physical and parent consent form must be on file with the athletic director. The **Blackhawk code of conduct will be followed** by the athletes, coaches, and administration. Violations of the code of conduct in or out of season may result in suspension or expulsion from practice or competition. All students participating in athletics **must carry insurance** either through the school or a parent/family policy that covers the student. Payment of injuries not covered by insurance shall be the responsibility of the parent/guardian. **Tournament competition** is supervised by the Hamilton County principals and athletic directors.

STAY OUT OF TROUBLE!

BOARD OF EDUCATION MESSAGE

The information on the following pages was approved by the Superintendent and the School Board and is in concert with the Sheridan Community Schools Board Policy.

The School Board, by adopting this code of student conduct, is indicating to students, parents, staff and the community our desire to provide a positive atmosphere for learning. It is our intent to ensure that students' rights are respected and preserved during the pursuit of their education and to encourage self-discipline in this endeavor. When it is necessary for staff to take corrective action, it is to be done justly and fairly. This written document outlines the framework that will be used in Sheridan Community Schools. It is governed by the Board of Education and the laws of the State of Indiana and the United States. It also outlines acceptable and unacceptable behavior allowing the students to adjust to the school environment in an acceptable way. The Board of Education expects the atmosphere in school to be positive for all students and supports all fair disciplinary action necessary to provide this positive atmosphere. The Board also encourages the public to read this document and to be aware of the rights and responsibilities of the students attending Sheridan Community Schools.

Board of Education

Sheridan Community Schools

SHERIDAN COMMUNITY SCHOOLS PHILOSOPHY OF DISCIPLINE

In applying the school district's Code of Discipline, the following philosophy of discipline must be considered and implemented simultaneously.

DISCIPLINE IS: The process of establishing and maintaining a productive learning environment. Its goal is to provide an educational atmosphere free of disruption so that teachers can teach and students can learn.

AS A SCHOOL DISTRICT WE BELIEVE:

* Effective discipline is a key attribute of effective learning. It is founded upon respect for and the dignity of each individual.

* Effective discipline and learning begins with the family.
* A sound system of discipline is a responsibility of the classroom teacher and takes a preventive approach.
* Effective discipline is crucial to a safe and productive learning environment.
* Students are ultimately responsible for their own behavior; therefore, discipline should be a growth-oriented experience, taking into account the developmental needs of the student.
* Sound discipline includes a support system that promotes a positive student attitude and self-image.
* Discipline standards should be fairly and consistently enforced throughout the school system.
* Exposure to a sound discipline management system moves students toward appropriate, independent decision-making resulting in self-discipline.

INCIDENT REPORTS

The best discipline at our school is your self-discipline. Since the school needs an orderly atmosphere for teaching and learning to take place, there must be rules for student conduct. These rules apply **coming to school, during school,** and **after school.** They also apply to all school activities. A student due process code enacted by the General Assembly of Indiana outlines the procedures to be followed when a student is disciplined by intervention, detention, suspension, and expulsion.

Teachers may issue verbal warning or reprimands, recommend detention time after school, intervention, suspend a student from his/her class or activities not to exceed (l) day, or recommend expulsion from class by using a **Disciplinary Referral** form provided by the administration.

TYPES OF INAPPROPRIATE BEHAVIOR DEFINED

Schools, just as in all of society, need rules and regulations to protect the rights of all students. Students have a right to know what is expected of them. School rules are written to describe limits of student behavior. To enforce reasonable rules in a consistent manner is to improve the educational climate for the students to enjoy.

The following list contains types of misconduct that can lead to disciplinary action, ranging from a warning up to a recommendation for expulsion (based on the severity of the incident).

PLEASE NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS ALL TYPES OF STUDENT MISCONDUCT.

1. **Insubordination -** A verbal or non-verbal refusal to comply with a reasonable request from school personnel.

   CONSEQUENCES:

   - Detention, suspension and up to a possible expulsion recommendation

2. **Bullying - What is Bullying?**

   Bullying is repeated acts or gestures, including; Verbal or written communications transmitted including cyberbullying (Social media, cell phones, texting, email, pictures, and/or video); Physical acts committed or aggressive behavior that involve intentional, unwanted, negative actions; or any behaviors committed that involves an imbalance of power by a student or groups of students against another students with the intent to harass, intimidate, ridicule, humiliate, or harm the other student.

   Any concern of a bullying incident should be reported to school administration and/or under the bullying/crisis reporting tab on our school website: www.scs.k12.in.us/mid/

   a. Intimidation/Violence - Causing or attempting to cause physical injury/harm to another person.

   b. Simple Assault/Scuffle/Harassment - A threat or attempt to do bodily harm to another, with or without physical contact. Harassment may include emotional/psychological harm to a student by picking on, name calling, rumors, written messages, etc.

   c. Student Hazing (SCS Policy 5516) - The School Board believes that hazing activities of any

type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

CONSEQUENCES:

- Detention, suspension and up to a possible expulsion recommendation

3. **Fighting -** Aggressive, physical conflict between two or more individuals. Reimbursement for medical costs will be considered in applicable cases.

   CONSEQUENCES:

   - 3-10 day out-of-school suspension and up to a possible expulsion recommendation

4. **Vandalism -** The willful or malicious destruction of school property or the property of others.

   CONSEQUENCES:

   - Restitution, detention, suspension and up to a possible expulsion recommendation

5. **Obscenity/Profanity -** Written or spoken language that is offensive, obscene, or vulgar.

   CONSEQUENCES:

   - Verbal Warning, Written Warning, Detention, suspension and up to a possible expulsion recommendation

6. **Weapons**

   a. **Firearm** (1C 35-47-1-5.) - Any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

   CONSEQUENCE:

   - A student identified as bringing a firearm to school, on school property or at a school function must be expelled for a period of at least one calendar year with the return of the student to be at the beginning of the first school semester after the end of the one year period.

   b. **Deadly Weapon -** A 'weapon' is any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition and explosives. (Such items are not allowed on school property). A 'KNIFE' IS DEFINED AS "AN INSTRUMENT THAT: 1) CONSISTS OF A SHARP EDGE OR A SHARP POINTED BLADE CAPABLE OF INFLICTING CUTTING, STABBING OR TEARING WOUNDS; AND 2) IS INTENDED TO BE USED AS A WEAPON." IT IS NOT A 'KNIFE' IF THERE IS NO EVIDENCE IT WAS INTENDED TO BE USED AS A WEAPON. (For this law only) IC 35-47-5-2.5(a)

   CONSEQUENCE:

   - Students identified as bringing a deadly weapon to school, on school property, or at a school activity may be expelled for a period of not more than one calendar year.

7. **Fire Alarm -** Setting off a fire alarm unnecessarily is a Class B misdemeanor according to Indiana Law 35-44-22-B.

   CONSEQUENCES:

   - 3-10 day suspension and a possible recommendation for expulsion

8. **Forgery -** The act of forging notes, written papers, essays, passes, excuses for oneself or others.

CONSEQUENCES:

- Detention, suspension

9. **Loitering -** A student's unauthorized presence in an area.

   CONSEQUENCES:

   - Warning and possible detention

10. **Disruption of School -** Behavior or contraband items (such as, but not limited to, laser pointers, pocket knives, electronic devices, fireworks, water devices, etc.) that seriously disrupts any school activity or the orderly operation of the school. Contraband items will be confiscated by school personnel and returned to a parent or legal guardian.

    CONSEQUENCES:

    - Detention, suspension and up to a possible expulsion recommendation

11. **Indecent Exposure/Proposition -** Sexual proposals, harassment, or exposure. Public display of affection or sexual acts is included.

    CONSEQUENCES:

    - Detention, suspension and up to a possible expulsion recommendation

12. **Theft -** Taking the property of the school or another person without permission. Possession of stolen property. Any consequence will include reimbursement.

    CONSEQUENCES:

    - Detention, suspension and up to a possible expulsion recommendation

13. **Throwing Objects -** Throwing any object towards people at any time to include, but not limited to rocks, dirt, snowballs, ice-balls, pens, pencils, etc.

    CONSEQUENCES:

    - Warning, detention, suspension and up to a possible expulsion recommendation

14. **Truancy -** Students who stay away from school without permission are truant.

    CONSEQUENCES:

    - *First Offense*: Saturday School
    - *Second Offense*: Saturday School and a student must fill out the Bureau of Motor Vehicles form which will either suspend the student's driver's license or prohibit the student from obtaining a learner's permit or operator's license for a specific length of time (that form will be kept on file in the Assistant Principal's office to be sent to the Bureau of Motor Vehicles upon the third truancy offense),
    - *Third Offense*: a three day out of school suspension, the Hamilton County prosecutor is notified, and the driver's license invalidation form is sent to the Bureau of Motor Vehicles.

15. **Gum/Candy -** Gum and candy are not permitted in the middle school.

    CONSEQUENCES:

    - Verbal warning, written warning, detention

16. **Tobacco/Substance Abuse/Alcohol**

    Refer to Chemical Abuse/Drug Testing.

17. **Gambling -** Participation in games of chance for money and/or other things of value.

    CONSEQUENCES:

    - Detention and possible suspension

18. **Offensive Touching -** Intentionally touching another person, either with a part of the body or with any instrument, thereby causing offense or alarm to the other person.

CONSEQUENCES:

- Detention, suspension and up to a possible expulsion recommendation

19. **Extortion -** To obtain or attempt to obtain money, goods, or information from another person by force or threat of force.

    CONSEQUENCES:

    - 3-10 suspension and up to a possible expulsion recommendation

20. **Inappropriate Dress -** Attire that is disruptive to the educational process (see the "Dress and Grooming Habits" section).

    CONSEQUENCES:

    - Warning, detention and up to a possible suspension

21. **Inappropriate Symbols -** Drawing or reproducing symbols or pictures that would be considered indecent, improper, gang related, drug related, or derogatory towards any individual or group.

    CONSEQUENCES:

    - Warning, detention, suspension and up to a possible expulsion recommendation

22. **Multiple Offenses -** Habitual violation of school rules or policy.

    CONSEQUENCES:

    - 3-10 day suspension and up to a possible expulsion recommendation

23. **Telecommunication/Electronic Devices -** Usage of a cellular telephone or a telecommunication /electronic device may not be utilized during instructional time. (Does not include an electronic device (Ipad, laptop,etc.) being used under the teacher's direction for class instruction.) Devices should remain turned off and kept in a safe and secure location during the school day.

    CONSEQUENCES:

    - *First Offense*: item is confiscated, warning issued and returned at the end of the school day.
    - *Second Offense*: item is confiscated, and a parent must come in for a conference and pick up the item at school.
    - *Third Offense*: item is confiscated, a parent will be required to pick up the item with a recommendation that the student will no longer be allowed to possess such items at school. Further violations may result in detention and up to a possible expulsion.

24. **Cheating and Plagiarism:** All students are responsible for following their individual teacher's policies and procedures concerning cheating and plagiarism. Cheating is defined as the use of unauthorized aid to complete any classroom assignment. Plagiarism is defined as the "unaccredited use (both intentional and unintentional) of somebody else's words or ideas" (taken from Purdue OWL, March, 2013).

    * "unauthorized aid" covers any means expressly forbidden by the teacher
    * "classroom assignment" includes homework, laboratory work, compositions, quizzes, and tests
    * "unauthorized attempts" or actual assistance in aiding another student in cheating

    CONSEQUENCES:

    - Warning, grade reduction, record in student file, detention, suspension, and possible loss of credit

25. **Class disruption** will not be tolerated and can include actions (Such as projects, uses of social media and/or communication) Students who are disruptive enough to be excluded from class and sent to the office will follow a three-step discipline intervention process designed to keep the student in class, the parent aware of and involved in the process, and to avoid out of school suspension:

    CONSEQUENCES:

    - **Step One** - Student is suspended from the class for one day. He/She will sit in the office and

complete assigned class work. Parents will receive an incident report/discipline letter, email, or phone call.

- **Step Two** - Building administration contacts parents. Student is assigned a Saturday School detention. Failure to serve the detention will result in a three (3) day out of school suspension.
- **Step Three** - Student will be assigned a three (3) day out of school suspension. Further incidents may require recommendation for expulsion.

26. Gross Disrespect - Any verbal, written, or physical action constituting disrespect.

CONSEQUENCES:

- 3-10 day out of school suspension and a possible expulsion recommendation

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The superintendent, principal, administrative personnel, any teacher, or support staff of the school corporation shall be authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes or to prevent any interference therewith, including such actions as:

Teacher-student conference	Student program adjustment
Counselor-student conference	Teacher-parent conference
Detention before or after school	Isolation by teacher
Denial of bus privileges	Financial restitution
Temporary removal from class	Staff conference
Teacher-student-parent conference	Referral to Special Services
Lunch Detention	Saturday School
Administrator-student conference	Apology by one student to another person
Assignment to a work detail	Assigning additional work
Referral to a community agency	Suspension of extracurricular privileges
Administrator-student- parent-teacher conference	Out of School Suspension

Incidents constituting a criminal violation of law must be reported to a law enforcement agency.

Loss of privileges, including but not limited to, athletic activities, non-credit activities, and school-provided transportation. The loss of school-provided transportation for an extended period may be appealed to the superintendent.

Out-of-school suspension: Any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less if no hearing for expulsion is initiated and prior to the date of the expulsion hearing in certain circumstances. Due process procedures must be followed. *In most cases OSS will be through the Hamilton County Out of School Suspension program in Noblesville, but at administration discretion they can be sent to an alternative setting on days OSS is closed, or for other special circumstances.* Students will receive full (100%) credit for all school work completed while serving an out of school suspension.

Expulsion: Disciplinary action whereby a student

A. is separated from school attendance for a period of more than ten (10) days.

B. is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester or current year. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the hearing examiner before the beginning of the school year.

C. Suffers a penalty that automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation. Due process procedures must be followed.

Exclusion: The separation of a student from or denial of admission of a student to school. Due process procedures must be followed.

Note: According to Public Law 121-1989, students under the age of eighteen (18) may have their **operator's license revoked/invalidated** or be denied the opportunity to obtain a learner's permit for the following reasons:

1. Habitually truant (absent without official permission/excuse three or more times in a school year).
2. Suspended two or more times in a school year.
3. Expelled from school.
4. Excluded from school.
5. A student who has withdrawn from school for a reason other than financial hardship.

STUDENT SEARCHES

It is not the intent of the school officials to harass students by searching lockers or other property. We do have an obligation to protect students from dangerous substances such as drugs or weapons at the school. To accomplish this, the courts have allowed us to take steps necessary to insure that education is carried out in the schools, including drafting and enforcing reasonable rules. A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving, if the official has "reasonable suspicion" to believe that the student is violating or is about to violate a school disciplinary rule. With the cooperation of local law enforcement officials, Drug Canine Units will periodically conduct locker and vehicle sweeps in the hallways and parking lot at Sheridan Middle School. ***Upon notification that a canine investigation will be conducted, students who have book bags, purses, personal bags (athletic, computer, technology, etc.) in the classroom will be requested to transfer these bags to a designated area in the hallway. They will then return to the classroom until the canine investigation is completed.*** (See PROPERTY for more information on protocol).

CHEMICAL ABUSE/DRUG POLICY

At Sheridan Middle School our belief is that it is imperative to work with students, parents, support staff, and community agencies to educate and/or rehabilitate first time drug/alcohol offenders. Although this philosophy is based upon "zero tolerance," it is believed that young people benefit from both consequences, as well as help, in learning to change negative behaviors. In addition, drug testing is being implemented as a vehicle for identifying children who are involved in substance abuse and assisting their families in confronting these issues.

DRUG TESTING PROGRAM FOR STUDENTS

***<u>**Indiana Code: 20-8.1-5-4, Sec. 4**</u> (a). The grounds for expulsion or suspension in subsection (b) apply when a student is: (7) 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.

DISCIPLINARY INFRACTIONS/SUSPENSIONS

Certain behaviors often help identify adolescents who are using drugs on a regular basis. Examples of these behaviors are, but not limited to, truancy, tardiness, verbal and physical abuse towards staff or classmates, vandalism, and tobacco use. Therefore, when students commit any disciplinary infraction which could be indicative of alcohol or drug use/abuse and which results in suspension from school for three (3) days or more, they will be offered a drug test administered under school supervision as soon as possible following the incident. The purpose of testing students is to provide parents with information that will enable them to seek professional help for their children.

The results of the drug test will be provided to the guidance counselor or designated administrator who will always share the results with the parents. If the results are positive, the guidance counselor/administrator will proceed as follows:

1. First Test - The results of the test will only be provided to the parent(s) or guardian(s). The counselor/administrator will work with the parents to provide evaluation and/or treatment as necessary.
2. Second Positive and Subsequent Positive Tests - The parents will be required to pay for the drug test and the results of the test will be provided to both the parents and the principal (or designee). The counselor/administrator will work with the parents to provide evaluation and/or treatment as indicated.

ALCOHOL, TOBACCO, AND DRUG RELATED OFFENSES

In addition, the school may require a student to submit to a test for drugs and alcohol if a student exhibits behaviors which lead school authorities to suspect the student has consumed or ingested alcohol or a controlled substance. Further, the school may subject items in such student's possession to test to determine if those items contain drugs or alcohol. Any student found to have consumed or ingested or be in possession of alcohol or other drugs while attending school or a school function will be dealt with according to the student discipline policy.

Refusal to submit to a drug/alcohol test will be considered an admission of having consumed or ingested alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy.

I. Any student with a chemical abuse problem who voluntarily asks for help from the school will not be punished or disciplined with regard to regular curricular activities.

II. In an effort to safeguard other students, any student who buys, sells, transfers, accepts, willingly shares, or provides a controlled substance, prescription medication, or illegal substance will be subject to full expulsion procedures without the option of choosing an alternative.

III. Any student who attends school or any school sponsored activity at any location including a school bus is identified as having consumed or ingested or been in possession of a controlled substance or involved in the behaviors listed the following penalties and options apply:

   A. Alcohol and other Drugs: ***The penalty is expulsion***.*** A ten day suspension from school and request for expulsion will be initiated. If both student and parent agree to seek professional assessment, the student may request to be reinstated by the building principal after the first semester of expulsion. The student may return to school providing he/she has submitted to a drug test as provided by the drug testing program and enrolled in any programs recommended through the assessment process.

   B. Tobacco/ Vaping: The penalty is a five day suspension from school. If both student and parent agree to seek a tobacco deferral program, the suspension will be reduced to a three day suspension. The student may return to school provided he/she has submitted to a drug test as provided by the drug testing program and enrolled in any programs recommended through the assessment process. A second offense will result in the five day suspension.

   In addition, any student under the age of eighteen who has violated the tobacco policy has also violated the state tobacco possession law. This information will be referred to law enforcement agencies and will result in the student being ticketed and having to appear in court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate.

   C. Look-Alike Alcohol/Drugs/ Tobacco, Paraphernalia: The penalty is a three day suspension from school. If both student and parents agree to seek professional assessment, the suspension will be reduced to one day. The student may return to school provided by the drug testing program and enrolled in any programs recommended through the assessment process. A second offense will result in a three day suspension.

   D. Alcohol/Drug Symbols & Drawings: The first time, a warning will be issued. The second time, the penalties as outlined in III-C will be applied.

IV. In some incidents described in I, II, and/or III A-E, a professional assessment may be required and

both student and parent will agree to the following:

a) To seek professional assessment at a counseling or treatment facility agreed to by the school.
b) To provide the administration with documentation that the student has undergone the assessment and enrolled in the recommended program before returning to school.
c) The student may be required to submit two random drug tests for a period of up to six months after the violation.
d) Parents must accept all financial obligations of the assessment and counseling and/or rehabilitation.
e) Failure to seek an assessment, enroll in an approved rehabilitation program, or satisfactorily complete the recommended program will result in a request for the initial suspension and/or expulsion.
f) This alternative program is completely optional on the part of the parents and student. They may choose to refuse the option and go through suspension or expulsion proceedings.

V. The student may be subject to additional consequences as outlined by the policies that govern extra-curricular activities.

VI. The local police and the Hamilton County Prosecutor's Office, along with the student's parents, will be contacted and informed of every suspendable drug, alcohol, and tobacco violation.

VII. The above consequences will be available to any student beginning with enrollment in kindergarten through the student's senior year of high school. The offer of an alternative program may be extended once at the elementary Level (K-5), once at the middle school level (6-8), and once at the high school level (9-12). Any student guilty of a second offense while in elementary, middle, or high school will be recommended for expulsion under Section III,A.

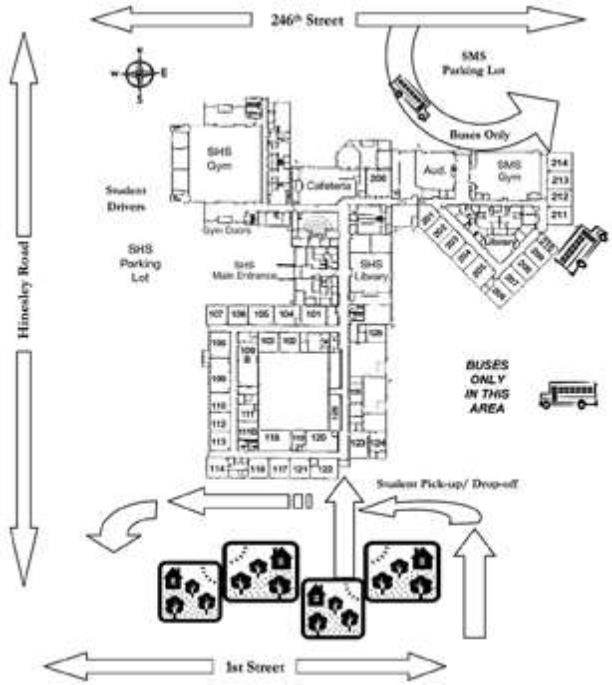
IMPORTANT NOTATIONS

* **Smoke-Free Environment –** Smoking/ Vaping along with the use and possession of tobacco products shall be prohibited on or in school property and during any school-related activity. Other citizens, visitors, and guests will also be restricted.
* **Directory Information for educational record -** may be released that would not generally be considered harmful or an invasion of privacy if disclosed. Parents desiring to object to disclosure of certain information should request Form D1 from the superintendent's office.
* It is the policy of Sheridan Community Schools to comply with **Article 7 Section 504** of federal and state educational law.

OUR ALMA MATER

Onward Sheridan, Onward Sheridan
Dear old S.H.S.
We your sons and daughters love you
Do your level best, Rah, Rah, Rah
Onward Sheridan, Onward Sheridan
Fight now for your fame
Fight Fellas, Fight, Fight, Fight
and win this game.

STUDENT DROP-OFF/PICK-UP

Parents who plan to bring and/or pick-up their student(s) to and from school (both Sheridan High School

and Sheridan Middle School) are asked to use the access drive at the south end of Sheridan High School. Students may be dropped off next to the curb and enter the building at the southeast doors in the morning. Parents picking up students in the afternoon at dismissal may park along the curb and their students will exit the southeast doors.
Students will need to be in their classes prior to the 8:00 a.m. bell and will be dismissed at 2:55 p.m.