



Student Handbook 2020-2021

Scottsburg Middle School
425 South Third Street, Scottsburg, IN 47170
(812) 752-8926 FAX (812) 752-8864
www.scsd2.k12.in.us/sms
Free Safe Schools Hotline 1-877-727-2338
Free Cyber-Bully Hotline 1-812-329-0894

School Hours 8:05 a.m. - 2:55 p.m.
Doors Open 7:30 a.m.
Office Hours 7:00 a.m. - 4:00 p.m.

School Colors: Purple and Gold
Mascot: Warriors and Warriorettes
School Motto: Expect the Best

This handbook was approved by the SCSD2 School Board on June 8, 2020.

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The SMS Guiding Principles and the SMS Handbook guidelines are designed to promote student achievement and foster a productive school environment. It is the responsibility of all students, parents/guardians, and staff members to read and adhere to these principles and handbook rules.

SMS Guiding Principles

SMS Mission Statement

Scottsburg Middle School is an innovative community of learners dedicated to helping ALL students learn, grow, create, collaborate, and contribute.

SMS Warrior Expectations

We are...

because we...

Accountable

**own our learning
own our actions
complete all tasks properly/on time
leave places better than we found them
know and follow guidelines**

Respectful

**use clean language
use manners
actively listen
apply kindness universally
demonstrate patience**

Reliable

**attend every minute
keep our promises
value our words
arrive on time
look out for others**

Involved

**engage with instruction
ask and answer questions
greet others
help others
share our expertise**

Organized

**track our work
prioritize tasks
see/value the big picture
manage locker contents
manage digital files**

Resilient

**value growth
expect ups and downs
try new strategies
take care of ourselves
persevere**

SMS Bullying Prevention Code of Courage

I will not bully others.

I will try to help others that are bullied.

I will make it a point to include others that are easily left out.

SCSD2 Precepts to Promote a Virtuous and Civil School Community

Respect authority.

Honor your parents and family members.

Treat your classmates, teachers, and school staff with respect.

Speak kindly to and about others.

Resolve conflicts without using violence.

Tell the truth.

Save sex for marriage.

Stay drug and alcohol free.

Leave other people's property alone.

Avoid being jealous of what others have.

SMS Calendar

Semester 1

First School Day/Semester 1	Tuesday, August 11
No School - Labor Day	Monday, September 7
End of Q1	Friday, October 9
Fall Break	Monday, October 12 - Friday, October 16
Start of Q2	Monday, October 19
eLearning/Staff PD	Tuesday, November 3
Thanksgiving/Snow Make Up #1	Wednesday, November 25
Thanksgiving	Thursday, November 26 and Friday, November 27
End of Q2/Semester 1	Friday, December 18
Christmas Break	Monday, December 21 - Friday, January 1

Semester 2

No School/Teacher Day	Monday, January 4
First School Day/Q3 Semester 2	Tuesday, January 5
Presidents Day/Snow Make Up #2	Monday, February 15
End of Q 3	Friday, March 12
Start of Q 4	Monday, March 15
Spring Break	Monday, March 22 - Friday, March 26
Spring Break/Snow Make Up #3-7	Monday, March 29 - Friday, April 2
No School/Teacher Day	Friday, April 2
No School - Memorial Day	Monday, May 31
Last Day of School (tentative)	Wednesday, June 2
SHS Graduation	Sunday, June 6

Bell Schedules

	Period 1	Period 2	Period 3 (elective)	Lunch	Period 4	Period 5	Period 6	Period 7
6th grade	8:05 - 8:58	9:02 - 9:50	9:54 - 10:53	10:57 - 11:27	11:32 - 12:18	12:22 - 1:08	1:12 - 1:58	2:02 - 2:55
	Period 1	Period 2 (elective)	Period 3	Period 4	Lunch	Period 5 (rotation)	Period 6	Period 7
7th grade	8:05 - 9:00	9:03 - 9:50	9:53 - 10:42	10:45 - 11:34	11:37 - 12:07	12:12 - 1:02	1:05 - 1:55	1:58 - 2:55
	Period 1 (elective)	Period 2	Period 3	Period 4	Period 5 (rotation)	Lunch	Period 6	Period 7
8th grade	8:05 - 8:58	9:01 - 9:49	9:52 - 10:40	10:43 - 11:31	11:34 - 12:22	12:25 - 12:55	1:00 - 1:48	1:51 - 2:55

Related Arts Schedules

6th grade

Ignite	Semester 1	Q1=PE / Q2=Exploring World Languages
	Semester 2	Q3=Art / Q4=FACS
Tribe	Semester 1	Q1=Exploring World Languages / Q2=PE
	Semester 2	Q3=FACS / Q4=Art

7th grade

Cool Rays	Semester 1	Q1=Art / Q2=FACS
	Semester 2	Q3=PE / Q4=Exploring World Languages
Dream Team	Semester 1	Q1=FACS / Q2=Art
	Semester 2	Q3=Exploring World Languages / Q4=PE

8th grade

Explorers	All year	PE/Health on "A" days / study hall on "B" days
Voyagers	All year	study hall on "A" days / PE/Health on "B" days

For some elective/related arts courses, SMS uses an A/B rotation, which alternates all year.

SMS 2-Hour Late Start Framework (School starts at 10:05 a.m.)

	6th grade	7th grade	8th grade
Elective	11:05 - 11:30	10:35 - 11:00	10:05 - 10:30
Lunch	12:45 - 1:15	12:10 - 12:40	11:33 - 12:03

SMS 2-Hour Early Dismissal Framework (School dismisses at 12:55 p.m.)

	6th grade	7th grade	8th grade
Elective	10:27 - 10:57	9:45 - 10:15	8:05 - 8:35
Lunch	11:00 - 11:30	11:40 - 12:10	12:15 - 12:45

Academic Program

Academic Expectations

Students are expected to give their best effort in all academic tasks and take ownership of their learning. To maximize academic success students are expected to attend school daily, bring all materials to class, be a good digital citizen, manage workflow using a digital or paper agenda, complete all in and out of class practice/assignments, participate in discussions, ask questions when unsure, study for tests, and pass all classes. In all work, students are to demonstrate academic integrity by doing their own work (not copying or allowing others to copy) and by properly citing sources (no plagiarizing). Teachers will assign penalties to students that fail to demonstrate academic integrity.

Academic Grade Reporting

Student grades are a communication of academic progress. They should not be considered rewards or punishments. Teachers have the right to establish grading practices for their classrooms provided that grades are entered into Harmony regularly and students are notified of practices. Grades can be tracked by students and parents via Harmony. Parents are encouraged to check Harmony Family Access regularly or to establish Harmony push notifications to increase information flow.

The academic year is divided into two terms called semesters. Each semester is divided into two grading periods called quarters. Academic reporting for parents occurs every 4.5 weeks. Mid-term progress reports are distributed mid-quarter. Report cards are created at the end of each 9 week grading period. Semester grades are the average of two quarter grades and are recorded in permanent records. Semester grades are used to determine year-end academic awards. Promotion decisions (made by the SMS administration) will be based on semester grades, standardized test scores/growth, and attendance. Students that fail any term grade will be considered for retention.

SCSD2 Grading Scale

Grade	Percent	GPA	Grade	Percent	GPA
A+	100-99%	4.0	C+	79-78%	2.3
A	98-92%	4.0	C	77-72%	2.0
A-	91-90%	3.7	C-	71-70%	1.7
B+	89-88%	3.3	D+	69-68%	1.3
B	87-82%	3.0	D	67-62%	1.0
B-	81-80%	2.7	D-	61-60%	0.7
			F	59-0%	0.0

Honor Roll

SMS uses a college-style honor roll system where awards are based on grade point averages. The three levels of honor roll are computed at the end of each semester. The Gold Honor Roll is for students that have a 4.0 grade point average. The Silver Honor Roll is for students averaging 3.5-3.99. The Bronze Honor Roll is for students averaging 3.0-3.49.

Course of Study

SMS 6th graders take Literacy Block, Math, Science, and an elective daily all year. They will also take SS, Math Lab, PE, Exploring World Languages, Art, and FACS daily rotating by quarters.

SMS 7th graders take ELA, Math, Science, and SS daily all year. They will also take ELA Lab, Math Lab, Geography, PLTW/Science Special Topic, PE, Exploring World Languages, Art, and FACS daily rotating by quarters. In addition, 7th graders will have an elective.

SMS 8th graders take ELA, Math or Algebra 1, Science, and SS daily all year. They also have the opportunity to earn high school credit in PE/Health on an alternating daily basis all year. They will take ELA Lab, Math Lab, Civics/Current Events, PLTW/Science Special Topic, and Basic Skills daily by rotating quarters. In addition, 8th graders will have an elective.

All students have a daily graded elective class. Sixth grade students may select Band, Choir, or Basic Skills, which will cover topics such as keyboarding, study skills, exploring college and careers, guidance lessons, etc. Band/Choir students will cover the Basic Skills topics one day per week during their Band/Choir time. Seventh grade students may select Band, Choir, or a topical course, which will meet alternating days with a study hall. Topical course electives include Advanced Fitness, tech elective, Culinary Arts, Graphic Design, and Exploring Music. Some 7th grade students will be assigned a resource lab class based on their IEP needs. Eighth graders may select Band, Choir, Advanced Choir, tech elective, or Wellness, which will meet alternating days with a study hall. Some 8th grade students will be assigned a resource lab class based on their IEP needs.

Students may choose to change electives at semester. Students wishing to join music electives mid-year must audition with the instructor.

Recovery

Students who are failing three or more classes at mid-term of the first nine weeks will be assigned to the Recovery program. These students will attend their ELA class and math class with their classroom teacher, but will remain in a separate assigned location for the remainder of the day. During this time, they will receive extra support to get their work completed so they can improve their grades. Students will be assigned in or out of the Recovery program based on grade reviews every four and a half weeks.

Student Services

Activity Program

SMS students can participate in a variety of extra-curricular activities. Participation is determined by academic status, adherence to coach/sponsor expectations, and for athletics, an IHSA physical exam on file with the school nurse. Students in clubs and sports must sign and follow the SMS Extra-curricular Activity Code. Students must attend classes on the day of an ECA event to participate in that event/practice.

SMS Extra-Curricular Eligibility: Students with all passing grades on the most recent report card will have full participating access for any team or club in which they are a member. Students with one quarter F on the most recent report card may attend team/club activities but may not represent the school in games/out of school events. Students with two quarter F's on the most recent report card may not have any membership or participation with teams or clubs until the next report card or mid-term grade report.

Anticipated extra-curricular activities include Academic Super Bowl, Archery, Art Club, Builders' Club, Cross, Drama, FACS Club, Pep Club, SADD, Science Olympiad, Spell Bowl, Student Council, Winter Guard and Yearbook. Anticipated sports are Fall- Boys Tennis, Cross Country, Football, Football Cheer, Soccer, and Volleyball; Winter- Basketball, Cheer, Wrestling, and Swimming; and Spring- Baseball, Softball, Girls Tennis, Golf, and Track.

Food Service

SMS provides meal service adhering to the strict federal nutrition guidelines for schools. Breakfasts and lunches are portion-controlled, low calorie meals and include an element of choice. Lunch options include tray lunch, fast track, and ala carte. Menus are posted on the SMS web site.. Meal accounts are managed electronically. Students can make deposits between 7:45 and 8:05 each morning. Deposits turned in after 8:05 will not be accessible until the next day. Parents may also make electronic deposits in Harmony.

The following rules apply in the cafeteria, halls, and in class:

Students may only access their own accounts.

Students with free/reduced meals may not share or sell food.

Students with negative account balances will not be allowed to purchase ala carte items and may be given an alternative lunch.

Students may not sell/vend outside food or candy.

Students may not consume energy drinks at any time on campus.

Students may not take food or opened drink out of the lunchroom.

Students will clean their own meal areas.

Students may not eat restaurant food (pizza, fast food) delivered by parents or restaurants.

Students that bring food/beverage into the school in the morning, must consume it prior to entering the class wings.

Students are not to have any open food or beverage containers in their lockers.

Students will comply with the directions of all dining staff.

Students are allowed to drink clear, non-carbonated water in class from transparent bottles.

SMS reserves the right to assign lunch seating for students based on academic and behavioral needs.

Guidance

SMS students are supported by an Indiana Gold Star Guidance program. Counselors assist students with individual, group, and classroom activities to support students in academics, social development, and career exploration. Students wishing to meet with a counselor can complete a written request form or may contact them in Canvas. Guidance programming will be implemented during some Basic Skills and study hall periods.

Health

The health of SMS students is of primary importance. A full-time nurse and office personnel assist students with health emergencies. Students who become sick or injured are to report their condition immediately to the nearest adult. Students needing to see the nurse must request a pass from the supervisor. Once at the office, students will be assessed and appropriate procedures will be followed. All contact with parents regarding illness will come from the nurse. Students must be seen by the nurse or office personnel BEFORE calling/texting home about a health issue.

All medication will be administered by office personnel as required in IC 34-30-14.1-5. Both over-the-counter and prescription medications must be delivered to the office by parents in original containers. A form for use must be completed. Students are not to carry over-the-counter or prescription meds on their person. SMS does not administer ibuprofen unless it is in the nurse's office and provided by the parent.

General Policies and Procedures

Attendance

Securing an education is an important task for every young person. This task is so important that the state of Indiana has a compulsory education law requiring young people to attend school. IC 20-33-2-29 says that attendance is mandatory and violation of this law is a Class B misdemeanor as stated in IC 20-33-2-44.

The SCSD2 school board expects students to attend school every day unless prevented from doing so due to illness. SCSD2 expects attendance at a rate of at least 97% (fewer than 5.5 absences per year). The state benchmark is for students to attend at a rate of at least 95% (fewer than 9 absences per year). Eighth graders enrolled in Algebra 1 must not exceed 9 absences in any term or they will forfeit credit for the course(s). Eighth graders enrolled in SHS PE/Health may forfeit credit if exceeding 5 absences per term.

Attendance Definitions

An absence is missing school for over an hour and is recorded as either a half or full day. SMS has three categories of absence.

Excused: Parent Contact - Illness
 Parent Contact - Personal

Unexcused: Truancy (student skips school/refuses to come to school OR is absent without parent contact)

Certified: Court-Ordered Appearance (documentation required)
Medically Documented Absence (documentation required)
Chronic Medical Condition (doctor-signed medical incapacitation form required)
Immediate Family Bereavement (documentation required)
School-sponsored event

An attendance exception is missing school for less than an hour at the beginning, middle, or end of the day.

A tardy exception is reporting to school after 8:05 AM but prior to 9:00 AM. Tardy students must check in at the office. Parents are expected to clear tardies. Students are assigned a detention after eight tardies and are assigned restricted lunch every morning tardy thereafter.

An early departure exception is leaving campus after 2:00 PM but prior to 2:55 PM or leaving campus for an appointment and returning.

In order to earn the SMS Perfect Attendance Award at the end of the year, students must not miss any full or half days and must have five or fewer exceptions.

Attendance Ratings (180 day attendees)

Exemplary	99-100%	0-2 absences per year
Outstanding	97-98%	3-5 absences per year
Good	95-96%	6-9 absences per year
Fair	92-94%	10-14 absences per year
Unsatisfactory	91% or less	15 or more absences per year

Attendance Procedures

All student absences must be verified in the office by parents in one of two ways:

- 1) Parents can call school prior to 8:30 AM on the day of any absence.
- 2) Parents can send a note with a student on the first day of return.

Absences are considered trancies until they are reclassified based on parent call or other documentation. Absences that are not cleared after two school days beyond return will remain classified as trancies and will result in the assignment of a half demerit and one half day of in-school time-out.

Make Up Work

Students are required to make up work/practice during all absences.

- Make up work may be available online and will be available at the request of the student upon return to school.

- Deadlines for completion of make up work will be set by teachers and will reflect an appropriate timeline. Absent students are responsible for previously assigned work at the time of their return.

Consequences of Poor Attendance

Learning and grades suffer any time a student misses school. Other consequences for poor attendance are as follows:

- detentions for the 4th tardy and for every subsequent tardy in each semester,
- assigned to one day of Recovery for truancies,
- automated letter from school with notification of fourth absence,
- mandatory attendance review meetings with the SMS Administration at the 7th absence (excused and/or unexcused) of the semester,
- Scott County Attendance Review Board meetings at the 10th unexcused absence in any semester, and
- loss of SHS credit for 8th graders enrolled in Algebra 1, PE, or Health

Badges

Scottsburg Middle School students and staff will wear school-issued identification badges on campus daily during school hours. These badges will positively impact school safety (clear identification of students and staff), school climate (quick access to student names for staff and students), school efficiency (faster lunch lines and library check-out), and school pride (benefits for those wearing badges).

ID badges are SCSD2 property, therefore they need to be maintained and worn in compliance with the following expectations.

- Students must wear their own ID badge for the year of issue.
- Badges must be on a school-provided, breakaway, SMS lanyard and be clearly visible on the front of the torso between the shoulders and waist.
- Badges must be free of stickers, markings, or any other alteration/destruction that would impact the visibility of the picture or name, or the use of the bar code. Students may personalize the lanyard provided that they do not obstruct the view of the badge or the lanyard.

Compliance benefits are as follows:

- All members of the school community will experience peace of mind, knowing that badged individuals are supposed to be in the building.
- Badge wearers will be eligible for random Hero/Warrior points on select days.
- Badge wearers can check out books from the media center.
- Badge wearers can eat lunch in the lunchroom.

- Badge wearers can access the Grill Line and Slushie line in the lunchroom.
- Badge wearers can participate in team/wing bashes and homeroom gym/outdoor days.

Students or staff that do not have a school-issued ID badge will be required to pick up a temporary badge (sticker) in the media center before 8:05 A.M. Individuals with temporary badges secured before 8:05 A.M. will be eligible for compliance benefits with the exception of the grill line and access to the media center. Students who report to class at 8:05 without an ID badge or a temporary badge will be directed to the media center for a temporary badge. These individuals will not be afforded any of the compliance benefits.

Lost badges can be replaced. Students or staff needing a new badge should bring \$5 to the office (\$1 additional if a lanyard is needed). Once the fee has been paid, a new badge will be produced and distributed.

ID Badge Best Practice-

- Keep your lanyard on your neck throughout the entire school day (with the exception of PE class).
- Leave your lanyard in your locker overnight. That way you will never lose or forget it!

Avoid all horseplay relating to lanyards and ID badges. Do not grab or pull on any lanyard nor attempt to remove a lanyard from any wearer.

Book bags and Backpacks

For security and safety purposes, students will not be allowed to carry book bags, backpacks, or athletic bags during the day. These items will be kept in lockers. Large athletic bags/equipment can be stored in teacher classrooms, the media center, or the office with the reminder that the bags are not secure and should not be accessed until after school. Students may use drawstring or plastic grocery bags to transport PE clothing from the locker to the locker room. Student purses that are used to hold books will be classified as book bags and will be stored in lockers.

Dress Code

SMS has high standards for student appearance. The SMS Dress Code is designed to reduce distractions that interfere with the educational process, to protect student health and safety, to promote positive student interaction, and to prepare students for a working world where appearance may not be their choice.

Until further notice, students must wear face coverings on the bus, from their arrival at school until they are seated in their first period class, and at all times when social distancing cannot

be maintained. Face coverings must meet the following expectations:

- Cover the nose and mouth
- Should fit around the ears
- Student's eyes must be visible
- Must meet all aspects of the SMS dress code

All clothing must be clean and provide adequate coverage throughout the day. Student apparel must provide full torso coverage from the armpits to the length of the mid-palm with arms extended. Clothing cannot be see-through. Tops must have a sleeve. Undergarments must be covered at all times. Footwear must be worn at all times (shoes, boots, flip flops, etc.) Apparel or accessories will not contain text or images that represent alcohol, drugs, tobacco, violence, slurs, gang-related messages or sexually suggestive images. Hair and makeup must not be distracting. Students are not to write on their skin or clothing at school.

The following items are not to be worn without administrative permission: outerwear, pajama pants/loungewear, slippers, shoes with heels in excess of 1 inch, wheeled or light-up shoes, clothing or accessories with spikes, pins, or otherwise potentially hazardous components, gloves or hand coverings, sunglasses, or hats.

Students with questionable apparel will be referred to the office. The administration will make final dress code decisions. Students in violation of the code will receive discipline (1st offense = warning, 2nd and subsequent offenses = detention), and will be required to remedy the violation themselves or with a school-provided alternative if such is available.

Any questions about student appearance should be directed to the administration.

Campus Access

In order to maintain an appropriate level of security and to minimize distractions to the educational process, SMS has strict campus access rules.

The building opens for students at 7:30 AM. Upon arriving at school, students are to immediately enter the building through the main hall doors. Students that enter prior to 7:55 AM can report to the Great Room or Cafeteria. Students will not enter the academic wing or related arts areas prior to 7:55 AM unless they have permission from a teacher. Students arriving before 7:30 will wait in the main office or front foyer until 7:30 AM. At 7:55, students will report to their wings where they may socialize until 8:03 AM when they are to head to class. Students that are not seated in class at the 8:05 bell are tardy and must report to the office for a pass.

SMS exterior doors are to remain locked during the school day. Students are not to open locked exterior doors unless directed to do so by a faculty member. After 8:05, all those arriving to campus must enter the east main hall entrance and check in at the office. Adult visitors must sign in and obtain a visitor pass. Parent visitors are asked to stay with their own children and are asked not to attempt a “conference” with teachers without an appointment. Student visitors are not allowed.

Students are not to leave the building prior to 2:55 unless directed to do so by an adult. Students may be signed out in the office by individuals that are listed in their emergency file. Parents are responsible to keep all contacts up-to-date. Upon dismissal from school, students are to exit the building or report to their after school destinations. Once students leave the building for the day, they are not to return unless reporting to a scheduled night activity or are escorted by a parent.

Personal Mobile Devices

In order to provide a safe learning environment, personally owned mobile devices such as cell phones, iPods, wearable devices (such as watches/Fitbits), tablets, or laptops are not allowed to be used at school without prior administrative approval. **With the exception of wearable devices, students may not use their personal mobile devices from the time they enter the building until the 2:55 bell.** Cell phone and other music and gaming device owners must store the devices in their own lockers in the off position.

Additional Rules for Wearable Communication Devices

- All wearable communication devices must be registered in the SMS office.
- Wearable devices with cellular capability must be in airplane mode and incapable of independent reception or transmission of communications.
- Wearable device bluetooth must be disabled.
- Wearable devices must be in silent mode.
- Wearable device owners that use them to manage essential health data (beyond steps, breath, etc.) should meet with the school nurse for further instruction.
- Students that are distracted by their wearable devices during class will have them confiscated and taken to the office for parent pick up. If this happens a second time, students will forfeit their ability to wear a device during class.

Owners are solely responsible for the care and security of their personal mobile devices. SMS assumes no responsibility for theft, loss, or damage to the device.

Personal Mobile Device Violations

- Storage violations (personal mobile device not secured in locker in the off position) = detention and confiscation of device until the end of the day. The device will be returned to the student at the end of the day following the first violation. It will be confiscated for parent pick up following any additional violations.
- Use violations (calling, texting, gaming, taking pictures/movies, playing music, or any other function) = demerit and confiscation of device until the end of the day. The device will be returned to the student at the end of the day following the first violation. It will be confiscated for parent pick up following any additional violations.

The administration reserves the right to check phone contents when investigating disciplinary cases. The administration will confiscate phones for police investigation in cases concerning illicit content.

Fundraising

Students are not to participate in daytime fundraising with peers (with the exception of SMS all-school events such as hat days, etc.) Students that raise funds for clubs, sports, or churches may seek donations from staff with prior administrative approval. Students raising funds are advised not to carry large sums of money or large amounts of 'product' at school.

Student Messages/Calls

In case of emergency, parents may call school and leave a message for students. These messages will be delivered to students by 2:50 P.M.

In case of emergency, students may use the office phone during the day. Forgotten items or changed after-school social plans are not considered emergencies. In order to use the office phone, students must have permission from a teacher (to get to the office) and from office personnel (to use the phone).

Technology

SMS students have the opportunity to utilize a variety of technology tools and to establish themselves as responsible digital citizens. SMS students use iPads and Macbook laptops. These devices are provided for students for educational purposes. Students must comply with all rules and meet all expectations in the SCSD2 Responsible Use Policy. Violations of the RUP or any of the following rules can result in any or all of the following consequences: device access limitations, disciplinary action, and/or financial responsibility for repair or replacement. There is no expectation of privacy in the use of SMS iPads or Macbooks or in the use of school networks. Student activity will be monitored. Students and their parents will be charged for iPad and accessory replacement and repair costs.

Basic Rules for iPad Use

- Students are responsible for the care and use of their iPads and accessories 24/7.
- Students must pass a Responsible Use Test prior to taking possession of a device.
- The SCSD2 devices/network are for SCSD2 school purposes/accounts.
- Students will follow staff directions for use during class.
- Students are responsible to have a fully charged iPad at school, every day.
- Students will take iPad questions/problems to the media center.

iPad Student Agreement

- I will not make any changes to alter the connection between the iPad and SMS filter.
- I will not seek, download, create, or share any content that is defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, illegal, or contrary to school purposes.
- I will not share my password, change my password, nor use the passwords of others.
- I will not disrupt the school network.
- I will use digital collaboration (example: Google Drive Docs) for school (not personal) communication.
- I will never take an iPad or Mac into restrooms, locker room, or cafeteria during lunch.
- I will not take pictures or videos of people without their permission.
- I will use school devices for SCSD2 accounts only.
- I will not download material that is in violation of copyright or software licenses.

iPad Care

- The protective case must never be removed from the iPad.
- The cover should protect the screen when the iPad is stored, not in use, and/or moving.
- The iPad screen should be cleaned periodically with a slightly damp, lint-free cloth or commercial wipe.
- The iPad should be kept clear of stickers, paint, markings, or any other adornment.
- The iPad should never be thrown, dropped, or exposed to extreme cold, heat, or outdoor elements.
- The iPad should never be left unsecured at school, at home, or in a car.
- The iPad must be charged at home nightly. Students with dead iPads can get a school charge, but will be assigned a lunch detention.

Macbook Use

- Responsible Technology Use and the other rules listed above apply when using Macs.
- Macbook laptops will not be removed from a classroom without explicit teacher permission.
- Macbooks must be carried with two hands and a closed lid.

Toys/Prohibited Items

The following items are not to be brought to school without prior administrative approval: spinners, skateboards, playing cards, collectible cards, game cards, rubber bands, laser pointers, novelty toys, or any other play item that disrupts learning. If these items are brought to school they can be confiscated and held until parents pick them up.

Weapons, fireworks, tobacco products, illegal substances, and other prohibited items are further defined in the student behavior section of this handbook.

Visitors

SMS does not accept student visitors during the school day. Parents or guardians wishing to visit classrooms during the day should contact school in advance to plan the visit. Parents or guardians wishing to eat lunch with their students can do so in the office.

SMS Student Behavior

Teaching students to behave appropriately is a joint responsibility of the school and home. When students choose appropriate behaviors, they enhance their own learning potential and the potential of others and they position themselves to be productive members of the community. Each student has a right to learn in an environment that is safe and secure. Student behavior that interferes with learning or safety is unacceptable. To create a safe, secure, and productive school environment, the following expectations, rules, and consequences are in place.

Basic Behavioral Expectations

The foundation of the behavioral expectations of all SMS students is as follows:

- Middle school students are capable of the self-discipline required to manage their own behavior.
- Students will treat all individuals with respect.
- Students are to follow directions from all school personnel including certified teachers, non-certified assistants, substitutes, and the administration.
- Students will follow all school rules and help others to do the same.
- Students are expected to act in a safe manner in all school settings.
- Students will speak truthfully and kindly.
- Students will respectfully observe the daily Minute of Silence and the Pledge of Allegiance.
- Students will refrain from all public displays of affection such as hand holding, arm locking, hugging, kissing, or any other intimate behavior.

The Hero program will be used to help students grow in the Warrior Expectations of being accountable, respectful, reliable, involved, organized, and resilient.

Students that become aware of another student's plan or intent to cause harm to him/herself or others are required to report that information to any school adult including our School Resource Officer (SRO). Anonymous reports can be called in to the SCSD2 Safe School Hotline at 877-727-2338. Failure to report this information could result in disciplinary action.

Specific Area Conduct

Classroom: Students will behave appropriately and follow all school rules in all classroom settings whether supervised by teachers, substitutes, or assistants. Individual teachers and teaching teams will establish classroom and team behavior guidelines, rules, and procedures.

Cafeteria: Students are to follow all cafeteria procedures and follow the directions of all personnel. Students select a seat upon arriving and follow the table service plan. All trash and food waste should be kept on trays and disposed of properly. Students will clean their own areas prior to dismissal. Students will not cut in line and will not socially wander during lunch. Students may engage in quiet conversation at their own table.

Cyberspace: Students are to demonstrate digital citizenship 24/7. The Responsible Technology Use Agreement clearly sets the expectation that students demonstrate digital citizenship on the school network and using school devices. Students that participate in bullying, harassing, or threatening behavior outside of the school network (including personal devices and personal networks) may receive school discipline if the behavior results in a disturbance to the educational environment.

Hallways: Students are not allowed to enter wings other than their own grade. Hallways are to be kept clean and clear. Students will not run, throw/kick items, or yell in the hallway. Food and drink (with the exception of an approved water bottle) will not be consumed in the hall.

Lockers: Lockers must not be damaged, defaced, or kicked shut. Any damage to lockers will be considered vandalism. Students are not to place items on the exterior locker door. Items may be posted inside lockers provided that they are in good taste and are affixed with magnets. Students are not to share their locker combinations or open lockers not assigned to them. Students must keep their lockers locked. Students are to keep their materials in their own lockers.

Restrooms

Students may access restrooms in their assigned areas. Students are not to destroy/deface restroom walls, surfaces, or supplies. Horseplay and loitering in and around restrooms will not be tolerated. Students are not allowed to bring mobile devices into the restroom.

Great Room

Students are not to sit or stand on the stage or on tables or go into the stairwells without permission. Students are not to engage with the technology/presentation equipment without permission.

School Buses

Bus riders are subject to the SCSD2 transportation rules. Proper conduct as defined by those rules and by the bus driver is required. When rules are broken, the bus driver can assign consequences such as writing sentences or assigning seats. The administration can assign school discipline consequences and/or suspend riding privileges. If a student is suspended from a bus, the student must find an alternative method of getting to school. Staying home on a bus suspension day will not count as 'serving the suspension.'

The transportation system is designed to take students safely to their own homes. Students are not allowed to ride non-assigned buses without prior written consent from the administration. This consent requires parent contact from all parties before noon on the day of the ride. Take bus notes to the office.

Special Events

All SMS behavior and dress code expectations will apply during special events such as field trips, assemblies, team activities, school dances, and extra-curricular activities.

Discipline Consequences

When student behavior interferes with learning or safety, discipline will be assigned and consequences applied. The following section outlines the consequences that may be applied. Administrators reserve the right to alter consequences in individual situations.

Classroom Intervention

All school staff members may address minor inappropriate behaviors with classroom level interventions such as seating change, single period removal from class to the hall, single period removal from class to office, conference during class, parent call, conference after class, and/or working lunch with the teacher.

Behavior Warning

All school staff members may write a warning to notify parents of any behavior concern. Staff members may also call parents to seek help remedying behavioral problems.

Detention

Detentions may be assigned by any school employee for the following infractions:

arguing - talking back	minor disruption
away from assigned area	off task
cheating	off task w/technology
disrespect to peers	other
disrespect to staff	peer conflict
dress code violation	phone storage violation
horseplay/running	profanity
inappropriate physical contact	refusal
major disruption	rule violation

The first three detentions earned in a school year will be served during lunch in the office. A student's fourth and all subsequent detentions will be served after school the day of or the next day after the detention is assigned. After school detention is held from 3:05-3:50 in the office and prompt pick-up is required.

Failure to serve after school detention without prior arrangements with parent/guardian will result in the assignment of a Friday Night School (FNS). FNS is held each Friday from 3:05 to 4:50 PM. Failure to serve an assigned Friday Night School will result in the assignment of a half demerit and half day of in-school suspension (ISS) on the next available school day.

Students are expected to read, complete school work, or sit quietly during detention, Friday Night School, and ISS. Students serving lunch detentions will be allowed to eat school lunch while serving. Students will not be allowed to sleep/put head down, make noises, or disrupt during detention, FNS, and ISS. Failure to correctly serve a detention, Friday Night School, or ISS will result in the automatic assignment of the next level of discipline.

Demerit Suspension

According to IC 20-33-8-14, students may be suspended or expelled from school for interfering with school purposes or an educational function. Demerit suspensions are assigned by the administration based both on the incident and on the student's conduct history. Suspensions can be from .5 to 10 days in length and served either in-school, out-of-school, or a combination of the two. Descriptions of the offenses below are on subsequent pages of this handbook.

Infraction	Demerit(s)	1st Offense	Additional Offenses
Accumulation of 6 detentions	.5 - 1	ISS	ISS or OSS
Aggressive behavior	.5 - 4	ISS or OSS (Police report may be filed.)	ISS or OSS (Police report may be filed.)
Arson/possession or threat of incendiary device	4	Police report and 10 days OSS pending expulsion	
Away from assigned area	.5 - 1	ISS	ISS
Bullying	.5 - 3	ISS or OSS	ISS or OSS
Drugs (over-the-counter or personal prescription not turned in to the nurse)	1st=.5 2nd=1 3rd=2.5	ISS	OSS
Failure to serve FNS	.5	ISS	ISS
False fire alarm/ threat against SMS/ panic-causing behavior	4	Police report and 10 days OSS pending expulsion	
Fighting	2 - 4	Police report and OSS	Police report and 10 days OSS pending expulsion
Inappropriate physical contact	.5 - 4	ISS or OSS	ISS or OSS
Insubordinate to staff	.5 - 2	ISS or OSS	ISS or OSS
Major disruption (verbal or physical)	.5 - 3	ISS or OSS	ISS or OSS
Personal technology violation (minor)	0 - 1	Detention, ISS, or OSS	ISS or OSS
Personal technology violation (major)	1 - 4	ISS or OSS	ISS or OSS
Possession of a firearm/ deadly weapon	4	Police report and 10 days OSS pending expulsion	
Possession of Lighter/Matches	.5 - 2	ISS or OSS	ISS or OSS
Possession of substances (including look-alikes and paraphernalia) that are illegal for minors	2	OSS	10 days OSS pending expulsion
Possession and/or use of substances that are illegal for any person	4	Police report and 10 days OSS pending expulsion	
Possession of a weapon	1 - 4	ISS or OSS (Police report may be filed.)	ISS or OSS (Police report may be filed.)

Racist language/ hate speech	.5 - 2	ISS or OSS	ISS or OSS
Sexual harassment	.5 - 4	ISS or OSS	ISS or OSS
Theft	.5 - 2	Payback and ISS or OSS (Police report may be filed.)	Payback and ISS or OSS (Police report may be filed.)
Truancy	.5 - 1	Recovery	Recovery
Unlawful occupation of the building	3	OSS (Police report may be filed.)	Police report and 10 days OSS pending expulsion
Use of substances that are illegal for minors	4	Police report and 10 days OSS pending expulsion	
Vandalism	.5 - 4	Payback and ISS or OSS (Police report may be filed.)	Payback and ISS or OSS (Police report may be filed.)
Verbal, written, or physical intimidation/threats/instigation	.5 - 4	Detention, ISS, or OSS (Police report may be filed.)	Detention, ISS, or OSS (Police report may be filed.)
Violation of Technology Use Agreement	0 - 3	Detention, technology restriction, ISS, and/or OSS	Detention, technology restriction, ISS, and/or OSS

In-school suspension (ISS) is held in the SMS office for half or full days. ISS students may use school transportation, but may not participate in extra-curricular activities on ISS days.

Out-of-school suspension (OSS) is when a student is assigned to stay at home during school hours. Students are not allowed on school property or at bus stops when on OSS. If a student reaches 2 demerits and hasn't earned an OSS, the student will receive an OSS.

Regardless of the suspension assigned, students are required to complete all class work during the suspension. After a demerit suspension, students may return to school with social restrictions.

Restriction

Restriction is the loss of social privileges. Students may be placed on restriction by the administration when they earn one or more demerits. Students will remain on restriction until they meet the release requirements set forth by the administration. Restrictions may include loss of passing period privileges, locker use, lunch seating, iPad limitations, or ability to attend after school/evening events on campus.

Expulsion

SMS follows the Grounds for Expulsion/Suspension as outlined in IC 20–33–8–14. If a student repeatedly behaves in a way that interferes with the operations of the school and/or the learning of others or has accumulated a fourth demerit, he/she can be recommended for expulsion. Expulsion is the termination of schooling. If an administrator recommends expulsion for a student, due process rights are granted and a hearing is held. The determination of whether or not a student is expelled and, if expelled, the length of the expulsion is made by a hearing officer. Expelled students may not be on school property during expulsion and may be retained at the end of the school year.

Discipline Definitions

Bullying is intentional harm-doing over time in a relationship with a power imbalance. It can be direct (shoving, taunting, etc.) or indirect (shunning, rumor spreading, cyber bullying, etc.) Students are encouraged to report bullying to an adult either in person, via Canvas message, or by using the Cyberbullying Hotline at (812) 329-0894.

Disruptive behavior is activity that interrupts a class or other school function.

False reporting is knowingly misrepresenting information or inaccurately accusing someone of violating a school rule or state/federal law. Initiating a false fire alarm or making a bomb threat are examples of false reporting. Besides a demerit suspension, restitution of costs incurred by the school due to the investigation, search, and/or securing of our building will be the responsibility of the parent/guardian of the minor perpetrator.

Fighting is taking aggressive physical action such as hitting, kicking, shoving, tripping, slapping, or punching. Demerits are assigned to any student initiating a fight or participating in a fight.

Firearms are prohibited both by school policy and by Indiana law. Students may not possess a firearm in or on school property or on property that is being used by the school for a school function, or in or on a school bus, or during a school function away from school property. The school specifically recognizes the provisions of IC 35-47 which prohibits the possession of firearms on school property. This prohibition also extends to any device that has the appearance of a gun.

Harassment is classified as any continual speech or action that creates a hostile, intimidating, or offensive learning environment.

Illegal Substances are defined as tobacco and tobacco products, e-cigarettes, vape products, alcohol, and drugs (both illegal and those over-the-counter and/or prescribed medications used contrary to their purposes.)

Inappropriate physical contact is defined as contact created by horseplay, minor aggressive contact, or intimate/sexual contact. Intimidation/threat is making another person fearful by using verbal, written, or electronic threats or physical gestures.

Insubordinate to staff is the failure to follow the directions given by the administration or other school staff when lack of compliance interferes with school purposes.

Possession of Illegal Substance Paraphernalia is defined as but not limited to the following products: lighters, matches, e-cig/vape cartridges, syringes, rolling papers, smoking pipes, and roach clips or any other material commonly recognized as illegal substance paraphernalia.

Sexual harassment is any unwelcome sexual advance or remark or any form of improper physical contact. Harassment may be a violation of federal law. Incidents of harassment should be brought to the attention of a teacher or administrator. Complaints not resolved at the building level to the satisfaction of the complainant should be directed to the SCSD2 Compliance Officer at the Central Office.

Weapon implies any device such as knives, knuckles, chains, fireworks, martial arts implements, stun devices, explosive or flammable substances or other material, that in the manner it is used, or could ordinarily be used, that is readily capable of causing bodily injury.

Other Substance Information

Tobacco-Free Campus - The entire SMS campus (inside and outside) is designated as tobacco-free. Students, staff, parents, and patrons are prohibited from using tobacco or tobacco replacement products on campus. Students may not possess cigarettes, tobacco products or paraphernalia associated with smoking (lighters, matches, vape/e-cig products, etc.) on school property. Teachers are authorized to confiscate tobacco products from students and turn them over to the administration. The smoking and tobacco product use ban extends to school buses and at school- sponsored events away from school.

Substance abuse- Students who use, transmit, sell, deliver, or in any way possess either actually or constructively, or who are under the influence of any controlled substance, including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana,

alcoholic beverages, alcohol-based products, anabolic steroids, look-alike/counterfeit drugs, pills, or substances which are misrepresented as a controlled substance, glue, alcohol, or any other material used as an inhalant or intoxicant, or any other intoxicants of any kind (hereinafter referred to as illicit drugs/ alcohol) while on school grounds at any time, off of school grounds at a school activity, function, or event, or on school provided transportation are in violation of the substance abuse policy and shall be subject to disciplinary action by school officials and/or civil authorities. Reference is further made to Indiana Criminal Code for violations of the substance abuse policy including but not limited to IC 35-48 (controlled substances) and IC 7.1 (alcoholic beverage offenses.)

Controlled substance offenses and duty to report- IC 7.1 requires school employees who personally observe a violation of IC 35-48-4 (controlled substance offenses) in, on, or within one thousand feet of school property to immediately report the violation in writing to a member of the administrative staff.

Administrators or other employees making a report are presumed to act in good faith and are not liable for civil damages or penalties unless the presumption is successfully rebutted and it is proven that the employee failed to act in good faith.

Problem Solving Guidelines

Every person encounters some difficulties in daily living. Minor conflicts are not uncommon in schools just as they are not uncommon in adult life. A key to success is the ability to navigate these conflicts with effective problem solving skills. SMS students are encouraged to employ productive problem solving guidelines when deciding how to respond to difficult situations.

Respond assertively (not aggressively). Civilly and personally communicate your needs to the person responsible for the problem or to an adult that can assist in resolution. Do not broadcast your problem verbally or digitally. Do not turn to others to deliver communications. Avoid threats, talk of fighting, profanity, and put downs when solving problems.

Discipline involving special education students

In addition to the considerations listed in this discipline policy, the following considerations will be made in determining an appropriate discipline procedure for students receiving special education assistance.

- 1) Was the student's misbehavior manifested in his/her special services disability?
- 2) Was the student's IEP being implemented at the time of the misbehavior?
- 3) Was the student able to understand the rule that was broken?

Scott 2 Discrimination Policy It is the policy of the Board of Trustees that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, disability, or limited English proficiency be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program or in employment, recruitment, consideration, or selection, therefore whether full-time or part-time under any educational program or activity operated by the district.

Student Rights

Freedom of Assembly

Students may be permitted to hold student meetings on school property within the limitation applicable to all groups under Indiana law. Student gatherings shall not substantially disrupt the educational process, cause disorder, or invade the rights of others.

Assembly Procedure- Student meetings must have administrative approval. Community laws and ordinances and school regulations and policies will be followed. Students' conduct will be orderly and peaceful. Students will assume full responsibility for their actions as individuals and group members. All meetings must be scheduled with the school office and must have adult supervision as approved by the administration. Groups that are not associated with the school must be approved by the superintendent through the Facility Use Agreement process.

Freedom of Speech

SMS students have the right to Free Speech but only within the bounds and purposes of the school program. Whether shared in person, in writing, or in electronic form, students will not be protected if their speech brings embarrassment or shame to themselves or the school, or if their speech negatively impacts the reputation of the student or the school.

Examples of non-protected speech include:

- any illegal activity;
- any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays any conduct done in manner whereby the community learns of such activity; or
- any activity that degrades, demeans, or disparages any teacher, coach, activity sponsor, school official, or student.

School-sponsored newspapers or any other sanctioned print or digital media will not print obscene or libelous material, or any material that would cause a substantial disruption of the educational process.

Scottsburg Middle School reserves the right to assign discipline to students that violate the above categories of non-protected speech.

Search and Seizure

When a search is contemplated, student rights and the welfare of the school community will be balanced. A principal may, in accordance with corporation rules, search a student's locker, locker contents, and personal items at any time. A law-enforcement agency having jurisdiction over the geographic area of the school facility may, at the request of the school principal, and in accordance with the rules of the school corporation, assist a school administrator in searching a student's locker or locker contents. Students will be held responsible for the contents of their lockers. Any contraband found during a reasonable search may be used as evidence for both school and legal action. Students are also responsible for items found on their person during reasonable search.

Search procedure - The search of school property assigned to a specific student and/or the search of a person and the resulting seizure of any illegal items found therein must comply with the following:

- 1) There shall be a reasonable suspicion for school authorities to believe that possession of such items constitutes a crime or rule violation.
- 2) When reasonable suspicion exists, a search may be conducted of any individual under authorization of the principal or designee.
- 3) Search of an area assigned to a student shall be made in the presence of a witness, and when reasonably possible, in the presence of the student. Search of a student's person shall be made in presence of a witness.
- 4) Illegal items as defined by federal, state, or local law or a provision of this policy, include improperly stored cell phones or electronic devices, weapons, tobacco products, drugs, alcohol, and paraphernalia associated with the use of these items.

Due Process

The U.S. Supreme Court Goss v. Lopez decision ruled that students must receive notice of charges against them and be offered a hearing during which the student may tell his/her side of the situation. The court's reasoning was based on the fact that students have a property right to attend public schools and a liberty right to maintain a good reputation. Students shall not be deprived of their rights without an appropriate level of due process.

Due process procedure - Except in the case of a student posing a continuing danger to persons or property or an ongoing threat of disturbing the school or class, no suspension from school shall be enforced against any student until the following has occurred. 1) The student, and when appropriate the parent, shall be given oral and/or written notice of the charges. 2) The student shall be afforded the opportunity to present his/her side of the story through a formal or informal hearing. 3) Statements in support of the charges must be produced by the principal or other members of the faculty. The student, his/her parents or guardians, or others in support of the student will be permitted to make statements in the student's defense. 4) The principal may determine whether or not to permit student counsel. 5) A written record shall be kept of the time, date, location of the hearing, participants, summary of what was said, and the conclusions of the hearing.

Corporal Punishment

Although state law gives school personnel the right to use corporal punishment, SMS does not use it. However, force and restraint that is reasonable and necessary is permissible. All school personnel may use acts of force and restraint which are reasonable and necessary in the following circumstances: 1) for stopping students who threaten to or actually cause physical injury to an individual or disrupt the educational process, 2) for self-defense, 3) for protecting property, or 4) for obtaining possession of a weapon or dangerous object upon the individual or within the control of the individual.

Student Records

It is the responsibility of the school to protect student privacy rights. SMS will follow the provisions of the Family Educational Rights and Privacy Act of 1974 contained in the General Education Provision Acts. The parental rights under this act extend until the student is 18 years of age or is enrolled in a post-high school institution; thereafter, only the student may exercise the rights.

Parents have the right to examine their child's records at reasonable times. Parents have a right to have a record corrected if it is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

Any person may receive the records if the parent executes a written consent specifying the records to be released, the reason for the release, and the person to whom they are to be released. A copy will be sent to the parent in such cases if requested. The parent may request and receive a copy of any student record forwarded to another school for transfer purposes. A copy may also be furnished pursuant to a court order or subpoena, but only if the parent is given advance notice.

Record Procedure - Certain persons may examine students without parent consent. They include school officials including teachers that have a legitimate interest, officials of transfer schools, and certain representatives of the state and federal government with various limitations.

Certain directory information including the student's name, address, telephone number, date and place of birth, participation in recognized activities, weight and height, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school district in accordance with the School Record Policy that they do not want certain directory information released without prior consent.

Periodically, photographs of students engaged in educational activities are released to the local media (with names) or to the school web site or school social media sites (without last names). It is the responsibility of the parent/guardian to notify the school in writing if student photographs are not to be released.