The Silver Creek Middle School staff would like to welcome you to our school. We hope that this handbook helps you to learn about the many experiences you will have as a Middle School student. It will be a source of information to help answer many of the questions and concerns that you may have. However, always remember staff members are here to assist you in any way they can to make your years at SCMS enjoyable and memorable.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Creek District Website</td>
<td>4</td>
</tr>
<tr>
<td>Parent Portal</td>
<td>4</td>
</tr>
<tr>
<td>Attendance</td>
<td>4</td>
</tr>
<tr>
<td>Student Dismissal Procedures</td>
<td>5</td>
</tr>
<tr>
<td>Emergency School Closings</td>
<td>5</td>
</tr>
<tr>
<td>Fire Drills</td>
<td>6</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>15</td>
</tr>
<tr>
<td>Disciplinary Guidelines</td>
<td>15</td>
</tr>
<tr>
<td>Grades</td>
<td>16</td>
</tr>
<tr>
<td>Promotion</td>
<td>16</td>
</tr>
<tr>
<td>Parent Conferences</td>
<td>16</td>
</tr>
<tr>
<td>School Counselors</td>
<td>16</td>
</tr>
<tr>
<td>Health Office</td>
<td>17</td>
</tr>
<tr>
<td>Physical Education</td>
<td>19</td>
</tr>
<tr>
<td>Travel Cards</td>
<td>20</td>
</tr>
<tr>
<td>Homework</td>
<td>20</td>
</tr>
<tr>
<td>Lockers</td>
<td>20</td>
</tr>
<tr>
<td>Learning Lab</td>
<td>20</td>
</tr>
<tr>
<td>Buses</td>
<td>21</td>
</tr>
<tr>
<td>Breakfast</td>
<td>21</td>
</tr>
<tr>
<td>Lunch</td>
<td>21</td>
</tr>
<tr>
<td>Afterschool Activities</td>
<td>21</td>
</tr>
<tr>
<td>Athletic Academic Eligibility</td>
<td>22</td>
</tr>
<tr>
<td>Behavior Agreement (to be signed and returned to school)</td>
<td>23</td>
</tr>
</tbody>
</table>
The Silver Creek School District has an outstanding website with extensive information. It contains the school-year calendar, district news, email information, and a parent resources link that details programs and services that are offered throughout the district. Click on the Silver Central Middle School link for information regarding daily announcements, teacher web pages, student services, extracurricular and intramural activities, and much more.

**PARENT PORTAL**

The Silver Creek School District is pleased to have available a web-based Parent Portal through Power School. The portal allows families to view information about their children’s academic progress 24 hours per day, anywhere there is internet access. We are excited about the opportunity to promote educational excellence and to enhance communication with parents.

**ATTENDANCE**

*Attendance is important! It is each student’s basic responsibility as a member of the school community to attend school every day. In addition, regular attendance is directly related to academic and career success. Classes are much more than reading and taking notes. There are many small group cooperative activities that cannot be completed when classes are missed.*

Every student is expected to be on time and attend all classes. Attendance is taken by teachers at the beginning of each class period.

If a student is going to be absent from school, we ask that the parent/guardian call 934-2603 ext 4122 to notify the school of their child’s absence. You may call this number at any time and leave a voice message with your child’s name, grade, date and reason for absence. Please be sure to send in a written excuse once your child returns to school.

Work missed when a child is absent from school must be made up. *It is the responsibility of the child to see each teacher and ask for the work he/she missed. Absence does not mean that a child is excused from their academic responsibilities.*

Students will not be allowed to participate in any extracurricular activities, including sports, taking place on the day they are absent from school.

**NOTE:** To request homework for a student who is absent, please contact the main office at 934-2603 ext.1400.

The following reasons for student absences from school are recognized as excused:

1. Personal illness
2. Illness or death in family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Medical Appointment
6. Approved school sponsored trips
7. Quarantine
8. Required court appearances

Any other excuse are considered unexcused.

The district will support and encourage a student’s efforts to maintain or improve school attendance. Students with unexcused absences will be disciplined according to the provisions set forth in the district’s code of conduct.

**STUDENT DISMISSAL PROCEDURES**

In order to ensure students’ safety, SCMS maintains a list of individuals who are authorized to obtain the release of students in attendance at the school. A student may not be released to the custody of anyone, unless the individual’s name appears on the list and must have a valid picture ID.

Early dismissals for emergency reasons should be requested in writing by the parent. All other reasons for release must be submitted to the main office before 1st period and the students must be picked up in the switch board lobby. The person seeking the student’s release must show appropriate identification and sign the register in the switch board lobby.

**EMERGENCY SCHOOL CLOSINGS**

As a matter of policy, schools will remain open whenever possible. However, when school must be closed because of weather conditions or other situations endangering the health or safety of children, announcements will be made over local media stations. We always strive to make this decision in a timely manner so that all families can make alternate arrangements, if needed.

Additionally, the district will send out a recorded message on the School Messenger. If you have not received a call from this system during a school closing, it may be that we do not have current contact information.

Please review the contact information provided to the school on a regular basis and send in a signed note with any changes, corrections, or additions. When school is cancelled for the day, all activities planned for that day are also cancelled.
**FIRE DRILLS**

Fire drills are conducted regularly throughout the school year. The loud siren indicating a fire alarm means immediate silence. The following rules should be remembered:

1. Follow the teacher’s directions quickly, quietly and without question.
2. If not with a class or staff member, students should walk silently to the nearest exit and proceed to the designated outside safe area and report to a teacher/staff member.
3. Remain quiet at all times during an emergency drill.
4. Quietly wait at the designated outside area until an announcement is made to return to the building.

**CODE OF CONDUCT**

SCMS students are expected to be respectful, responsible and safe at all times. There are school rules, as well as individual teacher rules, that must be followed. Student Code of Conduct assemblies are held at the beginning of each school year so that students will be aware of the behavior that is expected.

Orderliness of School

No organization, whether it is your school, your home, your community, or your country can exist without certain guidelines to regulate it. To provide the greatest advantage and fullest satisfaction for every student, it is necessary that the school operate in an orderly manner.

Care of Building

Students should take pride in their school. They will assist in keeping the building attractive by:

- Using waste containers provided in rooms and hallways.
- Keeping papers, pencils, pens, etc. off the hall floors.
- Keeping pencils, pens, etc., away from the wall where they can cause marks.
- Taking care when using school or other people’s property

Hallways

Students should pass from class to class in an orderly manner. Running, shoving, or creating any disturbance are not accepted. Staff members who monitor students in the halls should be respected at all times. Students walk on the right side of the hall.

Student Conduct in the Cafeteria/Lunchroom

To make lunch time more enjoyable for everyone at SCMS, the cafeteria/lunchroom staff asks that all students:

1. Respect the monitors/kitchen staff
2. Stand in single file
3. Talk in quiet, conversational voice
4. Do not push or run
5. Do not throw food
6. Do not use glass containers
7. Keep uneaten food on trays and empty trays carefully
8. Remain seated until dismissed by a monitor
Students who misbehave during lunchtime will be reminded of the rules after their first offense. Students who continue to misbehave will have their parents contacted and may be disciplined under the district’s Code of Conduct.

Assemblies
Student assemblies are seen as part of the overall education process. School assemblies, at all instructional levels, are often held to provide recognition of student accomplishments by peers, parents and staff members. Students are reminded of proper conduct at assemblies to insure responsible audience participation:

- Take your assigned seat quietly
- Do not speak above a whisper, and then only when necessary
- Pay attention to the speaker/performer(s)
- Applaud only when appropriate

Dignity for All Students Act
SCMS does not permit bullying, discrimination or harassment on the basis of race, creed, color, gender, national origin, religion, age, economic status, marital status, sexual orientation or disability in the district’s educational programs, activities or employment.

Bullying: an act of repeated aggressive behavior by one or more students in order to intentionally hurt another person, physically or emotionally.

Discrimination: the practice of unfairly treating a person or group of people differently from other people or groups of people.

Harassment: the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical wellbeing; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person’s actual or perceived race, color, weight, nation origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex (Education Law Section 11(7)).

REVISED TO INCLUDE THE NEW DIGNITY FOR ALL STUDENTS ACT REGULATIONS – effective July 1, 2013

The goal of DASA is to create a safe supportive school climate where students can learn and focus, rather than fear being discriminated against and/or verbally and/or physically harassed. All public elementary and secondary school students have the right to attend school in a safe, welcoming, considerate and caring environment.

The Board of Education of the Silver Creek Central Schools has adopted and implemented a written policy on school conduct and discipline designed to promote responsible student behavior.

All students are entitled to exercise their constitutional rights as long as they do not interfere with the rights of others, or the orderly process of the school. The school has the right to adopt reasonable regulations in order to provide an orderly school environment. We demonstrate that we value our
rights by behaving in a responsible manner. Specific rights and responsibilities are set forth within the Code, which cover such topics as attendance, dress and discipline.

In accordance with the **Dignity for All Students Act**, School District policy and practice must ensure that no student is subject to discrimination or harassment, based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex by school employees or students on school property, on a school bus, or at a school function. The Dignity Act emphasizes the creation and maintenance of a positive learning environment for all students. In addition, the amended Dignity Act requires the development of measured, balance, progressive and age-appropriate responses to discrimination, harassment, and bullying of students by students and/or employees. Remedial responses should place the focus of discipline on discerning and correcting the reasons why discrimination, harassment and bullying occurred. They should also be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the target of the act. Appropriate remedial measures may include but are not limited to:

1. Peer support groups.
2. Assignment of an adult mentor at school that the student checks in with at the beginning and end of each school day.
3. Corrective instruction that reemphasizes behavioral expectations or other relevant learning or service experience.
4. Engagement of student in a reflective activity, such as writing an essay about the misbehavior and its impact on others and how the student might handle the situation differently in the future and/or make amends to those who have been harmed.
5. Supportive intervention and/or mediation where the constructive conflict resolution is modeled.
6. Behavioral assessment or evaluation.
7. Behavioral management plans or behavior contracts, with benchmarks that are closely monitored.
8. Student counseling and parent conferences that focus on involving person in parental relation in discipline issues.

**Student Dress Code**

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. A student's dress, grooming and appearance, including hairstyle/color, jewelry, make-up and nails shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), short shorts, cutoffs, muscle shirts/tank tops, and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is deemed inappropriate and/or a safety hazard as determined by the Administrator will not be allowed.
5. Not including the wearing of hats in the classroom except for a medical, religious or relevant instructional purpose.
6. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Jewelry shall not be worn during the participation of athletic events and physical education including, but not limited to, any body piercing.
Students who violate the student dress code shall be required to modify their appearance by covering
or removing the offending item and, if necessary or practical, replacing it with an acceptable item.
Any student who refuses to do so, or who repeatedly fails to comply, shall be subject to discipline.

Prohibited Student Conduct
The Board of Education expects all students to conduct themselves in an appropriate and civil
manner, with proper regard for the rights and welfare of other students, district personnel and other
members of the school community, and for the care of school facilities and equipment.

Students are prohibited from using or having on or in an operational mode any paging device,
mobile telephone, cellular telephone, laser pointer or pen or any other type of telecommunications
or imaging device during instructional time, except as expressly permitted in connection with
authorized use in classrooms. While students are permitted to possess such devices during the
school day, they are prohibited from using them in any manner which invades the privacy of
students, employees, volunteers or visitors. Students are not permitted to use any form of
information technology, including their own personal electronic devices to intimidate, harass or
threaten others. This type of harassment is generally referred to as cyberbullying. If a student
violates this prohibition, then he/she is subject to discipline under this provision and/or any other
provision in the District Code of Conduct that may be applicable to the circumstances involved.
Any electronic device that is permitted on school property is encouraged to be kept on the person
and in a concealed manner.

Teachers and all other Board personnel should exemplify and reinforce acceptable student dress
and behavior (including possession/use of electronic devices) and help students develop an
understanding of appropriate appearance and conduct in the school setting.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for
their own behavior, as well as the consequences of their misbehavior.

Students may be subject to disciplinary action, up to and including suspension from school, when
he/she/they:

1. Engage in conduct that is disorderly (e.g., making unreasonable noise, running in hallways,
trespassing, using language that is profane, lewd, vulgar or abusive, etc.)
2. Computer/electronic communications misuse and destruction, including any unauthorized use
of computers, software, or internet/intranet account; accessing inappropriate websites; evading
the District’s content filter; using an outside wireless network, including any software or other
work of any other individual; or any other violation of the district’s acceptable use policy.
3. Unauthorized use of personal electronic devices/equipment (i.e. cell phones, MP3 devices,
cameras, iPads, iPods, nooks, kindles, and other personal electronic devices deemed
inappropriate by the administration).
4. Unauthorized use of personal computer, laptop, tablet or 3-reader and/or other computerized
information resources through the District computer system is prohibited
5. Engage in conduct that is insubordinate, such as failure to comply with the reasonable
directions of teachers, school administrators or other school employees in charge of students,
or otherwise demonstrating disrespect, lateness, missing or leaving school without permission
or skipping detention.
6. Engage in conduct that is disruptive and/or violent, such as failing to comply with the
reasonable directions of teachers, school administrators or other school personnel in charge of
students; committing an act of violence (such as hitting, kicking, punching, and scratching)
upon a teacher, administrator, another student, any other person lawfully on school property or
other employee or attempting to do so.

7. Intentionally, recklessly and/or negligently damage or destroy school district property or the
personal property of a student, teacher, administrator, or other district employee or any person
lawfully on school property, including graffiti or arson.

8. Engage in any conduct that endangers the safety, morals, health or welfare of others and/or
cause emotional harm (e.g., lying, stealing, defamation, discrimination, bullying, harassment,
etc.)
   a. Discrimination – means discrimination against any student by a student or students
and/or employee or employees on school property or at a school function including but
not limited to discrimination based on a person’s actual or perceived race, color, weight,
national origin, ethnic group, religion, religious practice, disability, sexual orientation,
gender or sex.
   b. Harassment/Bullying – means the creation of a hostile environment by conduct of by
threats, intimidation or abuse, including cyberbullying as defined in Education Law
11(8), that
      i. has or would have the effect of unreasonably and substantially interfering with a
student’s educational performance, opportunities or benefits, or mental,
emotional or physical well – being: or
      ii. reasonably causes or would reasonably be expected to cause a student to fear
for his or her physical safety;
      iii. reasonably causes or would reasonably be expected to cause physical injury or
emotional harm to a student; or
      iv. occurs off school property and creates or would foreseeably create a risk of
substantial disruption within the school environment, where it is foreseeable that
the conduct, threats, intimidation or abuse might reach school property. The term
threats, intimidation and abuse shall include verbal and non-verbal actions.
   c. Emotional Harm – means harm to a student’s emotional well –being through creation
of a hostile school environment that is so severe or pervasive as to unreasonably and
substantially interfere with a student’s education.

9. Engage in cyberbullying through any form of electronic communication. This may include,
among other things, the use, both on and off school property, of electronic technology,
including but not limited to, e-mail, instant messaging, blogs, chat rooms, pagers, cell phones,
gaming systems and social media websites, to deliberately harass or threaten others.

10. Engage in misconduct while on a school bus. Excessive noise, pushing, shoving and fighting
will not be tolerated.

11. Engage in any form of academic misconduct (e.g., plagiarism, cheating, altering records, etc.)

Reporting Violations
All students are expected to promptly report violations of the Code of Conduct to a teacher, school
counselor, bus driver, monitor, security, supervisor, the building principal or his or her designee.

Additional Reporting Requirements for Discrimination, Harassment, and Bullying
The amendment to section 100.2(kk) of the Commissioner’s Regulations revises the regulation to
conform t and implement the reporting requirements of Chapter 102 by adding provisions for
reporting of incidents of harassment, bullying/cyberbullying and discrimination to the
superintendent, principal, or their designee, including requirements that:
   1. School employees who witness harassment, bullying, and/or discrimination, or receive an
oral or written report of such acts shall promptly orally notify the principal, superintendent, or
their designee not later than one school day after such employee witnesses or receives a
report of such acts, and shall also file a written report with the principal, superintendent, or their designee no later than two school days after making an oral report.

2. The principal, superintendent or the principal’s or superintendent’s designee shall lead or supervise the thorough investigation of all reports of harassment, bullying and/or discrimination, and ensure that such investigation is completed promptly after receipt of any written reports.

3. When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the superintendent, principal, or designee shall take prompt action, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such behavior was directed.

4. The principal, superintendent, or their designee shall notify promptly the appropriate local law enforcement agency when it is believed that any harassment, bullying or discrimination constitutes criminal conduct.

5. Pursuant to Education Law section 13, retaliation by any school employee or student shall be prohibited against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination.

Any weapon, alcohol or illegal substances found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

Disciplinary Penalties, Procedures and Referrals

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student’s age.
2. The nature of the offense and the circumstances that led to the offense.
3. The student’s prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student’s first violation will usually merit a lighter penalty than subsequent violations. In certain instances, a minimum period of suspension may exist as more fully set forth in the Code of Conduct. The full Code also sets forth instances where procedural due process shall be followed together with the extent of such process. Parents and students are urged to consult the full Code of Conduct for a more complete explanation of the specific procedures and penalties. Attention should also be given to the Student Handbooks, which are provided annually to all students.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.
Penalties
Students who are found to have violated the district’s Code of Conduct may be subject to the following penalties, either alone or in combination: oral warning; written warning; written notification to parent; detention; suspension from transportation, athletic participation, social or extracurricular activities; in-school suspension; removal from classroom by teacher; short-term (five days or less) suspension from school; long-term (greater than five days) suspension from school; or permanent suspension from school.

Procedures
The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Referrals
Referrals may also be made for counseling, the filing of a person in need of supervision petition in Family Court or as a juvenile delinquent and/or juvenile offender the County Attorney.

Alternative Instruction
As far as is practical in the Silver Creek Schools, alternative educational environments will be considered and offered to students where appropriate.

Discipline of Students with Disabilities
The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities are entitled to certain procedural protections whenever school authorities intend to impose discipline upon them. The District shall take into account whether or not any discipline will result in a change of placement for the student. In the event a suspension or removal of a student with disabilities is deemed necessary, the District’s Committee on Special Education shall intervene and review the relationship between the disability and the behavior and/or to develop or review behavioral intervention plans. Parents are directed to the complete Code of Conduct together with Federal and State authority and regulatory criteria for a more complete review of the procedural safeguards in place. Such Code shall also set forth the procedures for expedited due process hearings, where warranted.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

School personnel may order the suspension or removal of a student with a disability from his or her current educational placement.

Student Conduct on School Buses
Waiting for the Bus
Students are to arrive at the stop at least five minutes, but not more than ten minutes before the bus is scheduled to stop. If your child misses the school bus NEVER let them run after the bus. NEVER drop off your child behind the school bus at another stop.
As the bus approaches, students are to line up fifteen feet from the road. Students are not to approach the bus until it has stopped and the driver has opened the door. If the student has to cross the road to get to the bus from your bus stop, observe the following precautions:

Make certain that the red lights are flashing. Wait for the driver to signal to begin crossing. The driver will signal with the P.A. or by using their thumb or forefinger when it is safe for the student to approach the end of their driveway or curb. When at the end of their driveway or curb, students are to look both ways (left and right) to make certain that all traffic has stopped, and it is safe for them to cross the road. After they have crossed, students are then to walk along the shoulder of the road to the door entrance. Students are to be alert to any warning issued by the driver over the P.A. system.

Additionally, all students are to understand that if the horn blows while they are crossing the road, they are to immediately return to the side of the road that they started from. When students are boarding the school bus they must stay out of the school bus danger zone. They are to never walk behind the bus, touch or reach under the bus.

Unloading the Bus
Students are not to leave their seat until the bus has come to a complete stop and the driver has opened the door. Before stepping off of the bus students are to look to the right to make certain that a car, motorcycle, bicycle, etc. is not passing the bus on the right. Crossers are to walk out along the shoulder of the road at least 10 feet (ten steps) in front of the bus. When it is safe to cross, the driver will aim with their thumb and forefinger at the student and then point toward the center of the road to signal that it is safe to proceed to the center of the road/edge of the bus. At the center of the road, all students are to individually stop and look both ways (left and right) to make certain that all traffic has stopped and it is safe for them to proceed across the road.

Students are to be alert to any warning issued by the driver over the P.A. system. Additionally, all students are to understand that if the horn blows while they are crossing the road, they are to immediately return to the side of the road they started from. They are to never walk behind, touch or reach under the bus.

Student Searches
To achieve an atmosphere on school property and at school functions that is safe and orderly, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district Code of Conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, the school nurse and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district Code of Conduct.

Student Lockers, Desks, and Other School Storage Places
The rules in this Code of Conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This
means that student lockers, desks and other school storage places may be subject to search at any
time by school officials, without prior notice to students and without their consent.

Police Involvement in Searches and Interrogation of Students
Before police officials are permitted to question or search any student, the building principal or his or
her designee shall first try to notify the student’s parent to give the parent the opportunity to be
present during the police questioning or search. If the student’s parent cannot be contacted prior to
the police questioning or search, the questioning or search shall not be conducted. The principal or
designee will also be present during any police questioning or search of a student on school property
or at a school function.

Visitors to the Schools
The Board encourages parents and other district citizens to visit the district’s schools and classrooms
to observe the work of students, teachers and other staff. Since schools are a place of work and
learning, however, certain limits must be set for such visits. The building principal or his or her
designee is responsible for all persons in the building and on the grounds. For these reasons, the
following rules apply to visitors (e.g., anyone who is not a regular staff member or student of the
school) to the schools:

1. All visitors to the school (other than those attending school functions that are open to the
   public) must report to the switch board upon arrival at the school. There, they will be required
to sign the visitor’s register and will be issued a visitor’s identification badge, which must be
worn at all times while in the school or on school grounds. The visitor must return the
identification badge to the switch board before leaving the building.
2. Parents or citizens who wish to observe a classroom while school is in session are required to
   arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to
   a minimum.
3. Teachers are expected not to take class time to discuss individual matters with visitors.
4. Any unauthorized person on school property will be reported to the principal or his or her
designee. Unauthorized persons will be asked to leave. The police may be called if the
situation warrants.

Public Conduct on School Property
The building principal or his or her designee shall be responsible for enforcing the conduct required
by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct,
which in his or her judgment does not pose any immediate threat of injury to persons or property, the
principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to
persuade the individual to stop. The principal or his or her designee shall also warn the individual of
the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct,
or if the person’s conduct poses an immediate threat of injury to persons or property, the principal or
his or her designee shall have the individual removed immediately from school property or the school
function. If necessary, local law enforcement authorities will be contacted to assist in removing the
person. In addition, the district reserves the right to pursue a civil or criminal legal action against any
person violating the code.
ELECTRONIC DEVICES

1. Students are not allowed to be in possession of electronic devices, excluding cell phones, during the school day. This would include e-Readers, MP3 players, iPods, and iPads.
2. Students must keep electronic devices on vibrate during school hours.
3. Students are prohibited from using external speakers any time during the school day.
4. Students may use their electronic devices in classes if the teacher permits it and in the cafeteria.
5. Students are permitted to use the camera function of their electronic device during specified extracurricular activities such as school dances.
6. While in class, students are prohibited from using electronic devices unless given permission by the teacher.
7. All electronic device use is not permitted in lavatory and lockers rooms and must be turned off and stored out of sight.
8. Possession and use of all electronic devices will be the sole responsibility of the students. The Silver Creek School District is not responsible for loss or damage to any electronic device.
9. The Code of Conduct policy is in effect in regard to the use of electronic devices.

DISCIPLINARY GUIDELINES

Disciplinary Action
Education cannot proceed without good discipline, fairly and consistently applied. Good discipline is best thought of as being positive, not negative; of helping a student to adjust, rather than as a punishment; of turning unacceptable conduct into acceptable conduct. Effective discipline leads to increased maturity on the part of the student.

When it is suspected that a student has failed to act in a respectful manner, has broken a school rule or has neglected a responsibility, a staff member must take disciplinary action. Disciplinary action may take the form of counseling, re-explanation of a school rule, a call to a parent, exclusion from an activity, removal of a privilege, detention or suspension.

Detention
A teacher or an administrator may issue detention to a student. Detention is held after school and is a quiet study time. Students receiving detention are expected to appear on time. Parents will be notified of the detention by the school personnel.

Suspension
The Superintendent of Schools or the Principal may suspend a student from school when behaviors are insubordinate or disorderly or when keeping the student in school is a threat to the health and safety of others.

Suspension may be internal or external. Internal Suspension results in the student spending the school day in a room supervised by an adult, doing work assigned by teachers. Interaction with other students is not allowed. External Suspension results in the student not being allowed to attend school. With either suspension the student is also prohibited from participating in extra-curricular activities. Suspension from school attendance is viewed as a serious disciplinary measure.
**GRADES**

Numeric grades are used at SCMS. All subjects are used to determine a student’s quarterly average. Students meeting the necessary requirements can achieve merit roll (85-89.9), or honor roll (90-100) status.

Summative and benchmark assessments are given in each academic subject area throughout the year to determine if students have mastered the curriculum.

Computerized report cards are posted on the parent portal after each 10-week marking period (4 times a year). Progress reports are posted on the parent portal after each 5-week mid-marking period (4 times a year).

If a student is falling behind on assignments or failing, they will be required to attend Homework Lunch Table and/or After School Homework Table.

**PROMOTION**

Students must receive a passing average in all academic area subjects to be promoted. Failure of two or more core academic courses may result in retention. The SCMS administrators and teachers reserve the right to retain any student who does not demonstrate minimum skills in any area.

**PARENT CONFERENCES**

Teachers, counselors and administrators are available to conference with parents or guardians regarding any aspect of a student’s school or personal life. Appointments may be made by contacting an individual teacher or the Guidance office.

**SCHOOL COUNSELORS**

The school counselor is available as your first source of information whenever there is a need for assistance.

The counselor serve as liaisons between the student and his/her peers, teachers, administrators, and parents. In addition, the counselor functions as an advocate for the student who experience academic, behavioral and social/emotional difficulties. Students meet with his/her school counselor regarding:

- Problems between classmates and/or friends
- Being bullied or teased
- Academic concerns
- School success (time management, study skills, etc.)
- Career development
- Family concerns
- Grief/Loss
• Transitions to and from MS
• Being successful in school
• Anything that is of concern to him/her

To address the changing needs of a middle school student, the school counselor meets with students individually, in small groups and in the classroom. Groups are determined by the needs of the students.

Previous classroom presentations include:
• Bullying and Cyber Bullying
• Respect and Diversity
• Communication and Assertiveness Skills
• Drug and Alcohol Prevention
• Transition to high school

Classroom presentations are chosen based on the developmental needs of each grade level.

One goal we have for SCMS students is that they become more responsible for their schoolwork. Yet, it is necessary and important for parents to continue to be involved with their child’s homework and study habits. To help facilitate communication between home and school, the following services are available through the school counselor upon request:
• Parent-teacher conferences.
• Progress reports - which provide current information on academic and behavioral progress between report card distributions.
• Daily/weekly check sheets and/or signing the agenda - which may be used when homework completion is a problem. In this case, the student asks their teachers to sign his/her agenda verifying the written down assignment is correct. At home the parent signs to verify that homework was accurately completed.

In addition, the school counselor is available to assist parents with referrals to the school psychologist for evaluation and/or referrals to local agencies for counseling and other needed services. To reach your child’s counselor, call the Guidance office at (716) 934-2603 ext. 1123.

If a student feels ill, he/she should get permission from the teacher whose class he/she is attending to go to the Health office. If the nurse is not present, someone in the Main Office will assist you. No one is to go to the Health Office without a pass except in an emergency.

Physical Exams: New York State Law requires that all new students and students in grade 7, and those participating in school sponsored sports, have a physical examination including Body Mass Index and Weight Status Category.

Your child’s healthcare provider knows the most about your child’s physical health, growth and previous protective immunizations against disease; and therefore, is best able to advise you and the school regarding modification to his/her educational program.

If you choose to have your child’s examination done by your healthcare provider, please submit a
copy of the completed physical to the health office. In the event the school does not receive the completed form for your child by **OCTOBER 1ST**, it is understood that you would prefer the health appraisal be done at school by the School Physician.

**Dental Certificates:** New York State Law allows school districts to request a dental health certificate to be completed by your dentist, for all new students and students in grade 7. Please return the completed dental health certificate to your school nurse to be filed in your child’s Cumulative Health Record.

The school nurse conducts vision and hearing screenings on all 7th grade students and performs annual scoliosis screenings on 6th through 8th grade students, as mandated by NYS. Parents will be contacted by phone and notified in writing if a student requires further evaluation by a healthcare provider.

**IMMUNIZATION REQUIREMENTS:**

**Diphtheria, Tetanus and Pertussis (Tdap):**
- Students who are entering 6th grade or a comparable age-level special education school or program on or after September 1, 2007, and who are 11 years of age or older must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap).
- **Age 10:** Not required to receive the Tdap until they turn 11 years old. At that time they must provide documentation of a booster dose of Tdap or provide proof of an appointment for the booster dose within 14 days.
- **Age 11:** Must receive an immunization containing tetanus toxoids, diphtheria, and acellular pertussis (Tdap).
- **Before Grade 7:** Must receive meningitis vaccine (MenACWY).

We ask that you submit written medical proof from your healthcare provider that your child has met the above mentioned New York State immunization requirements to the Middle School Health Office prior to the first day of school. **Students lacking medical documentation will not be permitted to attend school.**

**Health History:** Parents or guardians of all students are requested to complete a confidential three-page health history to initiate the child’s health annually to be kept in the Health Office. Please notify the Health Office of any serious illness, injury or surgery that occurs during the school year.

**Illness and Injury:** The nurse is available to administer first aid to students for illness or injury that occurs during the school day. Parents are notified of any serious injury or illness. It is the responsibility of the parent to provide any follow-up medical care for their child. The school nurse does not take the place of a doctor. Please do not expect him/her to diagnose illness or treat injuries sustained outside of school. Parents are also responsible for transporting their child when he/she needs to be dismissed early due to illness or injury. Parents must have an alternate emergency number available in the Health Office in the event they cannot be reached.

**Medical Excuse/Medical Clearance:** Any student unable to participate in physical education for more than two days must have a written medical excuse from their healthcare provider. This written medical excuse must be brought to the health office. Once the student has been cleared medically to participate in physical education by their healthcare provider, a written medical clearance must be brought to the school nurse in order for the student to return to physical education/sports.
Procedures for Administering Medication: Only those medications which are necessary to maintain the student in school and which must be given during school hours should be administered. Any student who is required to take medication during the regular school day or while participating in school-sponsored activities (e.g., field trips, athletics) should comply with all procedures.

The following procedures for administering medications must be followed to provide safeguards and protection for your child’s health. This policy has been implemented district wide. Your school nurse must follow these district regulations for any student who takes medication during the school day:

- **Medication must be brought to school by the parent.** Students are not permitted to transport prescription or over-the-counter medication to school. It must be kept in a container appropriately labeled (by the pharmacy and/or licensed healthcare prescriber). Parents may obtain two labeled containers from the pharmacy, one for home and one for school.
- **Written orders signed by a licensed healthcare prescriber and instructions by the pharmacist must accompany the medication.** These instructions must include the student’s name, the name of the medication, the dosage, the route (the way it is to be given), frequency, duration, and any possible side effects. A copy of the prescription and over-the-counter medication request form is available in the Health Office or on the district’s website.
- **Written permission from the parent must be submitted and kept on record in the Health Office requesting that the school comply with the licensed healthcare prescriber’s signed medication orders.**
- **These procedures must be followed for all prescription and all over-the-counter medications.** This includes all cough drops, lozenges, lip balms, skin creams, analgesics, etc. Over-the-counter medications must be in a manufacturer’s labeled container.
- **When purchasing Diphenhydramine (otherwise known as Benadryl) as prescribed by your healthcare provider, please consider buying tablets or fastmelts, rather than liquid (for easier transport during field trips).**
- **During field trips or other school activities, the school nurse will advise classroom teachers in regards to procedures.**
- **Students assessed by their licensed healthcare provider as being self-directed may carry and self-administer an inhaler, epi-pen, or diabetic supplies with written orders signed by their licensed health care provider.**
- **The school nurse, as per New York State guidelines, will discard any medication that is not picked up by an adult at the end of the school year.**
- **These procedures will be strictly enforced for your child's protection.**

### PHYSICAL EDUCATION

SCMS students are encouraged to take an active role in their total well-being. A well-rounded program is offered throughout the school year to build awareness within the students about the many different activities that can affect life-long health.

Appropriate dress including shorts, T-shirts, socks and sneakers are required. A sweatshirt or warm-up suit can also be worn, especially during the Fall and Spring months for outdoor activities.

School locks must be purchased in September and will be used throughout the students’ Middle and High School years.
Medical Excuse/Medical Clearance: Any student unable to participate in physical education for more than two days must have a written medical excuse from their health care provider. This written medical excuse must be brought to the health office. Once the student has been cleared medically to participate by their health care provider, a written medical clearance must be brought to the school nurse in order for the student to return to physical education/sports.

Travel Card

All students will receive a travel card on their first day of school, free of charge. Students are expected to carry their travel cards to all classes. Daily assignments and other school information are recorded in their iPads. It is important that parents check their child’s iPad on a regular basis.

HOMEWORK

Homework is an important part of the instructional program. The purpose of assigned homework is to give additional practice of skills learned in school as well as to assist students in developing responsibility and good work habits. Accepting the responsibility for homework, completing it in an appropriate manner and submitting it on time will have a positive effect on grades.

LOCKERS

Each student is assigned his/her own locker. Lockers are generally near a student’s 1st period class. Each student will be given a locker combination, which should remain confidential. Lockers are the property of the Silver Creek School District. Each student is assigned a hallway locker for personal clothing, school supplies and lunches. To make sure your belongings are safe, please follow these rules:

- Don’t give your combination to anyone else.
- Learn your combination as quickly as possible.
- Make sure you lock your locker following each use.
- Do not bring anything of value to school. If you must bring anything of value to school, leave it in the Main Office for safekeeping.
- Keep your locker neat and clean; do not allow things to accumulate in it.

Lockers are also provided for each student in the Phys. Ed. locker rooms. Students may purchase a lock for these lockers and then provide the combination to their physical education teacher.

LEARNING LABS

During the course of a day some students will be assigned to a Learning Lab. The Learning Lab is a place where students’ skills will be reinforced in math and/or ELA. Students may also have an opportunity to complete their homework.
BUSES

The Middle School day begins at approximately 7:32 AM and ends at approximately 2:21 PM.

Buses are also available for after school activities. The first late buses will board at 3:30 pm and the second late run will board at 5:00 PM.

Our buses transport a large number of students every day. Since the drivers have a tremendous responsibility, it is important that the rules established for safety be strictly followed.

Students will lose their privilege to ride the bus for misconduct. Disrespect, fighting, refusal to obey the request of a bus driver, and obscene language are some examples of misconduct. The following bus regulations must be followed:

- Students may not use school buses for public transportation. School buses are to pick up and deliver students to and from school/home at determined stops. Students are never to ask to be dropped off at unassigned places. The school district has no responsibility for providing transportation to outside activities.
- Books, small back packs, small book bags and musical instruments are allowed on the school bus. Glass containers, aerosol cans, ski equipment and bags, skateboards, large musical instruments and any item that is a safety hazard will not be allowed on the bus.
- Our Code of Conduct is to be followed on all buses.

BREAKFAST

The Middle School breakfast program is offered at 7:10 AM every day for those students who are interested.

LUNCH

Students may sit with their friends as long as they behave in an acceptable manner. Students may purchase a lunch, milk, ice cream, pretzels, etc. Students are dismissed from the cafeteria to go to their next class.

AFTER-SCHOOL ACTIVITIES

A variety of extracurricular and intramural activities are available to students at all grade levels. Morning announcements, the SCMS website, posters and written announcements inform students of upcoming activities. Students involved in after-school activities may take the late bus home. Staff members supervise all activities. Students must listen to announcements to find out when activity sign-ups are.
Athletic Academic Eligibility

Students are expected to be in good academic standing to participate in extracurricular activities. To determine eligible academic progress, students will be monitored at the end of every five weeks. If any extracurricular member/athlete is failing (64% or lower) two or more subjects, he/she will be ineligible to participate in any extracurricular activities. The period of ineligibility will continue until the student has passing grades. SCMS offers an extended academic period Monday - Thursday from 2:31 - 3:00. Students are encouraged to stay and seek support from core academic teachers.
SILVER CREEK MIDDLE SCHOOL
BEHAVIOR AGREEMENT

The purpose of this agreement is to show that the student and parent/guardian have read and understand the Code of Conduct and Disciplinary Guidelines as outlined on pages 7-16 of the 2019-2020 Student Handbook.

I, ________________________________, have read the expectations and understand its contents.

STUDENT SIGNATURE: ____________________________________________________________
DATE: ______________

I, ________________________________, have read the expectations and understand its contents.

PARENT/GUARDIAN SIGNATURE: ____________________________________________________
DATE: ______________

Please return this form to your 1st period teacher or the MS Main Office by Friday, September 13, 2019.

Mrs. E. Payne, Principal
Silver Creek Middle School