

SILVER CREEK

High School

2018/2019

CALENDAR AND HANDBOOK

SCHOOL SONG

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

Whose team, whose team? Silver Creek's team.

SCHOOL COLORS - Orange and Blue **MASCOT** - Dragon

SCHOOL PHONE NUMBERS

GENERAL OFFICE812-246-3391
FAX.....812-246-8184
COUNSELOR FAX.....812-248-7174
WCCS CENTRAL.....812-246-3375

School Address

557 Renz Avenue
SELLERSBURG, IN 47172
www.wclark.k12.in.us

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.

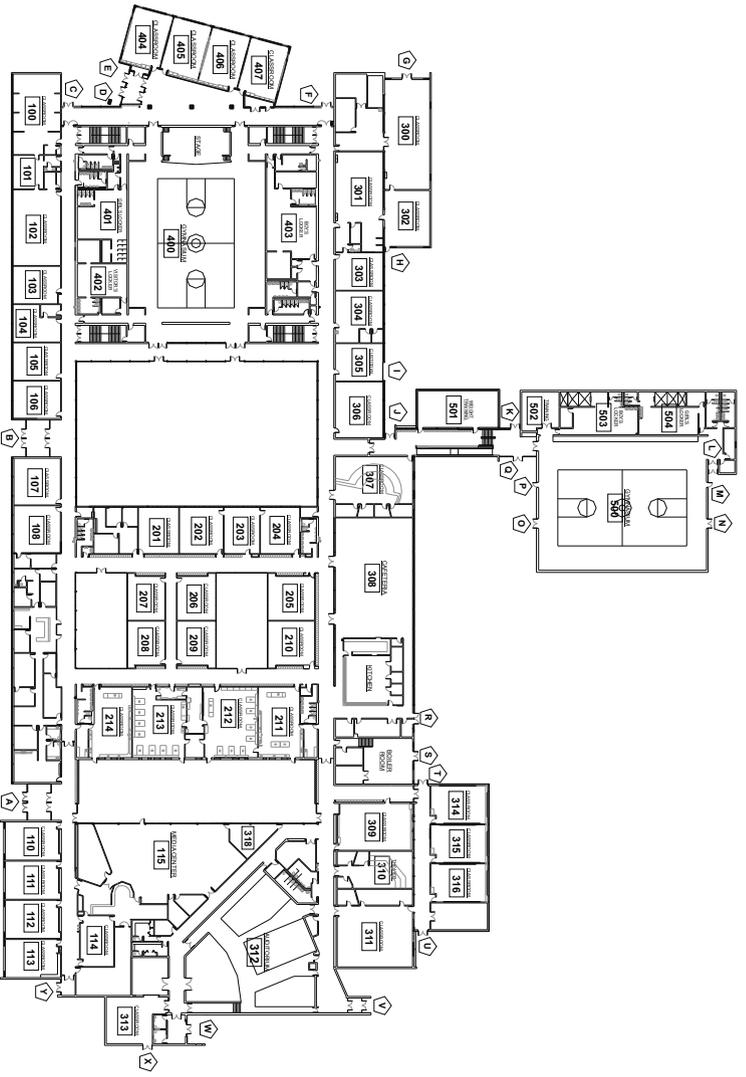


an sdi innovations company

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Silver Creek Senior High School



SILVER CREEK HIGH SCHOOL

2018-19 SCHOOL SCHEDULE

AUGUST

6	Freshman Orientation
6-7	Teacher Work Days
8	First Student Day
10	Josten's Sr. Meeting during IRP
20	Josten's orders due
28	Picture Day

SEPTEMBER

3	Labor Day – No School
14	Jr. Class Meeting during IRP Block B
18	ASVAB Test
23	Band Concert
28	Student Faculty Game during IRP

OCTOBER

8-12	Fall Break
17	Picture Re-take day
26-28	Fall Musical
28-1	Venture Trip

NOVEMBER

2-4	Fall Musical
6	Election Day-No School
15	Freshman Banner Contest
21-23	Thanksgiving Break

DECEMBER

8	Band Craft Show
12	Senior Party
12	Senior Trip – first pymt. due
14	Dance Marathon Chili Supper
14-15	Madrigal
20	S1/Q2 Ends
21-31	Winter Break

JANUARY

1	Winter Break
2	Teacher Only Work Day
3	2nd Semester Starts
4	Freshman Relays
19	Pep Band Contest
21	MLK Day-No School (possible make-up day)

FEBRUARY

18	President's Day-No School (possible make-up day)
22	Senior Trip – final pymt. due

MARCH

8	Q3 Ends
14	PI Day
15-17	Spring Musical
15	Dance Marathon
22-24	Spring Musical
18-24	Central Europe Trip
25-29	Spring Break

APRIL

3-6	Academy of Finance Trip-NYC
5	NHS Trivia Challenge
13-20	Senior Trip (Tentative)
19	NHS Trivia Challenge
19	Amazing Freshman Relays
27	Prom 7:30-11:30

MAY

3	No School-Snow Makeup
6	Senior Awards Program 7:00 PM
7	No School
9	24th Panel of Entrepreneurs – IRP
19	Band Concert
23	Last Student Day
27	Memorial Day-No School
24	Last Student Day
28	Teacher Last Day

JUNE

2	Graduation 6:00 PM
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Dear Students & Parents,

Greetings from Silver Creek High School! As we eagerly begin the 2018-19 school year we look forward to many productive and rewarding experiences for our students. Our focus is on refining the essential skills students need for post-secondary education, as well as their future lives. By more actively engaging students in the content of the courses they take, we hope to attain even greater success in helping students achieve the thinking skills they need to develop while in high school.

One of our primary goals is to provide a well-rounded education program where students are becoming life-long learners. We want our students to work diligently to become excellent members of their communities. Practical approaches to curriculum while allowing students to choose wholesome school activities in a safe school environment is the optimum situation any school can offer. Teachers are rededicating themselves to this end and all parents are encouraged to become involved with the school and their students' progress throughout their years at Silver Creek High School.

May this academic year be the most rewarding in our students' careers.

Sincerely yours,

Al Eckert, Principal

SCHOOL HISTORY

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

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

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

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

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

Silver Creek provides a broad range of educational opportunities and is fully accredited by the North Central Association.

PRINCIPALS OF SILVER CREEK HIGH SCHOOL

James Standiford

Fred Hockmeister

Charles McBride

Austin Walker

Dee Hand

Joe Pitman

William Bedell

Norman Beyl

Joseph Mollohan

Stephen Cunningham

Mike Crabtree

Al Eckert

WHAT A STUDENT CAN EXPECT FROM SILVER CREEK HIGH SCHOOL

1. Certified teachers, concerned about students, willing and able to teach and provide opportunities for:
 - a. Intellectual, emotional, social, and moral growth;
 - b. Experiencing self-worth.
2. Guidance counselors and advisors interested in helping students to make sound choices that will engage them to develop their potential.
3. A comprehensive educational program designed to develop skills and interests, to broaden viewpoints, to challenge students to achieve.
4. Equal opportunity to pursue academic and/or vocational goals; to be involved in a comprehensive extracurricular program.
5. Clearly defined rules and regulations with the purpose to ensure a good atmosphere for learning.
6. A well-equipped, adequately maintained facility.

WHAT SILVER CREEK HIGH SCHOOL EXPECTS FROM ITS STUDENT BODY

1. Students who accept personal responsibility for their education (good attendance, punctuality, study, participation in class, and cooperation with staff).
2. Students who attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness and loyalty.
3. Students who exhibit socially acceptable behavior and language (courtesy, respect for others, proper language and dress).
4. Students who are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws; students who exhibit respect for fellow students, staff, and faculty members regardless of race, religion, sex, color, or national origin.
5. Students whose pride in the program and facility are evident by their involvement in school life, and by the care they take of school property in helping to keep it neat and attractive.

SPECIFIC CLASSROOM EXPECTATIONS

Academic achievement is important. Students should understand that homework is expected. Students are to do independent work. Students are to participate in class activities and discussion. Care of equipment is important. Class disruption will not be tolerated.

SCHS VISION STATEMENT

Silver Creek High School promotes success within each learner's academic life, student life, and community life.

GUIDING PRINCIPLES

SCHS:

- * Aligns expectations to the Indiana academic standards and identified 21st century skills.
- * Makes wise use of curricular and community resources through collaborative efforts
- * Provides a wide variety of research proven instructional approaches
- * Promotes global awareness, diversity and positive student interactions

INSTRUCTIONAL FACULTY AND STAFF

Principal.....	Mr. Al Eckert
Assistant Principal	Mrs. Amy Gilbert
Assistant Principal	Mr. Neil Losey
Athletic Director	Mr. Jeff Harrell
Counselors:	Mrs. Amy Compton, Mrs. Amanda Owen
Nurse.....	Mrs. Casey Drane
Treasurer:.....	Mrs. Lin Waiz
Media Specialists:.....	Mrs. Paula Bradley
Secretaries:	Mrs. Amy Kochert, Mrs. Laura Sheffield, Mrs. Susan Westfall, Mrs. Debbie Yeker

TEACHERS:

Ms. Amanda Ahlbrand-English	Mrs. Ivy Lyvers-Science
Mr. Patrick Anderson-Science	Mrs. Cindy Mackey-Science
Mrs. Patti Anderson-Math	Mrs. Nicole Milliner-Foreign Language
Mrs. Valerie Anderson-Science	Mr. Cody Munk-Business, Computers
Dr. Eugenia Badger-English, Speech	Mrs. Theresa Murphy-Foreign Language
Mrs. Katie Barksdale-Special Education	Ms. Sharon Neal-Social Studies
Mr. Ed Barnes-Special Education	Mrs. Kim Purlee-Social Studies
Mr. Aaron Boggs-Science	Mrs. Juliana Rice-Social Studies
Mrs. Erin Braune-English	Mrs. Sara Richmer-PE, Health
Mrs. Kate Brown-Math	Mrs. Debra Rieger-Special Education
Mr. Chris Bush-Math	Mrs. Grace Rieger-Instructional Asst.
Mrs. Jacqueline Colwell-Choir	Mr. Wayne Rieger-Science
Mr. John Dablow-PE, Career	Mr. Matthew Risk-Computers
Mr. Michael Day-Math	Mrs. Tiffany Sanders-Instructional Asst.
Mr. Joe Decker-Math	Mrs. Deborah Sappenfield-English, Journalism
Mrs. Samantha DeWitt-Math	Mr. Scott Schoen-PE, Careers
Mrs. May Earl-Instructional Asst.	Mr. Seth Sheffield-Theatre
Mrs. Laura Eger-Instructional Asst.	Mrs. Tonya Shelton-Instructional Asst.
Mrs. Jennifer Glaser-Business, Computers	Mrs. Ellen Sherrell-Foreign Language
Mrs. Graciela Esparza-ENL Assistant	Mr. Joe Shewman-Math
Mr. Paul Hankins-English	Mr. Alexander Smith-Band
Ms. Susan Harrell-ENL	Mrs. Diana Smith-Math
Mrs. Elene Harris-English	Ms. Melissa Taylor-Special Education
Ms. Megan Hawkins-Family and Consumer Sciences	Mrs. Dana Wright-Instructional Asst.
Mr. Matthew Himmelhaver-Social Studies	Mrs. Erika Velasco-Foreign Language
Mrs. Melissa Hinton-Art	CUSTODIANS:
Mr. Brandon Hoffman-PE	Mr. Steve Doyle-Building Maintenance
Mrs. Candace Hoffman-Instructional Asst.	Mr. Jerry Doyle-Custodian Supervisor
Mrs. Connie Holstein-Math	Mrs. Tammy Baxter
Mr. Matt Horton-Foreign Language	Mr. Keith Just
Mr. Perry Hunter-Social Studies	Mrs. Darlene Kannapel
Mrs. Jan Jackson-Family and Consumer Sciences	Mr. Kenneth Spencer
Mrs. Chaney Jacobson-Nurse Asst.	Mr. Monte Voyles
Mr. Kyle Johnson-Science	SCHOOL PSYCHOLOGICAL SERVICES:
Mrs. Dee Kramer-Foreign Language	Dr. Jason Holland-SPS Program Consultant
Mrs. Marsha Just-Instructional Asst.	Theresa Poe-SPS Secretary

BLOCK 8 SCHEDULING

QUESTIONS AND ANSWERS

1. WHAT IS BLOCK 8 SCHEDULING?

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

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

2. WHY IS SILVER CREEK HIGH SCHOOL UTILIZING THE BLOCK 8 FORMAT?

As our staff and scheduling committee sought answers to the school improvement question, we realized that the only significant improvement which could take place would occur in the classroom and would have the potential to affect student learning at all levels.

After more than a year and a half of study, the scheduling committee recommended the Block 8 schedule based on the primary objectives below. The Faculty and Student Council both approved Block 8 scheduling by a large majority.

1. To provide a wider variety of learning experiences for students.
2. To provide greater instructional flexibility for the classroom teacher.
3. To reduce the academic strain of seven periods a day.
4. To create extended learning time in the classroom for continuity in learning activities.
5. To take full advantage of modern teaching resources and technology.
6. To teach the full range of essential knowledge and skills students need to acquire.
7. To further engage students as active learners, responsible time managers, empowered with knowledge and skills to continue their education beyond high school or enter the workplace.

3. WHAT IS THE RATIONALE FOR BLOCK 8 SCHEDULING?

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

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

It stands to reason that if our school is to continue to successfully educate our students, the structure and focus of the system itself must help in achieving these goals.

INSTRUCTIONAL RESOURCE PERIOD

INSTRUCTIONAL RESOURCE PERIOD GUIDELINES

The Instructional Resource Period is student centered time, designed to maximize student learning and remediation through enhanced student/teacher interaction. In addition, its function is to protect classroom instructional time from various procedural interruptions. The Instructional Resource Period will allow students the opportunity to acquire remediation, to make-up assignments without missing classroom instruction, and to take advantage of increased opportunities to utilize the Media Center and technology labs. Instructional Resource Period will foster student responsibility by requiring the student to make time management decisions and will offer them a chance to work together through cooperative learning.

PURPOSE OF THE INSTRUCTIONAL RESOURCE PERIOD

The overall purpose of the Instructional Resource Period is to support and reinforce learning. The following is a list of tasks that the Instructional Resource Period can offer that supports this statement.

- a. Time for students to make-up tests, quizzes, labs, etc.
- b. Time for students to use the Media Center
- c. Opportunity for increased interaction between teachers/students
- d. Time for students to do homework and self-directed study
- e. Time for students to do project work (individual, group, departmental, or interdisciplinary)
- f. Opportunity for tutoring
- g. Opportunity to take short field trips without interrupting other classes
- h. Opportunity to hear speakers in such forums as SCHS Career Talks
- i. Opportunity to attend other special convocations that might not otherwise be available through the ordinary curriculum without interrupting regular class time
- j. Opportunity to attend plays, musicals, etc., without interrupting regular class time
- k. Opportunity to receive more career counseling, college guidance, and other guidance activities
- l. Opportunity to participate in academic contests and cooperatively prepare in academic teams
- m. Opportunity to participate in SAT and ACT preparation activities
- n. Time for at least one monthly meeting in clubs and other student organizations without interrupting other class time
- o. Periodic class level meetings and orientations as well as class pictures will be scheduled without interrupting other class time
- p. Opportunity to choose to do community service learning activities
- q. Opportunity to participate in school/business partnership programs
- r. Time to schedule dental and doctor appointments when possible without interrupting other class time
- s. **“T is for TIME”** to participate in future programs to be phased in the Instructional Resource Period such as physical fitness opportunities for juniors and seniors, mini-courses, CPR training or other beneficial activities appropriate for a student’s total educational experience at SCHS.

ASSIGNING STUDENTS TO INSTRUCTIONAL RESOURCE PERIOD

Students will be assigned to Instructional Resource Period teachers on a basis that will be determined by the faculty. Since all Instructional Resource Periods are scheduled during the same period (B2), students can be divided in different ways and by classes if desired.

HOW INSTRUCTIONAL RESOURCE PERIOD WILL BE SCHEDULED

The Instructional Resource Period can be divided into two Learning Blocks. A bell will indicate the end of each learning block. At that time students with already scheduled appointments will move to the location of these appointments.

TEACHERS' AND STUDENTS' RESPONSIBILITIES

1. *Instructional Resource Period at the very least is study time.* All students are to come to their assigned Instructional Resource Period room with study materials. It is the IRP teacher’s responsibility to make sure that the students are on task.
2. Instructional Resource Period teachers should have a copy of each of their assigned students’ schedules on file and be given copies of students’ report cards so they can help guide the students into appropriate study habits based on each student’s needs.
3. All teachers should make student appointments based upon the number of students they feel comfortable working with.

4. The following is the procedure to be used by both the students and teachers to enable students and teachers to utilize resource time effectively:
 - a. Students who need assistance from their classroom teachers or need to work on assignments in the Media Center during the Instructional Resource Period will pick up an Instructional Resource Period form (Pass) in advance and schedule their own appointments with their teachers or the supervisor involved. All appointments must be made prior to the Instructional Resource Period. (See *** below)
 - b. The teachers and/or supervisor will fill out an Instructional Resource Period form (Pass) stating which learning block of the IRP the student is to report to their room or area. If the student needs to make an appointment with more than one teacher or supervisor, it will be the responsibility of the student to make those appointments with the second and/or third teacher or supervisor. **The students and teachers need to utilize one Instructional Resource Period form (Pass) to all appointments during any given Instructional Resource Period.** The student is responsible for the safe keeping of the completed Instructional Resource Period form (Pass) until the appropriate IRP.
 - c. At the beginning of the Instructional Resource Period (during announcements) teachers will check attendance. Any student leaving the IRP room during the 1st learning block will show their completed Instructional Resource Period form (Pass) to the IRP teacher and sign-out on the sign-out sheet stating where he/she is going, then leave to report to their appointment with that teacher or supervisor at the end of announcements. If the student is going to be gone from the IRP room during Learning Block B they will need to write down their destination for the Learning Block B as well before leaving their Instructional Resource room.
 - d. Students are to sign in with the teachers they have an appointment with on the teacher's or supervisor's appointment log when they arrive at their destination.
 - e. At the end of each Learning Block a bell will sound. At that time students are to move to their next appointment. If they do not have other appointments, they are to return to their assigned IRP room and sign back in with their Instructional Resource Period teacher.
 - f. Teachers will collect all Instructional Resource Period forms (Passes) from the students during the Learning Block B and store with their appointment log for further reference if needed.

***STUDENTS ARE NOT PERMITTED TO LEAVE EARLY FROM ANY OF THE LEARNING BLOCKS DURING INSTRUCTIONAL RESOURCE PERIOD. THEY MUST STAY IN THEIR DESIGNATED AREA DURING THE ENTIRE BLOCK OF TIME. THE IRP TEACHER CANNOT WRITE A PASS TO SEND A STUDENT TO ANOTHER TEACHER/AREA. LIKewise, ANOTHER TEACHER CANNOT SEND A PASS FOR A STUDENT TO BE RELEASED FROM A LEARNING BLOCK DURING IRP. THE STUDENT MUST COME TO HIS/HER ASSIGNED IRP TEACHER WITH THE IRP FORM (PASS) ALREADY COMPLETED. (THE ONLY EXCEPTIONS TO THIS PROCEDURE WILL BE PASSES FROM AN ADMINISTRATOR, THE GUIDANCE DEPARTMENT, AND/OR NURSE'S OFFICE.)

SUMMARY OF RESPONSIBILITIES

Teacher/Supervisor

1. Make appointments with students who need help.
2. Check attendance and monitor sign-in/out sheets and appointment logs.
3. Work with students who have made appointments with you.
4. Collect and store all Instructional Resource Period forms (Passes) from the students during the Learning Block B and store them with your appointment log for further reference if needed.

Student

1. Pick up Instructional Resource Period form (Pass) and set up appointments for IRP Learning Blocks.
2. Sign out with Instructional Resource teacher if you have scheduled appointments.
3. Sign-in when you arrive at your scheduled appointment on the teacher's or supervisor's appointment log.

BLOCK 8 SCHEDULE FOR

SILVER CREEK HIGH SCHOOL 2018-19

#1 REGULAR

BLUE DAY		
7:40-9:05	1st Block	
9:10-10:50	2nd Block	IRP
	9:35-10:10	Block A
	10:10-10:13	Passing Period
	10:13-10:50	Block B
10:55-12:55	3rd Block	
	10:50-11:20	1st Lunch
	11:20-11:50	2nd Lunch
	11:55-12:25	3rd Lunch
1:00-2:25	12:25-12:55	4th Lunch
	4th Block	
*PM Prosser students released at 10:45am		
*SSR daily during 1st block 9:10-9:25		

#2 TWO HOUR DELAY

BLUE DAY		
9:40-10:50	1st Block	
10:55-12:55	3rd Block	
	10:50-11:20	1st Lunch
	11:20-11:50	2nd Lunch
	11:55-12:25	3rd Lunch
1:00-2:25	12:25-12:55	4th Lunch
	4th Block	
NO IRP		
*PM Prosser students released at 10:45		

ORANGE DAY

7:40-9:05	1st Block	
9:10-10:50	2nd Block	
10:55-12:55	3rd Block	
	10:50-11:20	1st Lunch
	11:20-11:50	2nd Lunch
	11:55-12:25	3rd Lunch
1:00-2:25	12:25-12:55	4th Lunch
	4th Block	
*PM Prosser Students released at 10:45am		
*SSR daily during 1st block 9:10-9:25		
SSR (Sustained Silent Reading)		

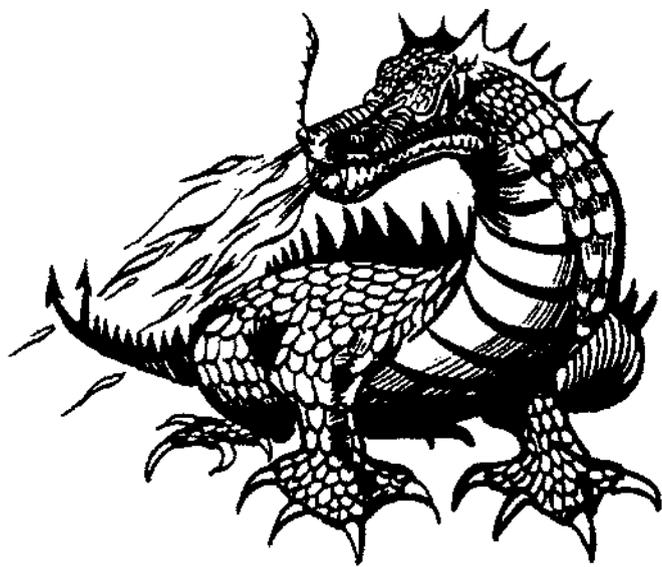
ORANGE DAY

9:40-10:15	1st Block	
10:20-10:50	2nd Block	
10:55-12:55	3rd Block	
	10:50-11:20	1st Lunch
	11:20-11:50	2nd Lunch
	11:55-12:25	3rd Lunch
1:00-2:25	12:25-12:55	4th Lunch
	4th BIWock	
*PM Prosser students released at 10:45am		

MENTOR SCHEDULE

Every Thursday Starting 8/3		
7:40-9:00	1st Block	
9:05-9:35	Mentor	
9:40-11:00	2nd Block	
11:05-1:05	3rd Block	
	11:00-11:30	1st Lunch
	11:30-12:00	2nd Lunch
	12:05-12:35	3rd Lunch
1:10-2:25	12:35-1:05	4th Lunch
	4th Block	
*PM Prosser Students released 10:45 Daily		

SILVER CREEK HIGH SCHOOL

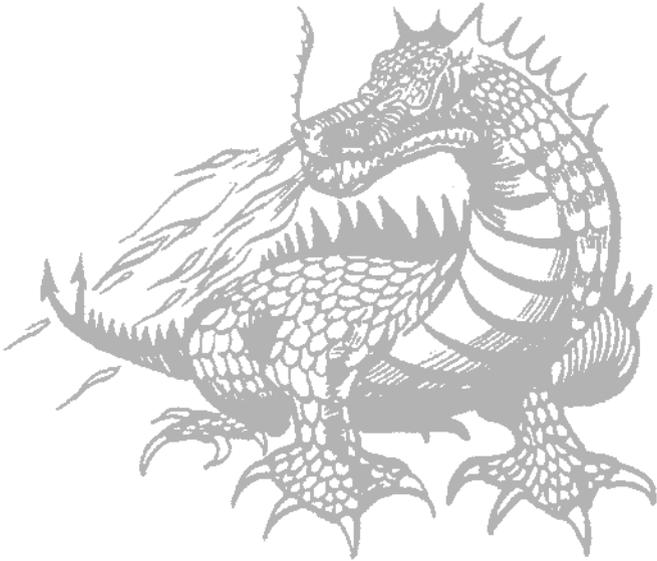


2018 - 2019
Student
Handbook

HANDBOOK INFORMATION

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GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be read over the intercom after reading time during second block each day. All announcements must be dated and approved by a faculty member.

BOOKSTORE

The bookstore is operated as a service to the student body and faculty. School books, paper, pencils, tablets, and notebooks may be purchased. The bookstore is located in the student bank. Supplies will not be sold during class time.

CHANGES IN ADDRESS

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

CLOSING OF SCHOOL (SNOW, ETC.)

School closings during inclement weather will be announced over radio and television stations. You may sign up for automatic text alerts on the West Clark website, www.wclark.k12.in.us. Please do not call as the phones will be needed for emergency and instructional informational calls to bus drivers and other personnel.

EVACUATION OF BUILDING

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

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

GUESTS/VISITORS

Visitors to the school must first report to the Principal's office. Students are not to bring or invite visitors or guests to the school.

LIBRARY/MEDIA CENTER

The library/media center is maintained for use by students for recreational reading and research purposes. Books are available to all students and may be checked out at any time during the school day. Books to be checked out must be taken to the person at the desk, the card signed by the borrower, and both book and card stamped with the due date.

Students are asked to return books promptly when finished in order that they may be made readily available to other interested students. Students with overdue books or students who owe money to the library, upon receiving a 2nd notice, will lose their library privileges. If a 3rd notice is issued, after-school lab detention will be assigned.

The library is open every day 7:20-2:30 PM. This includes all lunches and IRP blocks.

Failure to abide by library rules will result in a LOSS OF YOUR LIBRARY PRIVILEGES.

LOCKERS

Each student is provided a locker to keep his or her books and outside clothing in. Lockers and locks are also provided for gym class.

It is very important to keep lockers locked at all times and not to give the combination to any friends. Remember, if you lose anything from these lockers, you are responsible and will be expected to pay for any school property. Personal property, such as watches, money, etc., should never be left in the locker. Only the student(s) assigned to a locker may use the locker. If you suspect someone is getting in your locker, please notify the office.

LOST AND FOUND

Please turn in at the office any books, clothing, or other personal items found in or outside the school building. If you have lost something please check in the office lost and found. Treat other people's things like you want them to treat yours. Your help is needed.

LUNCH PURCHASING PROCEDURES

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

For lunch prices and information concerning eligibility guidelines for free or reduced price meals, see the "Letter to the Parents for School Meals and/or Textbook Assistance." This letter is sent home with each student in August. Textbook/Lunch Assistance Application Forms are due by October 15.

TEXTBOOK RENTALS

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

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

Regulation:

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

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

Textbooks should be kept clean and handled carefully. You should write your name, grade, and school in your books. If you lose or damage your books, you will be charged a replacement cost.

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

MAKE-UP WORK SENT HOME

A student who will be absent for two or more consecutive days should contact the office for homework as early in the illness as possible at 246-3391. Homework requests will then be sent to each teacher the student has for class. The teachers have 24 hours or one school day to return the assignment sheets along with materials needed. These assignments may be picked up by the parent or classmate 24 hours after the request is made. Homework will not be collected if the student plans to return to school within one school day of the request. The student must return the collected assignments before new or additional homework is requested.

WITHDRAWALS AND TRANSFERS

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

Legal and private (cash tuition) transfers into West Clark Community Schools will be accepted within guidelines established by the Board.

WORK PERMITS

Any student between 14 and 17 years of age who is employed must secure a work permit. It is the responsibility of the employer to require work permits. Work permits will be issued in accordance with West Clark policy regarding the good standing of the student.

Procedure to obtain Work Permit:

1. The student must have a job.
2. Apply at the Guidance Office for an Intention to Apply Card (to be filled out by the prospective employer).
3. After the card has been properly filled out and signed by the prospective employer, student, and parent/guardian return it to the Guidance Office and the certificate for employment will be issued. A birth certificate and certificate of good standing should be presented by students attending schools other than Silver Creek.

STUDENT ACTIVITIES

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

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

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

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

ATHLETICS

ELIGIBILITY

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

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

Other eligibility information should be obtained from the Athletic Director.

MID-SOUTHERN CONFERENCE

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

LETTER AWARDS

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

SENIOR AWARDS

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

CHEERLEADING

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

NCAA ELIGIBILITY

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

SUBSTANCE ABUSE, EXTRA CURRICULAR PARTICIPANTS

West Clark Community Schools recognizes that athletes, cheerleaders, and extra-curricular participants stand in a special relationship with their school, community, and other students. It is understood that wearing the uniform of the school and/or representing the school in competition confers both extra recognition and extra responsibilities upon the student.

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

This prohibition extends 365 days a year, 24 hours a day for athletes, cheerleaders, and extra curricular participants in West Clark Community Schools.

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

1st offense: Suspension from participation in 1/3 of the contests for that particular season. Participation in practices may be permitted, depending on circumstances.

2nd offense: (during career in elementary, jr. high, and then high school): Suspension from participation for 365 days.

3rd offense: (during career in elementary, jr. high, and then high school): No participation in athletics, cheerleading, or other extra curricular for the rest of the student's years in that level school.

In the event the offense occurs late in the season or out of season, there will be a carry over to the next season, whether that season would be the same school year or the next one.

PERFORMING ARTS

BAND

Band performance activities include marching competition in the fall, various parades and special events, boys' and girls' basketball games, and concerts. The flag corps is part of the band as well.

Summer band camp is conducted two weeks prior to the opening of the fall semester.

SENIOR REVIEW

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

THEATRE

Two or three main stage productions are offered each school year with auditions open to all Silver Creek High School students. In addition, productions are made by the advanced theatre lab classes in the Student Theatre.

SOCIAL EVENTS

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

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

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

DANCES

All dances are "closed" with the following exceptions:

1. ASCHS student may bring a non-SCHS student if the SCHS student registers the non-SCHS student with the dance sponsor prior to the dance.
2. Guests may not attend who have attained their 21st birthday or who have not reached their freshman year.
3. Exceptions to the above must be approved by the administration.

JUNIOR/SENIOR PROM

A Silver Creek High School junior or senior may attend the prom. A junior or senior may bring a date who is a sophomore or freshman at Silver Creek High School. A junior or senior who wishes to bring a non-SCHS student the guest must complete a registration form one week in advance of the prom and purchase a ticket at this time. Non-SCHS students may not attend who have attained their 21st birthday or who have not reached their freshman year. Exceptions to the above must be approved by the Principal.

CONVOCATIONS

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

PEP SESSIONS

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

CLUBS

All school sponsored clubs must meet the following criteria:

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

School board policy forbids any fraternity or sorority activity in the West Clark Community Schools.

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

These are the clubs available at Silver Creek High School:

National Honors Society	Scrapbook
Script Club	YFCA
TED-Ed	Glee Club
Dragon Players	Relay for Life
Ski Club	Guitar Club
Outdoor Club	Ozone
Heart Club	Thespians
Travel Club	Student Council
Album Club	Archery Club

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

STUDENT COUNCIL

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

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

YEARBOOK

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

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

SCHOOL PAPER

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

HEALTH SERVICES AND POLICIES CLINIC

A registered nurse is shared by four schools and on call for an emergency if needed. Silver Creek High School is staffed by a LPN.

If you are sick or get hurt, report to your teacher to get a pass to the clinic, then to the nurse or office if she is not available. If medical attention is needed, parents will be notified immediately.

Students who are feeling ill may rest in the clinic NO more than 20 minutes, then return to class.

In the event the student becomes ill and needs to be sent home, parental permission is obtained by office staff prior to the student's leaving school and students must sign out with attendance office.

IMMUNIZATIONS

In accordance with state law (20-8.1-7-9.5 (20-8.1-7-10.1), all students must be immunized against diphtheria, pertussis, tetanus, measles, rubella, mumps, polio, hepatitis B, chicken pox (or history of disease), tdap booster (grade 6), meningitis (grade 6, and booster grade 12.)

This law provides that no student shall be permitted to attend school beyond 20 days of his/her enrollment without furnishing proof of the above mentioned immunizations.

MENINGOCOCCAL DISEASE INFORMATION

What is meningococcal disease?

Meningococcal disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

How is it spread?

The bacteria are spread from person to person by direct contact with an infected person's nose or throat secretions:

What are the signs of being sick with this germ?

Illness often starts with a sudden fever, headache, stiff neck, a rash, and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Who is at highest risk for getting the disease?

Babies, children and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

Can meningococcal disease be prevented?

Yes, the disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often. Is there a vaccine available?

What vaccines may prevent a child from getting this germ?

Two vaccines are available to prevent this infection:

Meningococcal Conjugate Vaccine (MCV4), which is Menactra

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

Young adolescents at the pre-adolescent visit (11-12 years old)

Adolescents at high school entry (about 15 years old)

Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

Meningococcal Polysaccharide Vaccine (MPSV4), which is Menomune

This vaccine is recommended for people who have an increased risk of disease due to certain medical conditions who are age 2-10 years and over 55 years. People at high risk need revaccination every 3-5 years.

For questions about meningococcal disease or vaccines to prevent meningococcal disease, please contact your physician or your local health department. Clark County 288-2708.

Additional information may be found at the following websites:

<http://www.in.gov/isdh/healthinfo/meningococcal%20disease.htm>

<http://www.cdc.gov/nip/vaccine/mening/mening.fs.htm>

Information supplied by the Indiana State Department of Health-SEA 326-2005

HEALTH TESTS

All sophomores are given hearing tests. These tests are conducted by the speech and hearing therapist. Parents are notified by letter of the hearing failure in order that the student may receive medical assistance. Vision screening can be done by the nurse.

Parents are notified by letter if warranted in order that the student may receive further medical assistance.

MEDICATION

ADMINISTRATION OF MEDICATION AT SCHOOL

All medications, prescription and non-prescription to be given at school must be accompanied by a medication administration form signed by the parent and in the original container. If prescription, the pharmacy label must be present. Any medicine to be administered to a student shall be brought to the school office where it will be kept in a secure place. All administration of medicine shall be documented in writing. Unused medicine may be released only to the student's parent or an individual who is at least 18 years old and designated in writing to receive the medication. Medication not claimed by the last day of school will be disposed of per school guidelines.

NOTE: EXCEPTION TO MEDICATION ADMINISTRATION: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the condition. The school must have a Self-Administration form on file in the office and it must be signed by parent and physician.

Both medication administration forms are available on the West Clark web site for your convenience.

EMERGENCY FORM

Emergency information forms will be used. Any parent who does not want his/her child to receive emergency first aid care should notify the school in writing and signed by the parent. Objections to tests, exam, or immunization must also be filed in like manner.



HONORARY ORGANIZATIONS

NATIONAL HONOR SOCIETY

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

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

INTERNATIONAL THESPIAN SOCIETY: TROUPE 5151

Thespians is an international honorary society for students who do outstanding work in dramatics. They must be recommended by the theatre sponsor and must have accumulated the required number of points in activity connected with dramatic productions.

GUIDANCE/ACADEMIC INFORMATION

COUNSELORS

Counselors are responsible for the educational program planning and scheduling of each student. They are also available for conference with a student regarding other school procedures or problems, occupational and educational plans, and personal or social goals or problems. They are happy to include parents in any of the conferences upon request of the student or the parent(s).

A student who wishes to talk with his/her counselor is urged to go to the Guidance Office and set up an appointment.

ACADEMIC RECOGNITION

Seniors who have 3.5 grade point average are recognized for their accomplishments each year.

Underclassmen who have an accumulative grade point average of 3.0 or higher will be recognized at an Academic Awards Program in the spring.

Other forms of academic recognition and awards will be used from time to time during the school year.

HONOR ROLL

The honor roll is compiled after each grading period based on grade point average. To be on the honor roll a GPA of 3.0 or higher must be attained. Students will not appear on the honor roll who have incomplete grades reported.

COLLEGE AND TRADE SCHOOL INFORMATION

Counselors will announce the visits of college and trade school representatives well in advance of the visitation. It is the student's responsibility to get a permit from the counselor to attend the meeting with the representative. The student must show his permit to the teacher(s) involved at least one day before the visit.

CATALOGUES, GUIDES, APPLICATIONS

Career information, college and trade school catalogues, and several guides to colleges and trade schools are available in the Library. Application forms to many of these schools are also available.

ACCREDITATION

Silver Creek High School has been granted full accreditation by the State Board of Education and is a member of the North Central Association and has been accredited by the Association since 1956. Silver Creek High School has been commended by the NCA for its continuing quest for excellence.

PROGRESS REPORTS

All students shall be informed of their grades in each class at the mid-point of each nine week grading period. Students who are failing will have written progress reports mailed home to parents. Parents may at any time log on to the parent portal to see their students' grades.

INDIANA GENERAL HIGH SCHOOL DIPLOMA

Effective beginning with students who enter high school in 2007–08

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Indiana General High School Diploma

Beginning with students who enter high school in 2007–2008, the completion of Core 40 becomes an Indiana graduation requirement. Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Course and Credit Requirements

English/Language Arts	8 credits Credits must include literature, composition and speech
Mathematics	4 credits 2 credits: Algebra I or Integrated Mathematics I 2 credits: any math course
Science	4 credits 2 credits: Biology I 2 credits: any science course <i>(must come from either physical science or earth and space science)</i>
Social Studies	4 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: any social studies course
Physical Education	2 credits
Health and Wellness	1 credit
Career Academic Sequence*	6 credits
Flex Credit	5 credits To earn 5 Flex Credits a student must complete one of the following: <ul style="list-style-type: none"> • Additional courses to extend the career academic sequence • Courses involving workplace learning, which may include the following courses: <ul style="list-style-type: none"> ○ Career exploration internship ○ Professional career internship ○ Business cooperative experiences ○ Cooperative family and consumer sciences ○ Industrial cooperative education ○ Interdisciplinary cooperative education ○ Marketing field experience • High school/college dual credit courses • Additional courses in: <ul style="list-style-type: none"> ○ Language Arts ○ Social Studies ○ Mathematics ○ Science ○ World Languages ○ Fine Arts
Electives**	6 credits
40 Total State Credits Required	

*Career Academic Sequence – Selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities.

** Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. Schools may have additional local graduation requirements that apply to all students.

SCHEDULING

The student is expected to discuss the program with his/her parents. After a program has been planned, changes may be made until the deadline announced in the spring. Parents are encouraged to make an appointment with the student's counselor annually to discuss the student academic and career plan.

GRADING POLICY

Nine week grading scale is as follows:

100 A+

93-99 A

90-92 A-

87-89 B+

83-86 B

80-82 B-

77-79 C+

73-76 C

70-72 C-

67-69 D+

63-66 D

60-62 D-

59 and below F

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

Semester grades are determined by counting each nine weeks grade $\frac{3}{7}$ and the semester exam $\frac{1}{7}$ of the final grade. Final examinations are required in all subjects. Semester grades only are recorded on the permanent record. Semester examinations are to be given to special education students who are mainstreamed into regular classes. A pupil with "A's" or "A-'s" in both grading periods may be exempted from the final examination in a course. All special education students who are assigned to regular course work in regular education classes will receive letter grades unless the student elects pass/fail, which is to be stipulated in the student's I.E.P.

A student must pass 2 of the 3 grades (2 nine-weeks grades and semester final) to receive a passing grade for the semester.

Students who had not met the required number of credits to graduate will not be eligible to walk at the graduation ceremony.



CORE 40, CORE 40 WITH ACADEMIC HONORS AND CORE 40 WITH TECHNICAL HONORS



Effective beginning with students who enter high school in 2007–08

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

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

CORE40 with Academic Honors *(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete one of the following:
 - Two Advanced Placement courses and corresponding AP exams
 - Academic, transferable dual high school/college courses resulting in 6 college credits
 - One Advanced Placement course and corresponding AP exam and academic transferable dual high school/college course(s) resulting in 3 college credits
 - Score 1200 or higher combined SAT math and critical reading***
 - Score a 26 composite ACT
 - An International Baccalaureate Diploma.

***SAT requirements will be modified with the addition of the writing section.

CORE40 with Technical Honors *(minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Complete a career-technical program (related sequence of 8-10 career-technical credits)
- Earn a grade of "C" or above in courses that will count toward the diploma.
- Have a grade point average of "B" or above.
- Complete state recognized certification requirements* by completing two of the options below, one of which must be A or B:
 - A. Take WorkKeys, an industry-driven assessment, and score at or above a designated level on each of the three core readiness subject areas (mathematical reasoning, reading for information, and locating information)
 - B. Technical, transferable dual high school /college credit courses resulting in 6 college credits**
 - C. Professional career internship or cooperative education**
 - D. A state approved industry recognized certification**

*Anticipated—State Board action to be complete fall 2006.

**Must be in the career-technical program area of study.

INDIANA COLLEGE PLACEMENT AND LEARN MORE RESOURCE CENTER

Students may call toll free 1-800-992-2076 for information on admission requirements for any college or university. Each college and university may have different requirements, so be sure and call for this information or visit www.learnmoreindiana.org.

Students may also request information on financial assistance, post-secondary opportunities, special services for disabled students, special programs for good students, independent study and correspondence concerns, academic support services, career options, housing, and athletics.

END OF COURSE ASSESSMENTS (ECA)

End of Course Assessments will be administered following Algebra I, English 10.

ADVANCED PLACEMENT (AP) EXAMINATIONS

Students who have high achievement in AP or honors courses may benefit from taking the AP exams. Many colleges grant credit for scores of 3 to 5. A student should check with his/her counselor to see whether the college he/she plans to attend offers credit for high scores on the AP exams.

PSAT

All sophomores are required to take the PSAT paid for by the state of Indiana. Juniors and Freshmen are encouraged to take the test at the cost to the student of \$15.00.

Juniors have a special interest in the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. (PSAT/NMSQT). This test is similar to the Scholastic Aptitude Test (SAT), but shorter. It is offered in October each year. Juniors who take the PSAT/NMSQT can enter the annual competition for the National Merit Scholarships. Information will be distributed in September. Sophomores also may take the PSAT, however only juniors are eligible for the National Merit Scholarship.

A.C.T. AND S.A.T.

The ACT (American College Test) and the SAT (Scholastic Aptitude Test) are aptitude tests that serve as one predictor for potential academic success. The ACT and SAT are used by colleges in addition to other important factors such as high school grades, rank in class, recommendations, and co-curricular activities in making admission decisions.

Most all colleges and universities require either of the tests before admission is granted. However, certain colleges require the SAT, while other colleges required the ACT for admission. The applicant should learn the particular college testing requirement early in college exploration.

The ACT is a two hour, fifty-five minute test, which is composed of four sections-English, mathematics, reading comprehension, science reasoning and writing.

The SAT consists of six, thirty minute sections, which is composed of a verbal, mathematical and writing section. Registration materials are available in the Guidance office.

New ways to register for the SAT program:

Students who previously registered can reregister by phone at (800) SAT-SCORE.

Students can register online (<http://www.collegeboard.org>).

Students outside the U.S. and Puerto Rico can register by fax, using the form in the International Edition of *Registration for the SAT Program*.

The ACT is considered by some authorities to be more achievement oriented and somewhat easier than the aptitude oriented SAT. Students should give consideration to these factors in determining which test to take. SAT/ACT scores will be included on the transcript unless instructed in writing not to.

Many Silver Creek students take one or both the tests in May or June of their junior year, and then re-take the test their senior year. Any questions about the test should be addressed to counselors.

FINANCIAL AID TO COLLEGE

If you are eligible, money for your aid package comes primarily from four sources; the federal government, state government, colleges themselves, and private programs.

The federal government supplies the most financial aid. Federal grant programs include Pell Grants and Supplemental Education Opportunity Grants (SEOG). Loans include National Direct Student Loans (GSL), and the Parent's Loans for Undergraduate Students (PLUS). The federal College Work-Study (CWS) Program provides work aid.

Federal aid is awarded on the basis of need. The state of Indiana has scholarship and grant programs for residents. State aid may be based on need, merit, or a combination of the two.

Colleges offer a wide variety of financial aid programs funded from their own resources. Most have their own scholarship and grant programs, many provide work aid, and some sponsor loan programs. Deadlines and criteria vary greatly, so check with the institutions' financial aid office as far in advance as possible.

Finally, many private organizations provide aid to students. See if your parents' employers, labor unions or professional associations sponsor programs. Check with your counselor, school library, or public library for books, articles, and pamphlets about financial aid.

During your senior year, there will be meetings and school announcements in regard to financial aid. By January of your senior year you will get the Free Application for Federal Student Aid (FAFSA). Some institutions may also require the Financial Aid Form (FAF), or the institution's own Financial Aid Form. These are used to determine your eligibility for state and federal financial aid. In March of your senior year you may apply for one or more of the local scholarships which are sponsored by local organizations. Read about financial aid, listen to the announcements, and follow through with the proper applications, and you will receive financial aid to attend college if you have financial need.

TRANSCRIPTS

Students may request a copy of their transcript to be sent to a college or mailed directly to their home address. This needs to be a written request either faxed or mailed to the school or you may request it electronically by going to the www.docufide.com website.

TRANSCRIPTS FROM IVY TECH (DUAL CREDIT)

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

Request in one of three ways:

1. Stop by Ivy Tech office
2. Fax a written request to 812-246-9905, attention Registrar
3. Mail a written request to 8204 Hwy 311, Sellersburg, IN 47172, attention Registrar

If a student faxes or mails the request, please include the following information:

1. Name
2. Student ID# or SSN
3. The exact address they need to mail the transcript to
4. Signature
5. A photocopy of a photo id (only if the request is faxed).

Transcripts are \$5 per copy. If the request is mailed, the student just needs to include a check; if faxed, he can just call the Business Office (812-246-3301 ext. 4123 or 4249) and pay with a credit card over the phone.

COLLEGE (DUAL) CREDIT, IVY-TECH

9th-12th graders have the opportunity to receive college credit from certain high school classes offered at Silver Creek High School. Currently more than 72 credits are available at no cost to the student. Most of the courses require college placement tests to be taken in the fall. Check with your counselor and teacher on the requirements.

CREDIT TRANSFER

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

DROPPING AND ADDING CLASSES

Scheduling changes will not be made after July 1st, preceding opening of school term. No schedule changes will be made at the beginning of school or at midterm unless the printed schedule is different from the student course request sheet that was submitted in the spring. Teachers may recommend schedule changes during the first 10 days (school days) of school or at the end of the first semester if they believe a student is misplaced in their course. Other changes will be considered only in extreme situations. Students who fail to keep up with class assignments or fail to make an effort are not considered an extreme situation.

TAKING A CLASS OVER

With counselor permission, a student may take a course the second time. The student must have received a grade lower than a "C" the first time. The grade earned the second time would become a part of the student's permanent record.

SEVENTH SEMESTER GRADUATION

Seniors who plan to complete graduation requirements at the end of their seventh semester, may apply for mid-term graduation. This process includes checking with the counselor to make sure requirements are met, picking up an application in the Guidance office, filling out the application, return the application to the Principal for recommendation to the superintendent and approval. In order to meet graduation requirements after seven semesters, most students take psychology or sociology to satisfy the second semester of government, and speech to satisfy the second semester of senior English. These classes are best taken during the junior year.

This application needs to be done at the end of the junior year or the very beginning of the senior year.

GRADUATION HONORS: THREE LEVELS OF DISTINCTION

A student graduating from West Clark Community Schools High School with any of the 4 state recognized diplomas may qualify for graduation with Distinction. There will be three levels of distinction, based on a 4.00 scale. (There shall no longer be recognized "valedictorian" or "salutatorian").

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

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

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

Class Rank will be according to GPA or a percentile rank (for instance, "the student ranks at the 95th percentile" of the class)

SUMMER SCHOOL

In the past, student interest and participation have dictated class offerings in the summer at Silver Creek High School. In order to offer a class, we must have at least 15 students to sign up for the class. We anticipate a remedial English class (for students who need to make up a failed English class) will be offered. These classes normally begin one week after the regular school year is over and are usually finished by July 30. The English class meets each day from 8:00 to 12:00. The English class will receive 1 credit and will count for 9th, 10th, 11th, or 12th grade English, 1st or 2nd semester. Similarly, classes will be scheduled for science and math.

CHARLES ALLEN PROSSER CAREER CENTER

Prosser Career Center located on Charlestown Road is an area technical school designed for training of students to enter the work force and preparation for technical colleges with the skills, attitudes, and competencies necessary in today's work market.

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

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

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

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

ATTENDANCE RULES/ REGULATIONS

PUPIL PERSONNEL

(SECONDARY ATTENDANCE POLICY)

ABSENCES AND EXCUSES

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Much more is taught in the classroom than can be included in makeup work and examinations. A student can benefit from this instruction only by being present. The responsibility for regular school attendance rests with students and their parents or guardians.

CATEGORIES OF ABSENCES

Absences from school fall into one of three categories:

1. exempt—does not count toward the absent limit
2. excused- counts toward the absence limit
3. unexcused — counts toward the absence limit

Absences may be excused for the following reasons:

1. death of an immediate family member-verification required
2. medical/dental appointments verified with written physician statement which cannot be scheduled outside of the school day
3. court or legal appointments requiring the student's presence — verification required
4. religious observances-one day prior notification is required
5. educational reasons — college visitation, workshops, etc. — one day prior notification is required
6. other special circumstances if prior approval is granted by the principal

Students missing school for the following reasons will be legally counted as "present"(exempt from school):

1. serving as page in the legislature or other similar honor — verification required
2. Service in National Guard — verification required
3. service on precinct election board or as a worker for a candidate or political party — must have parent permission and verify performance of duties
4. field trips or other out-of-class school sponsored activities — prior approval necessary
5. in-school suspension
6. mandatory attendance at a court ordered activity — verification required

A student may only be excused from school (parent verified) seven (7) days during each semester. In order to be excused from school after that limit, medical documentation must be provided. If unable to produce this document, the student will be marked as unexcused for any absences beyond that amount.

Absences are considered unexcused if:

1. there is no excusable reason given within the specified time limit.
2. the reason for the absence cannot be verified (no parent phone call or note)
3. the absence required prior approval or notification and the approval was not obtained or notification was not given before the absence.

A student may only be excused from school (parent verified) seven (7) days during each semester. In order to be excused from school after that limit, medical documentation must be provided. If unable to produce this document, the student will be marked as unexcused for any absences beyond that amount.

TRUANCY

Truancy is absence from school without the parent or guardian's permission. Indiana Code 20-33-2-1 provides that any person, at least thirteen (13) years of age, but less than fifteen (15) who is determined to be a habitual truant, cannot be issued an operator's license or learner's permit under IC 9-24, until the age of eighteen (18). The Board Policy of West Clark Community Schools defines "habitual truant" as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:

1. Is chronically absent, by having unexcused absences from school for more ten (10) days of school in one (1) school year, or
2. Is truant for three (3) separate instances in a period of two consecutive semesters, or
3. Is truant for a total of five (5) days in a period of two consecutive semesters (see "Drivers Licenses" for the other reasons licenses will be denied or revoked, such as a second out of school suspension in a school year, withdrawal from school prior to graduation, or expulsion)

Make-up Work

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

TARDINESS

Students are tardy to school from 7:40-7:50. The classroom teacher will administer consequences for the first two tardies. Excessive tardies, (3) will be considered an attendance violation, referred to the office, and an ASL (After School Lab) will be assigned. Continued tardiness may be reported to the Probation Officer and/or Attendance Review Panel.

After 7:50, students must sign in the through the attendance office.

A student who misses more than half of a class period is considered absent from that class for that day, unless the student has an excused pass from the office. An unapproved absence will be unexcused and will count toward the limits for that class.

INTERVENTIONS

1. When a student is in jeopardy of losing credit(s), (or receiving an "F" or being retained,) a conference with the student and/or parent will be held to discuss the problem. An attendance contract may be developed.
2. Under state law a 13 to 18 year old student may not be issued a driver's license or learner's permit, or it may be revoked, until the age of 18 for habitual truancy, expulsion, two out-of-school suspensions (in a year), expulsion or withdrawal from school.
3. The student's work permit may also be revoked under IC 20-33-3-13, if the student's attendance is not in good standing, or whose grades do not meet the corporation's standards (see policy 6.0-42-2).
4. Excessive absenteeism is defined as having 4 or more absences per semester. Interventions such as phone calls, letters home, and conferences may be used to determine a plan to ensure students plans are being met.
5. Students may be referred for participation in a mandatory parenting class, TPEC (Truancy Prevention Education Class), which is a preliminary step to participation in the Clark County SMART Program (School Matriculation Assistance Review Team) after a student is absent for ten excused or unexcused school days. This agency will intervene with the student's family and the student with referrals to agencies that address issues of student absenteeism.
6. Students may be referred directly to the Clark County Division of Families and Children or to Clark County Probation when there is lack of parental involvement, neglect, or failure to communicate with the school.
7. Parents may be prosecuted for violation of the Indiana Compulsory School Attendance Law, with a maximum possible sentence of 180 days in jail and a \$1000 fine. Parents may also be charged with neglect of a dependent, which is a Class D Felony that carries a maximum jail term of not more than 3 years.

WAIVER OF ABSENCES

1. In the event of extenuating circumstances, the parent(s) may request that excessive absences be waived.
2. A Waiver Request form may be secured from the office and the form must be completed and returned to the office within five (5) school days from the day the student returns to school following such absences. Any waiver request made after the specified five (5) day time period will not be considered. The decision to approve or deny the waiver request will be made by the Principal or his designee.

ADMISSION AFTER ABSENCES

Parents are encouraged to call 246-3391 Ext. 3038 the morning of an absence.

A written statement from the parents or guardian must accompany students back to school after an absence. If parent did not call school or no statement is received, this violation is an unexcused absence.

The student is to take the note to the attendance office before going to the first block after an absence.

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

EARLY DISMISSAL

Students wishing to be dismissed during the school day for doctor, dentist, or other personal reasons will present a note from their parent stating the reason and time of dismissal to the attendance office before classes begin and pick up an early dismissal slip. The student should show the early dismissal slip to the teacher at the time reported, and sign out through the attendance office.

Students shall remain in the designated areas of the building or grounds from time of arrival to time of dismissal.

Principals are permitted to approve exceptions for attending school sponsored activities, doctor and dental appointment, and court appearances.

Clarification: No student may leave school grounds at any time during the school day, including the noon hours, unless he/she has cleared through the office. Once a student arrives in the morning, he is not to leave for a doctor's appointment, a job interview, return home to get book, etc., unless he has a pass from the office.

SIGN IN AND OUT OF SCHOOL

Any student who is in school during the morning but cannot attend in the afternoon must sign out through the attendance office.

Students who leave school for whatever reason (illness, etc.) and do not sign out will be subject to disciplinary action.

Students who are ill should go to the school nurse and receive permission from her before calling home or leaving school.

If the nurse is not in the school building, the student must check out through the front office.

COLLEGE VISIT ATTENDANCE WAIVER

Silver Creek recognizes the occasional need for students to visit college campuses. We urge these students to make visitations on the open house date. Seniors may have up to two days waived for college visits. Juniors can have one day waived. A student must obtain the permission of a counselor at least one day prior to the visit by completing the College Waiver Request Form in the Guidance office. Students asking for a college visitation day are expected to have taken the PSAT, S.A.T., or A.C.T. unless the visitation is to a technical college. Verification, in writing, by an official at the institution must accompany the student's return to school.

ATTENDANCE AT SCHOOL ACTIVITIES

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

When the activity in question occurs on a school holiday, a Saturday or a Sunday, the student will generally be permitted to attend or participate if:

his/her absence on the last regular school day is legitimate, and he/she expects to be in school on the next regular school day following the activity.

MAKE-UP TESTS AND ASSIGNMENTS

GENERAL RULES: Tests and assignments missed due to excused absences are to be made up. All make-up work is the responsibility of the student.

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

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

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

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

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

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

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

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

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

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

RULES, RIGHTS/ RESPONSIBILITIES PHILOSOPHY

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

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

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

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

SCHOOL RULES AND REGULATIONS

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

Students are not allowed to:

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

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

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

DISCIPLINE CODE			
VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Insubordination, talking, defiant attitude,	Conference	Parent Contact	ASL
Disruptive behavior, etc.	ASL-10 days OSS/ possible expulsion	1 day OSS/ possible expulsion	3-10 OSS/ possible expulsion.
Skipping a class	ASL	1 day OSS	3 days OSS
Truancy	ASL-3 days OSS	3 days OSS/ Probation may be notified	3-5 days OSS/ Probation will be notified
Possession or use of tobacco	OSS	3 days OSS	10 days OSS/ expulsion
Failure to attend cessation program	1 day OSS	1 day OSS	
Leaving building without permission	ASL	1 day OSS	3 days OSS

Leaving grounds without permission	1 day OSS	3 days OSS	3-5 days OSS
Obscenity/profanity	Warning/OSS	Contact parent/OSS	ASL-3 days OSS
Inappropriate display of affection	Warning	Contact parent	ASL/OSS
Fighting	3 days OSS/ possible expulsion	3-10 days OSS/ possible exp	10 days OSS/ expulsion
Improper attire/items	Change clothes/ surrender item	Change/surrender/ parent contact	ASL-1 day OSS
Cafeteria disruption	Lunch detention-ASL	ASL	1-3 days OSS
Cheating/plagiarism	"F" on assignment/ ASL	"F" on assignment/ 3 days OSS	"F" on assignment/ 3-5 days OSS
Improper driving/parking	Warning –loss of privilege/1 week	Loss of privilege 1 week-or year	Loss of privilege for year 3 days OSS
Missing Prosser bus-with permission	Permission to drive	Permission to drive	Permission/ASL
Missing Prosser bus-without permission	ASL	1 day OSS	3 days OSS
Theft, vandalism/possession of stolen property	Restitution/ASL-10 days/OSS	Restitution/3-10 days OSS	Restitution/10 days OSS/ expulsion
	Possible expulsion	Possible expulsion	
Action causing possible harm to others	ASL-3 days OSS	3-10 OSS/possible expulsion	10 days OSS/ expulsion
Threat/intimidation/assertive behavior	Conference/ASL/ OSS possible expulsion	ASL-3 days OSS/ possible expulsion	3-10 days OSS/ possible expul- sion
Forgery-notes or passes	ASL	1-3 days OSS	3-5 days OSS
Possession/use of cell phone or unauthorized electronic devices	ASL-10 days OSS/ possible expulsion	ASL-10 days OSS/ possible expulsion	ASL-10 days OSS/ possible expulsion
Profanity/inappropriate language to faculty/staff	ASL-1 day OSS	3-10 days ASL-1 day OSS	3-10 days OSS/ possible expulsion
Verbal or non-verbal threat or harassment of faculty/staff/students	3-10 OSS/possible expulsion	10 days OSS/ expulsion	
Physical attack on faculty/staff/students	10 days OSS/ expulsion		
Drug/Alcohol use or possession	10 days OSS/ expulsion		
Possession, use or threatened use of weapon	10 days OSS/ expulsion		
Arson/bomb threat	10 days OSS/ expulsion		
Habitual Offender (9 reports)	3-10 days OSS/ possible exp.		
After-School Lab (ASL)-One hour per day for up to five days.			
Violations committed which are not listed will be dealt with in a manner comparable to the above.			
Penalties for 4th, 5th, 6th, etc., offenses will become more severe if expulsion proceedings do not occur.			
A student will not be assigned 5 consecutive days of ASL on more than three occasions.			
Those who continually fail to comply with the rules and regulations will be considered for expulsion.			

PRIVILEGES ARE NOT RIGHTS

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

1. All hallway passes without the Principal's personal signature.
2. All restroom entry without the Principal's personal permission.
3. All lunch time privileges.
4. All parking privileges on school grounds. Students will not be permitted to drive to school.

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

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

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

BUS RULES AND REGULATIONS

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

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

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

CAFETERIA AND LUNCH

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

CLASS MATERIALS

Students are required to bring all necessary materials (pencil/pen, books, paper, etc.) to class. Failure to do so will result in the following:

- 1st offense - warning
- 2nd offense - 10 minute detention
- 3rd offense - after school lab for 1 day
- 4th offense - after school lab for 1 day
- 5th offense - after school lab for 5 days

CONDUCT AT SCHOOL ATHLETIC EVENTS

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

Unsportsmanlike conduct at athletic contests by players, spectators, coaches, or others will not be tolerated. Such unsportsmanlike conduct, or any behavior that might lead to a public disturbance, could result in the termination in any school or all schools, in whole or part, the interscholastic activities for the public schools of West Clark Community Schools. (6.0-26)

DELIVERIES

Although we recognize the importance of birthday greetings, Valentine messages, etc., we must remember our primary concern is education. Please refrain from sending telegrams, flowers, balloons, etc. Our office will refuse to accept or deliver any such items.

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

DRESS AND APPEARANCE

Students should be appropriately dressed while attending school. Dress should be appropriate for the age group involved and should not exert a disruptive influence on the educational program. Overly extreme dress is not permitted. More than one dress code violation will be treated as defiance.

If manner of dress, grooming or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation.

1. Pants/Shoes:
 - a. Pants should be fitted and worn at the waist
 - b. No underwear or any kind is permitted to show either while standing or sitting
 - c. Shoes must be worn at all times. Shoes are to be secured to the feet
2. Skirts and Shorts:
 - a. May be worn slightly above the knee.
 - b. Skirts must not drag the floor nor slits extended too high
3. Tops/Shirts
 - a. No part of the cleavage, shoulders, back, or midriff should be visible
 - b. Shirts must be long enough to be tucked in. If shirts are not tucked in, it should be worn at the waist at all times
4. Never Acceptable
 - a. No visible body piercings except for the ears.
 - b. Form fitting clothes, running shorts/spandex, pajamas/slippers
 - c. Breakaway pants, picks/combs, sunglasses
 - d. Any item that could harm self, others, or school property, promote drugs, alcohol, tobacco products, or any illegal substance, depicts violence, sexual innuendoes, racial/religious slurs, or is gang related

5. Outerwear

- a. All jackets, coats, windbreakers, gloves, and hats must be placed in the student's locker, or designated storage areas, upon arrival at school. Students may keep sweatshirts or sweaters in their lockers to take to class as needed.
- b. No hats, headgear, bandannas, sweatbands or other head covering shall be worn inside the building.
- c. All blankets should be placed in lockers between the hours of 7:40-2:25.

NOTE: The school administrator reserves the right to interpret the meaning of "extreme" or "appropriate" in the area of student dress and appearance.

DRIVING AND PARKING

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

Students are to use the areas designated for student parking and obey parking and driving regulations. Students are to leave their motorized vehicle and the parking lot immediately after parking. Students are not to be in the parking lot during school hours without permission from the Principal or Assistant Principal. Students must park vehicles properly. Illegal parking may result in the vehicle being towed at the owner's expense.

HALL PASSES

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

ELECTRONIC DEVICES

I-pods, head phones, cell phones, smartwatches and the like may be used up until 7:40am but not after students arrive in their classrooms in the morning. Before arriving to first block, they must be turned off, put away, and not be visible or heard.

Electronic devices may be used after school beginning at the 2:25pm bell, not before the bell.

Between 7:40 and 2:25, electronic devices (cell phone, IPODs, etc.) are not to be used by the student for any purpose whatsoever including checking the time of day. Cell phones and IPODs will be confiscated when seen or heard, and ASL assigned to all violators between 7:40am and 2:25pm.

Cell phones/IPODs may not be used while in ASL or while serving a detention for a teacher after school. They may not be used during field trips during the day (without teacher's permission). They may not be used at lunchtime or while traveling to and from Prosser.

INSUBORDINATION

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

OFF-LIMITS AREAS OF BUILDING

1. Upon arrival to school in the morning enter the building only at the senior hall and front entrances. Do not go to your locker before 7:20 a.m. Coke machines are also off-limits before 7:20 a.m.
2. During lunch do not go to the following areas without permission:
 - the office
 - the front hallways
 - the freshman or sophomore hallways
 - the auxiliary gym hallways or corridors
 - the hallways directly in front of the auditorium and or hallways around the main gym.
3. Never go into areas of the building or into rooms unless you have an appropriate purpose for being there. When in doubt, please ask a teacher or staff member.

PROSSER DRIVING POLICY

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

1. You will be allowed to miss the Prosser bus two times per year without penalty as long as you notify the main office and gain permission to drive. A third miss will result in assignment of ASL.
2. Any student that rides to or from Prosser with another student, without permission will be assigned to ASL.
3. Any student who has received permission to drive and transports other students, will be assigned to ASL.

SUBSTANCE ABUSE

The West Clark Community Schools Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence of alcohol or any other unauthorized drugs. The Board also believes that chemical dependency is a disease of major proportion in our society, and that such disease is chronic, progressive, and treatable. Based upon this premise the Board also believes that prevention and elimination of chemical dependency and abuse is an appropriate activity of the public schools. Such activity will include substance abuse education as part of the corporation's curriculum, the provision of in-service activities for employees, students, and parents, and substance abuse training for all staff members.

The Board also believes that a penalty consisting of suspension and/or possible expulsion is appropriate and may act as a deterrent for those students who choose to use alcohol or other illicit drugs at school or school-related functions/activities. In addition to a penalty or disposition, help should be offered to those students found to be in violation of WCCS substance abuse policy.

As an alternative to possible expulsion from school, students must become involved in an assessment of chemical use, an education program, and/or further recommendations to the student and family for professional counseling or treatments. Identification and treatment of students afflicted with chemical dependency or substance abuse should be a cooperative effort among various individuals and public agencies, such as the school administration, teachers, physicians, mental health agencies, law enforcement, and family service agencies.

In the event a student requests the alternative to expulsion they must still serve a minimum of five (5) days of out-of-school suspension. During this period of time the student/parent must contact an agency that conducts chemical assessments, and either complete the assessment or be scheduled for an intake appointment. If this requirement has been completed the student may return to school after they have served a five (5) day out-of-school suspension.

If this is not met, the expulsion will take effect as recommended.

EXTRACURRICULAR/CO-CURRICULAR/STUDENT DRIVER RANDOM DRUG TESTING PROGRAM

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

TOBACCO - USE OR POSSESSION

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

TELEPHONES

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

LOCKER INSPECTION POLICY AND RULES

Statement of Policy

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

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

Locker Rules

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

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

- B. Before a particular student's locker is inspected, the student (or students if more than one have been assigned to a locker), if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or his designee shall notify the student of such inspection as soon as practicable thereafter.
5. *Inspection of All Lockers.*
- A. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the Principal, Superintendent or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. *Examples of circumstances justifying a general inspection of a number of lockers are:*
- When the school corporation receives a bomb threat;
 - When evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use;
 - At mid-term, end of grading period, and before school holidays to check for missing library books, or lab chemicals or school equipment;
 - Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
- B. If a general inspection of a number of lockers is necessary, then all located in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
6. *Student Material.* When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written material, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
7. *Disposal of Confiscated Contraband.* All contraband confiscated from lockers may be disposed of by the principal or his designee as he or she deems appropriate, including (a) return to the proper owner or place; (b) use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion under IC 20-8.1-5-4; (c) delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime; (d) destruction.
8. *Involvement of Law Enforcement Officials.*
- A. If the Principal, Superintendent, or Assistant Principal has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal drug paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers.
- B. If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant before allowing official to inspect.
- C. If a law enforcement official requests the Principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied.
The Principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contain contraband.
9. *Locker Cleaning.* Nothing in these rules shall affect members of the custodial staff who, at the direction of the Principal, clean out (a) lockers from time to time in accordance with a general house-keeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.
10. *Publication of Rules.* A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the Principal's office and other prominent places generally used for announcements to students.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in IC20-8.1-1-8 (Acts 1980, P.L. 148): ... the "school purposes" refers to the purpose for which a school corporation operates, including:

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

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

SEX DISCRIMINATION

West Clark Community Schools does not discriminate, and is required by Title IX, 1972 Education Amendments, not to discriminate, on the basis of sex in the operation of its educational programs or activities. Such educational programs or activities include employment and admission to employment with West Clark Community Schools.

The office of the Superintendent shall be responsible for the implementation of this policy including the establishment of an appropriate grievance procedure.

Inquiries concerning the application of Title IX and the implementing regulations to the corporation may be referred to any of the building principals who have been designated by the corporation as the officials responsible for Title IX compliance or the Director of the Office for Civil Rights, Department of HEW, Washington, D.C. (CF, JQ) (4.0-3)

STUDENT RECORDS

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

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

MARRIED STUDENTS

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

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

SEARCH AND SEIZURE, PROCEDURE, USE OF EVIDENCE

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

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

Searches of the person of a student which require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G. of this section. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
 4. The privilege of bringing a student-operated motor vehicle on school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The Principal or a member of the administrative staff designated in writing by the Principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
 5. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards contained the student handbook may be:
 - (a) seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the Principal or the Principal's designee until it is presented at the hearing;
 - (b) returned to the parent or guardian of the student from whom it was seized;
 - (c) destroyed if it has no significant value, or;
 - (d) turned over to any law enforcement officer in accordance with subsection G.
 6. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:
 - (a) returned to the parent or guardian of the student from whom it was seized;
 - (b) destroyed, or;
 - (c) turned over to any law enforcement officer in accordance with subsection G.
 7. The Principal, or a member of the administrative staff designated in writing by the Principal, may request the assistance of a law enforcement officer to:
 - (a) search any area of the school premises, any student, or motor vehicle on school premises;
 - (b) identify or dispose of anything found in the course of a search conducted in accordance with this section; where law enforcement officers respond or otherwise participate in any search conducted. (6.0-15)

INTERVIEWS, INTERROGATION, AND ARREST

1. Employees of a social service agency, i.e. Child Protective Services, only may interview a student on school property. A member of the school professional staff must be in attendance at the interview.
2. Police only may interview a student on school property. A member of the school professional staff must be in attendance at the interview. No other person may have an audience with a student (ex. insurance adjuster). If a student is to be removed from school, the police officer must notify the parent. (6.0-16)

AFTER SCHOOL LAB (ASL)

ASL is an after-school detention program which can be assigned to students by the administration as a consequence for certain rule violations (see disciplinary code). ASL is conducted 2:30 - 3:30 p.m. each day. Rules for ASL are given out when assigned. No alternatives or options may be granted for serving ASL. One day of notification prior to the assignment of ASL will be given unless student agrees to serve before that time. Failure to serve ASL could lead to expulsion for one semester.

LEGAL SETTLEMENT

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

BULLYING

"Bullying" means overt, repeated acts or gestures, including:

- a. Verbal or written communications transmitted;
- b. physical acts committed; or
- c. any other behaviors committed; by as student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

West Clark Community Schools hereby expressly prohibits bullying. Provisions and guidelines for education, parental involvement, reporting, investigation, and intervention will be developed by the Superintendent and/or School Safety Specialist, and will include the following:

- (1) Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- (2) Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This included appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- (3) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- (4) All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.

The parent involvement may be through parent organizations already in place in each school.

This rule applies when a student is (a) on school grounds immediately before, during, or after school hours, or at any other time when the school is being used by a school group; (b) off school grounds at a school activity, function or event; (c) traveling to or from school or a school activity, function or event; or (d) using property or equipment provided by the school. Note: Noncompliance with this section may not be used against a school corporation as a cause of action.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting, the arguments of both the school administration and the student and /or the student's parent. The board will then take any action deemed appropriate.

GROUNDS FOR SUSPENSION OR EXPULSION:

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance of exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher of any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Failing to report the actions of plans of another person to a teacher or administrator where those actions or plans; if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
8. 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. Use of drugs authorized by a medical prescription from a physician is not a violation of this subdivision.
9. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or that constitutes an interference with school purposes or an educational function.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law. Including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience or administrative authority;
 - c. willful absence or tardiness of students;
 - d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, vulgar, or offensive to school purposes;
 - g. lying about any matter under investigation by school personnel;
 - h. possessing or using a laser pointer of similar devise.
 - i. falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
13. Knowingly possessing or using in the school building during school hours an electronic paging device or a cell phone in a situation not related to school purpose or educational function.
Radios, such as Walkman, jam boxes, headphones, will not be allowed at school.

14. Pupil Dress

Students should be appropriately dressed while attending school. Dress should be appropriate for the age group involved and should not exert a disruptive influence on the educational program. Overly extreme dress is not permitted.

If manner of dress, grooming or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation.

- a. Pants must be fitted and worn at the waist. No underwear of any kind is permitted to show either while standing or sitting. The pants must be worn at least knee length and not long enough to drag on the floor.
- b. Knee-length shorts, skirts, and dresses may be worn slightly above the knees. However, clothing worn above mid-thigh will not be acceptable.

- c. Shirts and tops must have sleeves and cover the shoulders. They must be long enough to be tucked in. Shirts and tops not tucked in must remain below the waist at all times. In addition, all shirts longer than mid-thigh must be tucked in. Not exposed cleavage, back or midriff will be allowed. Shirts promoting West Clark Community Schools and student organizations are encouraged.
- d. Shoes must be worn at all times. Shoes are to be secured to the feet.
- e. All jackets, coats, windbreakers, gloves, and hats must be placed in the student's locker, or designated storage areas, upon arrival at school. Students may keep flannel shirts, sweatshirts, or sweaters in their lockers to take to class as needed.
- f. No hats, headgear, bandannas, sweatbands or other head covering shall be worn inside the building.
- g. The following are never acceptable for students to wear to school: wrap around skirts, form fitting clothes, sheer/see through fabrics, pajamas (leisure wear), breakaway pants, spandex clothing with holes, rips, tears or with patches, wallet chains, picks/combs, sunglasses, any item that could cause harm to self, others or to school property, promotes drugs, alcohol, tobacco products, or any illegal substance, depicts violence, sexual innuendoes, racial/religious slurs or is gang related.
- h. No visible piercing is allowed. No facial jewelry beyond that worn in the earlobes.
 Note: The school administrator reserves the right to interpret the meaning of "extreme" or "appropriate" in the area of student dress and appearance.

15. POSSESSION OF A FIREARM

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

16. POSSESSING A DEADLY WEAPON

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

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

PUPIL PERSONNEL DISCIPLINE POLICY (DUE PROCESS)

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

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER:

- 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
- 2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL – PRINCIPAL:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 3 school days.

3. SUSPENSION FROM SCHOOL – PRINCIPAL:

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

4. EXPULSION:

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

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

TRUANCY. Pursuant to Public Law 121-1989, the Board of Trustees of West Clark Community School Corporation adopts this policy regarding the restriction of drivers' license and permits.

Section 1. Habitual Truancy

1. Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 to 18, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
2. The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental or school authority in any one of the following circumstances:
 - (a) is truant for three (3) separate instances in a period of two consecutive semesters*; or
 - (b) is truant for a total of five (5) days in a period of two consecutive semesters*.

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

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

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

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

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

WEST CLARK COMMUNITY SCHOOLS

ACCEPTABLE USE (COMPUTER AND INTERNET) POLICY AND AGREEMENT

ADOPTED POLICY AND AGREEMENT, 2012

ACCEPTABLE USE OF WEST CLARK COMPUTING SYSTEMS

Foreword

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

To assist and ensure such compliance, the Technology Committee of West Clark Community Schools, with the approval of the West Clark School Board, establishes in the following document the acceptable use of computing systems, software and WCCS data network.

Definitions and Responsibilities

A Network Supervisor or Network Administrator is a person who is authorized by West Clark Community Schools to develop, grant and create user privileges, maintain the system files and ensure the effective operation of a system connected to the WCCS data network. A "User" is any individual who uses, logs in, attempts to use, or attempts to log into a system, whether by direct connection (modem or network) or across one or more networks, or who attempts to connect to or traverse a network, whether via hardware, software, or both. The Network Supervisor, Administrators, and the Technology Committee of West Clark Community Schools reserve the right to revise reasonable usage priorities and operational policies (such as hours of operation, usage time limits, populations to be served, etc.)

Implications of Diversity in the Information Technology Environment

Technology hardware resources at West Clark Community Schools and Administration are the property of WCCS and are generally purchased for the school to use on campus for educational purposes.

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

Computer software resources at West Clark Community Schools are the property of WCCS and are purchased with appropriate and required license and copyright provisions. Users are responsible for informing themselves of, and strictly complying with the license and copyright provisions of the software they use.

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

Legal References:

Cross Reference:

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

Network resources at West Clark Community Schools will serve diverse purposes.

Acceptable Use of the West Clark Data Network and the Internet

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

Users shall not intentionally seek information belonging to the West Clark Community Schools or other Users without proper authorization.

Users shall not represent themselves electronically as others.

Users shall not attempt to infiltrate, damage, or alter without proper authorization from computing staff, either the hardware or the software components of a computing system or network, either on the West Clark Community Schools' system or elsewhere.

All Users of West Clark Community Schools' external connections shall comply with the acceptable use policies established by the West Clark Community Schools. Copies of these use policy documents can be examined in the offices of each building.

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

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

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

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

- Research and Education

- State, local, or national governmental affairs

- Public Service

- Correspondence with other Internet sites via email

- General Internet access

- Use of network printer resources

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

- Uses that violate U. S. or state laws

- Electronic chain email

- Obscene, suggestive or threatening email to other Internet users

- Any actions that might disrupt network users, services or equipment

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

- To transmit obscene, abusive or sexually explicit language

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

Enforcement

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

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

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

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

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

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

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

SCHOOL BOUNDARIES (EFFECTIVE 2003-2004)

BORDEN ELEMENTARY AND BORDEN HIGH SCHOOL (K-12):

All students residing in Wood and Carr Townships, also including Monroe Township to top of Bartle Knob; except does not include end of Reed Road (South), as well as the end of Percy King Road, which both end in Carr Township. Except for Perry Crossing Road, Allentown Road, and Weidner Lane, which go to Silver Creek.

HENRYVILLE ELEMENTARY AND HENRYVILLE JR. – SR. HIGH (K-12)

All students residing in Union Township and Monroe Township-, excluding from the top of Bartle Knob to Wood Township line; also including the end of Reed Road (South), as well as the end of Percy King road, which extend into Carr Township.

SILVER CREEK PRIMARY (K-1) AND SILVER CREEK ELEMENTARY SCHOOL (2-5)

SILVER CREEK MIDDLE (6-8) AND SILVER CREEK HIGH SCHOOL (9-12)

All students residing in Silver Creek Township, plus students residing in Carr Township on Perry Crossing Road, Allentown Road, Weidner Lane, and Glendale Acres.

COMMUNITY RELATIONS

PEST CONTROL POLICY

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

The corporation will:

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

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

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

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

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

PEST CONTROL REGULATIONS

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

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

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

The training must include:

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

10. In case of an emergency application, prior notice is not required. Notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
 - a. Date and time of the inspection and pesticide application:
 - b. Pests found during inspection:
 - c. Brand name and active ingredient of pesticide(s);
 - d. EPA registration number of pesticide (s);
 - e. Areas treated;
 - f. Name of applicator; and
 - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.
12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products of occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School corporation employees responsible for handling and applying pesticides shall have specific pesticide training.
17. Training for school employees to become certified pest control applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

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

ASBESTOS

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

The West Clark Community Schools are committed to complying with the AHERA regulations. The actions we have taken are at least as stringent if not more stringent than those required by the EPA.

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

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

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

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

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

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School 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 has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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



NO CHILD LEFT BEHIND ACT

The No Child Left Behind Act (NCLB) requires the state education agency, school districts, and individual schools to provide numerous notices to parents, the public, and others. Some of the notices that school districts and/or individual schools are required to give under NCLB include: annual report cards; progress reviews; schools identified for school improvement, corrective action, or restructuring; parental involvement policies; state education agency complaint procedures; teacher and paraprofessional qualifications; non-highly qualified teachers; student achievement information; an informational meeting on Title I, Part A; that the district routinely releases the names, addresses, and phone numbers of secondary students to military recruiters unless parents opt out; and a variety of information about the status of English Language Learners.

Notice to parents that a school has been identified for improvement, corrective action, or restructuring, must be given in an understandable and uniform format, including alternative formats upon request, and, "to the extent practicable," in a language that parents can understand. 34 C.F.R. § 200.36(b). In general, notice must be provided to parents directly, through regular mail or e-mail, and "[t]hrough broader means of dissemination such as the Internet, the media, and public agencies serving the student population and their families." 34 C.F.R. § 200.36(c).

The U.S. Department of Education's non-regulatory guidance document, Parental Involvement Title I, Part A, contains a chart listing the key parental notice requirements under Title I, Part A of NCLB, who has to issue the notices, and when they must be issued. The description of each notice contains references to the relevant statute sections and guidance documents, some of which contain model policies. Download this document at: <http://www.ed.gov/programs/titleiparta/parentinvguid.doc>

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

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

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

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

CHILD NUTRITION PROGRAMS

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

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

MCKINNEY VENTO ACT

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

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

Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act

A number of federal statutes protect the rights of beneficiaries from being discriminated against in programs or activities that receive financial assistance. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. The regulations contain minor differences relating to the notices' required content and the methods used to publish them.

Download the U.S. Department of Education's Notice of Non-Discrimination, which describes the content requirements of notice under each statute, including the methods of notification required by Title IX and Section 504. The document contains a sample notice of non-discrimination school districts may use to meet the requirements of all of the above statutes: <http://www.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>

Note: The notice must include the identity and contact information of the Title IX coordinator:

http://www.ed.gov/about/offices/list/ocr/responsibilities_ix_ps.html

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

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

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

A school district must notify parents of eligible students of the availability of public school choice at least 14 days before the start of the school year. 34 C.F.R. § 200.37(b)(4)(iv). For information on the content of the notice, see section D in the U.S. Department of Education's Public School Choice Non-Regulatory Guidance: <http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>

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

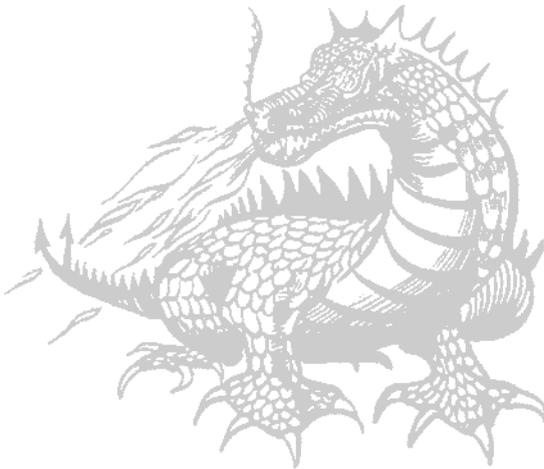
1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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

COMPLIANCE OFFICER

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

Associate Superintendent
West Clark Community Schools
601 Renz Avenue
Sellersburg, Indiana 47172
812-246-3375



WYSE UP TAKE THE PLEDGE

(Raise your right hand and repeat after us.)

// *I do solemnly swear to take myself seriously. I will recognize my talents and not hide them from the world. I will treat myself and others with the respect we, as humans, deserve. I will make healthy choices, avoiding abusing any substance including prescription drugs. I will give back to my community and find ways to make my world a better place. I will forgive myself when I fail and learn from my mistakes. I will recognize that no one is perfect. I will work hard and live with integrity. I pledge all of this because - I am worth it.* //

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