

“HOME OF THE BLACKHAWKS”



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Approved by: Sheridan Community Schools – Board of School Trustees on June 10, 2024

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)

“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 care about the general attitudes and beliefs of all students, and therefore share in the responsibility to determine and suggest what are considered 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.

Personal Best –trying hard and doing the best you can

Respect – 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.

Integrity – act accordingly to what is right, even when no one is looking. **Determination** – the virtue of setting and working toward goals, completing a task, solving a problem, and learning new things.

Excellence – 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 Mr. Kent Davis, Sheridan Middle School, 24185 North Hinesley, Sheridan, IN 46069, phone 317-758-6780

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.

Parent- School Partnership

The role of parents in partnership with the school is critical for the overall success of the student. Parents requiring proper school attendance, maintaining open lines of communication, monitoring student academic progress, and supporting extracurricular participation are foundational roles in the Parent-School Partnership.

Sheridan Community Schools actively encourage parents to talk with their children's teachers, counselors, and administrators as a key component of the Parent-School Partnership. Through these conversations students can often develop better attendance, academic performance, study habits, test-taking strategies, and behavior.

Suggested actions to help develop the Parent-School Partnership:

- Sign up for PowerSchool* access and notification to monitor performance and grades.
- Sign up for Canvas* parent access to monitor class activities and assignments.
- Talk with your child about school, classes, assignments, etc.
- Pay attention to your child's schedule and progress toward graduation.
- Ensure your child is in attendance each day and promptly report with explanation any absence or tardiness.

- 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 with the school.
- Contact the teacher, counselor, or administration regarding any concerns, questions or problems.

Parent and student access to PowerSchool & Canvas

Parents will be given the website and proper codes to access student scores from our technology director at the beginning of the school year. If there are questions regarding this procedure, please contact the office. Access can also be accomplished on the schools' website at: www.scs.k12.in.us/sms

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. **Student responsibility to check CANVAS for any work that might be missed.**

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 cannot 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.

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

Students begin entering the building at 7:30 a.m. each morning. During class time, students will be required to have a **pass from a teacher** which indicates sending and receiving faculty and/or destination. Dismissal time for the middle school is 2:55 p.m. Students are not to be in the building, unsupervised by a staff member, after 3:00 p.m. Students waiting for rides after school should wait in

the main lobby.

Arrival & Breakfast 7:30AM
Students to Lockers 7:48AM

Arrival & Breakfast 7:30 AM
Students to Lockers 8:15 AM

<u>Time Schedule</u>	
8:00-8:50	1st Period
8:55-9:40	2nd Period
9:45-10:30	3rd Period
<u>7th Gr. Lunch/4th Period</u>	
Lunch	10:30-11:00
4th period	11:05-11:50
<u>6th & 8th Gr. Lunch/4th Period</u>	
4th Period	10:35-11:20
Lunch	11:15-11:50
11:55-12:25	5th / SRT
12:30-1:15	6th Period
1:20-2:05	7th Period
2:10-2:55	8th Period

<u>Wed Time Schedule</u>	
8:25-9:15	1st Period
9:20-10:00	2nd Period
10:05-10:45	3rd Period
<u>7th Gr. Lunch/4th Period</u>	
Lunch	10:50-11:20
5th period	11:25-12:05
<u>6th & 8th Gr. Lunch/4th Period</u>	
Lunch	11:30-12:05
5th Period	10:50-11:25
12:10-12:40	5th/ SRT
12:45-1:25	6th Period
1:30-2:10	7th Period
2:15-2:55	8th Period

Note: Alternate schedules will be available from the middle school office for the following school days: Wednesday delayed start, 2-Hour Delays.

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

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 Free SMS (all grades) 7:30 – 7:55

Student Lunch: \$2.85

Ala Carte Items \$.50-\$2.00

Adult breakfast / Adult Lunch

***Board Approval: June, 2024**

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

Indiana Statutes I.C. 20-33-2-6 requires every child between the ages of 7 and 18 to attend school except for certain specific exemptions as found in I.C. 20-33-2.9 and 20-33-2-14 through 20-33-2-17.7.

Indiana State Code, the Indiana Department of Education, and Sheridan Community Schools have the expectation that every student attends school at a rate of **94%** or higher. According to the Indiana Department of Education, "Indiana-specific research shows that students who attend school less than 94% of the time experience negative academic impacts as a result."

Sheridan Middle School expects all students will attend at least **94%** of their instructional days. This means students should not miss more than 5 school days per semester, or 10 total school days for the entire school year.

Per the Indiana Department of Education, school districts define "excused" and "unexcused absences." Both unexcused and excused absences count towards the total amount of school days missed.

However, the following absences are considered exempt by the state of Indiana, and do not count against the total amount of school days a student may miss.

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- When subpoenaed to testify in court
- The student is approved for an educationally related non-classroom activity
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes

In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.

Excused absences are defined as absences that Sheridan Middle School regards as legitimate reasons for being out of school. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

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. An excused absence allows a student to make up work without penalty while an unexcused absence may not allow work to be made up.

Parents / Guardian should contact the school prior to 10:00 a.m. for each day their child will be absent. When contacting the office to report an absence, please state the reason for the absence. If Parents / Guardians do not properly contact the school to excuse a student absence, the absence will count as unexcused or possibly as truant. Any absence due to a medical or dental appointment should be verified by a note from the medical or dental office verifying the time of the appointment and stating any necessary information.

Sheridan Middle School has a closed campus. Students are not permitted to leave school grounds, regardless of age, without permission of the administration. If it is necessary for a student to leave during the school day for an appointment, a phone call from a Parent / Guardian must be received prior to the student signing out. Students are not permitted to leave at lunch for the purpose of eating lunch off campus or bringing outside food back to campus. The student must SIGN-OUT in the office and SIGN-IN again when returning to school in order for accurate maintenance of attendance records. An unexcused absence/truancy will be recorded in the attendance records for students failing to sign in and out at the office and will be subject to disciplinary consequences.

Students are required to attend each scheduled class and are not to leave the school building at any time during the school day without permission. **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 Parent / Guardian and ask for the student to be picked up or allowed to go home. Students must obtain permission from administration or office personnel to go out to the parking lot. Students who leave school without "prior" permission face appropriate disciplinary action

A student arriving at school after the start of the school day must obtain an admit pass to class from the office. Students arriving to school more than 20 minutes late to any class, without being excused

by administration, are considered absent. Students will obtain a late pass from the office before heading to class.

A Proactive and Supportive Approach to Attendance: Tiered Approach to Attendance:

Tier 1: Preventative: Each student, regardless of attendance record, **will receive a quarterly letter** providing attendance stats. The student's attendance rate, days absent, and grade level attendance rate will be included.

Tier 2: Mild Intervention: When a student reaches **five excused absences**, a letter outlining the importance of attendance may be sent. When a student reaches 10 excused absences, a letter will be sent and an intervention meeting may be scheduled.

Tier 3: Truancy Prevention Attendance Letters: When a student accumulates **5 full-day unexcused absences**, a letter will be sent home. When a student accumulates 10 full-day unexcused absences, truancy measures will begin, including an ACES referral.

A mandatory Attendance Team meeting will take place for students who have accrued 8 or more unexcused absences in any class.

Note: *Parents / Guardians 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 / Guardian 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.*

Funerals and signed doctor's notes 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.

Virtual Appointment during the school day may not be accommodated due to space and scheduling conflicts. Parents / Guardians and/or students must notify the office a minimum of a week in advance to schedule a space for the virtual appointment. Although SMS tries to accommodate virtual appointment needs, requests cannot always be fulfilled due to space and scheduling.

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.

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
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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 truantries 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.

Tardy Policy

Students are expected to be on time to school and each class period. Punctuality is a life skill and minimizes disruption to the learning environment. Students late to school must report to the office and sign in to obtain a pass. The tardy policy at Sheridan Middle School is documented by the semester. The disciplinary actions for tardiness are as follows:

3rd Class Tardy – verbal warning by the teacher

4th Class Tardy – office referral and 1 period of detention

5th Class Tardy – office referral and 2 periods of detention

6th Class Tardy – office referral and 3 periods of detention

7th Class Tardy – office referral and 1 day of In School Suspension

Subsequent Class Tardies will result in additional disciplinary action which may include ISS, OSS, or removal from class.

Students who arrive 20+ minutes late to 1st period will receive a LATE, or unexcused absence.

Students who arrive 15+ minutes late to 2nd – 8th period will receive a TRUANCY referral to the office.

In addition to the Class Tardy Policy, students will also be held accountable for excessive Cumulative Tardiness. Excessive cumulative tardiness is defined as having 15 or more combined tardies in a semester. Excessive tardiness will result in additional disciplinary action which may include additional detentions, ISS, OSS, removal from classes and/or recommendation for expulsion as a habitual offender.

Student Dress Guidelines

Students are to be dressed appropriately for school or for any school-sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observation, household income, or body type/size. Certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, and chests are fully covered with opaque fabric.

Students must wear:

- A shirt (with fabric in the front, back and on sides under the arms extending to at least the navel)
- Pants, jeans, skirt, dress or the equivalent (e.g. sweatpants, leggings, or shorts)

- Shoes, sandals, or boots, and such additional items that maintain health and safety, including requirements for special classes such as laboratories and physical education.

Students cannot wear:

- Clothing that reveals visible undergarments.
- Any item that obscures the face. Religious head coverings are permitted.
- Swimwear (except as required in class or athletic practice).

Students will not be permitted to wear clothing which advertises the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school. This includes promoting violence, gang affiliation, racially or sexually offensive messages or references.

Head coverings (hats, hoods, caps, beanies) are permitted as long as the student's face is not obscured. Teachers are permitted to require students to remove a hat or hood for the purposes of taking an assessment, to obstruct the view of others, or if the removal of the hat or hood is needed to properly wear safety equipment.

The school, through the principal or 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.

NOTE: Violation of SMS Dress guidelines may result in disciplinary action up to and including suspension or expulsion from school.

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 in the bike racks 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. **Classwize:** *A new application for the upcoming school year. Classwize offers full-screen visibility on all Chromebook devices, allowing for a more focused learning environment for students and effective teaching for teachers. This user-friendly dashboard enables teachers to monitor and control internet access in real time to help students avoid distractions.* 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.**

ELECTRONIC DEVICES/CELL PHONES: Per Indiana Code 20-26-5-40.7, wireless communication devices (cellular telephone, tablet computer, laptop computer, or gaming device) are prohibited during instructional time at school. A teacher may allow a student to use a wireless communication device for educational purposes during instructional time and permit a student to use a wireless communication device in the event of an emergency or to manage the student's health care. Additionally, a wireless communication device may not be prohibited if the use of the device is included in the student's individualized education program (IEP) or plan developed under Section 504 of the federal Rehabilitation Act of 1973. Wireless communication devices may create a huge disruption to the learning environment and are not to be in use at any time during class, unless specifically permitted by the teacher. If a student is caught using an electronic device during class time without approval from the teacher and refuses to give it to the teacher, the student will be considered insubordinate and face disciplinary consequences. Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action. Examples would include recording a student or teacher without approval. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

Cell Phones **should be kept put away during the school day in a student's locker or classroom designated storage.** If a student is caught using an electronic device during class time and refuses to give it to the teacher, the student will be considered insubordinate and face disciplinary consequences. 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.

Disciplinary Action is dependent upon the severity of the violation including, but not limited to: Confiscation of the device for the day or until Parent / Guardian pickup, detention(s), ISS, OSS, Expulsion, and law enforcement involvement.

NOTE: Sending, sharing, viewing, or possessing pictures, text message, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion and result in notifying law enforcement.

Important Notice to students and Parent / Guardian regarding Cell Phone Content and Display

The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

- It is "child exploitation," a Class C felony under IC 35-42-4-4(b), for any person/student (1) to exhibit,

photograph or create a digitalized image of any incident that includes: “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.

- It is “child pornography” a Class D felony under IC 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” (as defined by IC 35-42-4-4(a), by a child who the person knows is less than 16 years of age or who appears less than age 16.

- The Indiana Sex Offender Registration Statute at IC 11-8—8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for Parent / Guardian and students to be aware of the legal consequences should this occur in our school system.

Clubs and Activities:

Academic-Quiz Bowl and Spell Bowl; Athletics; National Junior Honor Society; Ami Amigo (8th Spanish); SADD (Students Against Destructive Decisions); Art; Drama; SMS Student Council ; Community Service Club; Yearbook; Creative Writing Club; Robotics; Book Club; Art; Chess; Girls in Engineering and Math; One Month One Cause; Origami; Wilderness

Conferences: Please contact the SMS office if you would like to schedule a conference on student academics or concern. At Sheridan Middle School, our students are invited to take an active role in facilitating these conferences. An open line of communication is vital for student success. Parents are always encouraged to schedule appointments with teachers throughout the school year as needed.

Convocations, Assemblies, and Ballgame: Proper student behavior and respect for guests at such events is critical. Students who behave inappropriately may be removed from the event and future events depending upon their actions. Additional disciplinary action may be administered. During athletic events a positive and supportive Blackhawk school spirit is required. Harassing opposing athletes, fans, or officials is not permitted. Parents should pick up students immediately following an activity if it is outside school hours.”

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.

Field Trips: Students who have received serious disciplinary actions in the same semester as the requested field trip, are currently failing any courses due to missing assignments or lack of effort, have poor attendance, or have skipped after returning from a previous field trip will not be allowed to attend the requested field trip. Students may “appeal” with the principal or designee.

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**

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: It is the property of the school. Keep lockers closed and clean. If you would like to bring a lock for your locker, please communicate the combination with the SMS office. Lockers are provided to students on a yearly basis, with the understanding that they will be used for storage of personal property and other items related to the educational program or activities of the school corporation. Students are not to store books and/or personal possessions in other students' lockers. **Students may only keep water and food items in their lockers inside secure lunch boxes/bags.** Students are responsible for and will be held accountable for items contained in their locker.

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. AirPods; 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 application of scholarship, leadership, service, character, and citizenship. Students must maintain a 3.70 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 emailed and available on PowerSchool 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.

Student Drop-Off/Pick-Up Parent / Guardian 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 (DOOR 29) in the morning. Parent / Guardian picking up students in the afternoon at dismissal may park along the curb and their students will exit the southeast doors (DOOR 29). ** This may change based on possible re-routing of bus and parent/guardian transportation. IF a change would occur, parents / guardians will be notified via School Messenger.

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. In some situations, the vacation may be able to be counted as an educational activity if the student receives administrative approval to complete an assignment linked to one or more Indiana Academic Standards. Assignments may be made up at the rate of one-day make-up for each vacation day.

Visitors: All visitors must report to the **high school office** upon arrival throughout the school day. 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, The visitor must also have a preliminary conference with the principal before the beginning of the school day.

Volunteers: All volunteers must complete the SafeVisitor process. Volunteers are integral in offering a curriculum filled with a variety of experiences for our students such as classroom assistance, field trips, chaperoning, and event planning. We always appreciate parents and families willing to help in various capacities throughout the school year. Per Board Policy, the volunteer is responsible for the costs incurred for the criminal history check.

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

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.

Note: There is a growing trend of using essential oils in schools. Sheridan Community Schools will **not** be administering these to students while in school due to the products are not FDA approved and dosing recommendations can vary drastically. Students are not prohibited from using these oils at home provided the odors are not found to be offensive to surrounding students, disruptive to the class or found to be a trigger to other student's asthma, migraine or other health related issues.

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. 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.

SPORT CONNECTIONS

Blackhawk teams at the middle school level compete in **cross country, cheer, 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 must pass five subjects each grading period (including the four core subjects) to be eligible to participate in athletics.** 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.

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.

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the violation (even though the first) warrants, the penalty will be much more severe. The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute. The following rules have been formulated to ensure an orderly administration of the educational process. Students who violate these adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately. Serious misconduct will be dealt with by the administration at their discretion and under the disciplinary authority given them by the state and school board regulations. In addition to the school's actions, serious violations will also be referred to the proper law enforcement agency for their action.

These rules apply when a student is

- (1) 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;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

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 (1) 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.

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.

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

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

- **CONSEQUENCES**

- 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. •

Weapon/Knife: Weapons of any type are not permissible on campus. State laws regarding weapons on campus will be strictly enforced. **Please refer to I.C. 20-33-6-16.** Indiana law states that possessing a knife on school property or on a school bus is a Class B misdemeanor. It becomes a Class A misdemeanor if the offender has a previous unrelated conviction, and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Possessing, handling, or transmitting a knife, or any other device that can reasonably be considered or used as a weapon, is a serious violation. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as a part of, or in accordance with, the approved organized activity.

- **CONSEQUENCES:**

- First Offense for Possession: Confiscation, warning, and meeting with parent(s). • Second Offense for Possession: Confiscation and disciplinary action which could include detention, Saturday School, or ISS.

- Third Offense for Possession: Confiscation and Out of School Suspension • If the situation warrants, the proper law enforcement agency will be notified. • First Offense for Use as a

Weapon: Ten (10) days Out of School Suspension and Expulsion and Proper law enforcement agency will be notified.

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. **Tobacco/Substance Abuse/Alcohol** Refer to Chemical Abuse/Drug Testing.

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

CONSEQUENCES:

- Detention and possible suspension

17. **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

18. **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

19. **Inappropriate Dress** - Attire that is disruptive to the educational process (see the "Student Dress Guidelines" section).

CONSEQUENCES:

- Warning, detention and up to a possible suspension

20. **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

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

CONSEQUENCES:

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

22. **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.

23. **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

24. **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.

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 detention. Failure to serve the detention will result in a school suspension.

Step Three - Students will be assigned a three (3) day school suspension. Further incidents may require recommendation for expulsion/removal.

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

CONSEQUENCES:

- Detention, Saturday School, ISS, OSS up to 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 at administration discretion 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.

I.C. 20-33-8-14. Grounds for suspension or expulsion

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:

(1) Student misconduct.

(2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event

I.C. 20-33-8-15 Unlawful activity

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

(2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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

*****Indiana Code: 20-8.1-5-4, Sec. 4** (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 Blackhawks;, Fight, Fight, Fight and
win this game.

