

**WELCOME TO**  
**SHELBYVILLE HIGH SCHOOL**



**2011-2012**  
**STUDENT HANDBOOK**

**PHONE 398-9731**  
**FAX 317-392-5709**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## **STATEMENT OF MISSION**

Shelbyville Senior High School will provide a high performing learning environment in which students strive to become educated, ethical and productive citizens.

## **STATEMENT OF VISION**

To be an exemplary school

## **PHILOSOPHY**

Shelbyville Senior High School shall develop our students into productive and responsible members of society. With the cooperation and support of parents and community, we strive to offer the best possible opportunities for students to learn. With a quality staff, a well-developed curriculum, a fully operational physical facility and a variety of extra-curricular programs, we shall encourage students to reach their potentials according to varied interests, goals and abilities.

At Shelbyville High School, striving to be positive role models for our students to follow and building positive self-concepts and virtues (such as loyalty, courage, compassion, duty and commitment to excellence) will be an important part of our educational process. Students are encouraged to develop cognitive, aesthetic, practical and creative skills as well as an appreciation of our country, other countries and their cultural heritage.

An on going effort is made to motivate students to complete their high school education and to graduate from Shelbyville High School with the training experience necessary to lead productive lives.

## **NOTICE OF NON-DISCRIMINATION AND GRIEVANCE PROCEDURES**

It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, (marital status SHS only), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum, programs or activities offered in this Corporation.

Any person who believes that he or she has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Corporation's Civil Rights Coordinator. Grievance forms can be obtained at the Shelbyville Central Schools Administration building or online at [www.shelbycs.org](http://www.shelbycs.org)

For more information regarding issues of discrimination, Title IX compliance, or filing a grievance, please contact:

Mary Harper

Assistant Superintendent

Shelbyville Central Schools

803 St. Joseph Street

Shelbyville, Indiana 46176

(317) 392-2505

## **AMERICAN DISABILITIES ACT**

The American Disabilities Act provides access to educational programs and services for any person who is disabled. The Shelbyville Central Schools is aware of the need to provide this access. Any individual who finds that access is difficult or being denied due to accessibility, should contact the ADA Corporation Compliance Officer.

American Disabilities Act Corporation Compliance Officer

David Adams, Superintendent

803 St. Joseph Street

Shelbyville, Indiana 46176

(317) 392-2505

## **EDUCATIONAL OUTCOMES**

Upon graduation from Shelbyville High School, a student will:

1. Value education and have the skills and desire to pursue a lifetime of learning;
2. have confidence in one's own abilities to succeed in the choice of a future career;
3. be able to communicate information, thoughts, and ideas in a variety of styles and situations;
4. have a sound knowledge base in all content areas;
5. have developed many of the social and emotional skills necessary for interpersonal relationships and situations encountered;
6. be able to access and process information for a variety of sources;
7. be able to utilize critical thinking, problem solving and decision making skills in everyday situations;
8. have developed an appreciation for the fine arts and their value to the real world; and
9. have developed a sense of pride in one's own accomplishments, task commitment and work ethic.

## **GENERAL INFORMATION ABOUT OUR SCHOOL**

### Commission and Accreditation

Shelbyville High School holds a first-class continuous commission from the State Board of Education for grades nine through twelve. This means that the school satisfactorily meets the standards prescribed by the State Board of Education and that the course of study and character of the work done entitles students to the rights and privileges provided by the statutes of Indiana and the rules of the State Board of Commissioned High Schools.

## **SCHOOL SONGS**

### **SHELBY**

SHELBY, MY DEAR OLD SHELBY  
YOU ARE THE SCHOOL FOR ME;  
OH, SHELBY, MY DEAR OLD SHELBY,  
WE WILL ALWAYS STAND BY THEE.  
EVEN IN DEEPEST SORROW,  
EVEN WHEN OTHERS FAIL,  
WE WILL ALWAYS BE LOYAL TO YOU  
AND TO OUR DEAR OLD SHELBY HIGH!  
RAH RAH RAH

### **ALMA MATER**

(Words & Music by S.H.S. Chorus Classes)

AS WE GATHER HERE TOGETHER  
HEARTS SO FULL OF PRIDE,  
WE WILL SING OUR HYMN OF PRAISE  
TO DEAR OLD SHELBY HIGH.  
AS WE GO ALONG LIFE'S HIGHWAYS,  
MEMORIES WE'LL RECALL  
AND IN VICTORY OR DEFEAT  
WE'LL LOVE THEE BEST OF ALL

CHORUS:

LONG YOUR BANNERS WAVE ON HIGH,  
A SYMBOL PROUD AND TRUE  
WE WILL SING OUR HYMN OF PRAISE  
DEAR SHELBY HIGH, TO YOU.

THE QUALITY OF A PERSON'S LIFE IS IN DIRECT PROPORTION TO THEIR COMMITMENT TO EXCELLENCE, REGARDLESS OF THEIR CHOSEN FIELD OF ENDEAVOR.

## **ARRIVAL/DEPARTURES**

Students choosing to walk or ride to school are expected to time their arrival so they can enter the building when they get to school. Under no circumstances are students to loiter outside the building or in the parking lot before or after school.

Students riding the buses are to remain in the bus until 7:15 A.M. upon arrival to school or upon dismissal by the bus driver. In the afternoon students are expected to remain behind the yellow lines on the curb when boarding the bus, wait for the bus to come to a complete stop and for the driver to signal them to board.

Student drop off and pick up areas are at Gate 1 only.

Once reporting to the building, students are to remain in the building until afternoon dismissal or until they receive permission from an administrator to leave. The school grounds and parking lot are off limits during the school day without permission from an administrator.

## **ATTENDANCE POLICY**

**ATTENDANCE MISSION STATEMENT:** Daily attendance and promptness are essential work skills for the success of our students, both in and out of school. Shelbyville High School, therefore, expects daily attendance from all students. Parents/guardians and students must assume the responsibility of maintaining good attendance.

Because the faculty at Shelbyville High School believes that regular attendance is important, the following attendance rules have been adopted for students in order to meet credit requirements:

### **ATTENDANCE REPORTING PROCEDURES:**

- When a student must be absent from school, the parent/guardian must call the Attendance office at Shelbyville High School at 398-9731, Extension 2002 and verify the absence by 9:00 AM on the day of absence. Attempts will be made by the school to contact the parent/guardian if no call has been received by 9:00 AM.
- Parents who have no phone should communicate by a handwritten note, which must accompany the student upon his/her return to school.
- If no contact is made with the parent on the day of the absence, then the absence will be considered unexcused. Students have twenty-four hours upon returning to school to change an unexcused absence to an excused absence with parental notification and/or documentation. Administrative discretion may be used in determining the change of an unexcused absence.

### **EXCUSED ABSENCES THAT COUNT TOWARD THE TEN-DAY LIMIT ARE DEFINED AS:**

Personal illness, parent requested funeral attendance for individual other than immediate family, medical or dental appointments, emergency situation, family vacations, and religious holidays are considered excused absences that count toward the student's ten-day limit.

### **EXCUSED ABSENCES THAT DO NOT COUNT TOWARD THE TEN-DAY LIMIT ARE DEFINED AS:**

Authorized absences such as school-sponsored activities; death in the immediate family; (parent, guardian, grandparent, aunt, uncle, sibling, child, mother or father-in-law, or other relative that lives in the household) college visits; serving as a Page for the Indiana General Assembly; subpoenas to appear in court; jury duty; helpers to city, special, or primary elections; students ordered to duty with Indiana National Guard with the proper verification.

### **UNEXCUSED ABSENCES**

- Absences for reasons other than those specified above.
- Absences in which a parent or guardian has not verified the absence within 24-hours of the absence.
- Absences that go beyond the ten-day limit and are not excused by proper documentation
- Suspensions will be counted as an unexcused absence, but do not count toward the student's 10-day total.
- When a student's absence is classified as unexcused or truant, no credit will be issued for any missed assignments. Students are encouraged to complete any missed work to remain current with class content.

## **ATTENDANCE LIMITS AND MONITORING PROCEDURES:**

- 5th absence in a semester: A notification letter will be sent to the parent/guardian
- 10th absence in a semester: Student will be placed on attendance contract and will not be allowed any more excused absences without proper documentation. (Ex. Doctor's note)

## **EXCESSIVE ABSENTEEISM**

Excessive absenteeism is defined as absences that accumulate to more than 10 days per semester in a class.

- After excessive absences (10 days) within each semester, the student will be placed on an attendance contract and parents will be notified concerning the contract.
- Student absences beyond 10 days without proper documentation will be considered unexcused.
- At the end of each semester, if a student has missed more than 10 days in a class, an Attendance Committee will review the student's record to determine whether the student should receive credit for that class. A letter will be sent home near the end of each semester notifying parents that their student has exceeded the 10-day limit. That letter will explain to the parents the recommendation of the attendance committee as to whether the student received credit in classes where the ten-day limit has been exceeded.
- Students who are at the ten-day limit may make up days by attending assigned Saturday schools. One served Saturday school would be equivalent to one school day earned. Attending these Saturday schools will earn the student additional consideration when the Attendance Committee meets at the end of the semester to decide whether credit is awarded.

## **Truant**

Truancy is defined as an absence from school that is without the consent of the parent's and/or the school. If a student is considered truant from school, then the following consequences will be enforced:

1<sup>st</sup> time—Saturday School

2<sup>nd</sup> time—In-School-Suspension—1 to 3 days

3<sup>rd</sup> time—Out-of-School-Suspension—1 to 3 days

4<sup>th</sup> time—Out-of-School Suspension—5 to 10 days pending expulsion

## **Habitual Truant**

Legal Reference: I.C. 20-33-2-11

- A "habitual truant" is defined as a student who has eleven (11) or more days of unexcused absences in one school year.
- All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the school board upon review of the student's record.
- Procedures developed for the administration of this law, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

## **SPECIAL CIRCUMSTANCES**

- Extended illness (3 or more consecutive school days): Only the first day of the illness will count toward the 10-day limit. The excused absence must be documented by a physician's statement indicating that the student was unable to attend school due to the illness. Failure to produce the physician's statement in the required time will result in all days missed being counted toward the 10 day limit. A student may use the extended illness exemption once per semester.
- Students who violate the attendance policy and who are excessively absent may be expelled from Shelbyville High School.

- Students must be in class the last four periods of a school day to be allowed to participate in extra-curricular activities that same day. Emergencies will be handled on an individual basis.

Policy Waiver: The principal or his/her designee shall determine exceptions to the Shelbyville High School Attendance Policy and procedures due to extensive illness, hospitalization, or other extenuating circumstances.

**GENERAL ATTENDANCE GUIDELINES:**

1. Every effort should be made to schedule medical, dental or other such appointments outside the regular school day. Such appointments, which result in an absence for one or more periods, will count toward the ten-day limit.
2. Families should plan their vacations at times when school is not in session to avoid student absences. School days missed because of vacations will count toward the ten-day limit.

**TARDY GUIDELINES:**

When students are tardy to school, they shall report to the attendance office secretary in the main office for a pass. Students tardy to a class (other than 1st hour) shall report directly to their assigned class as usual. The teacher shall monitor student tardiness to the class. Administration will monitor 1<sup>st</sup> period tardies, including discretion for tardies 1-4 during period 1. Administration may assign alternative consequences for habitual tardiness.

- Tardies 1 thru 4 – teacher’s discretion
- Tardies 5 & 6 – Friday school
- Tardies 7 & 8 – Saturday school
- Tardy 9 – ISS for 1 day
- Tardy 10 – ISS for 3 days
- Tardy 11 – OSS for 1-3 days
- Tardy 12 – removal from class with loss of credit. If a student is carrying less than 5 academic classes, then expulsion may be recommended.

**MAKE-UP WORK POLICY**

Teacher’s Role –

- Teachers should keep accurate records of students’ absences and whether these absences are classified as excused or unexcused.
- When a student’s absence is classified as excused, the student will be allowed to make up all missed work, tests, quizzes, or projects. Students should be given one day per excused absence to make up work, tests, quizzes, or projects. At a teacher’s discretion, this deadline may be extended.
- Teachers will need to make any in-class missed work (videos, class notes, etc..) available to students when the students’ absences are excused.
- When a student’s absence is classified as unexcused, or truant, the student will not be given credit for missed work, tests, quizzes, or projects.

Student’s Role-

- Students must be responsible for collecting missed work. Students must make the effort to collect work through reliable classmates and teachers. Additionally, it is the student’s responsibility to understand that he/she will have one day per excused absence to make up the work.
- Students must be responsible to turn in work or take tests/quizzes upon their return to school if the work or test/quiz was assigned before their absence.
- When a student’s absence is an approved pre-arranged absence, it is the student’s responsibility to get assignments from teachers and to meet deadlines for turning in assignments / projects or taking tests / quizzes.
- When a student’s absence is classified as unexcused, or truant, any schoolwork, tests, quizzes, or projects cannot be completed for class credit.

## **PERFECT ATTENDANCE:**

Perfect attendance is defined as not being absent from school or tardy to school. Students who qualify for perfect attendance are students who have not missed any portion of any school day other than for those absences that do not count towards the 10-day absent limit. (See attendance policy for a list of those absences.) Students who have perfect attendance will receive special recognition during the school year and a certificate at an Honors Program. A SENIOR with perfect attendance for four years will receive a plaque at the Senior Honors Program.

# **STUDENT DISCIPLINE**

## **STUDENT CONDUCT:**

Students within the Shelbyville Schools Corporation are expected to maintain a high standard of personal conduct. All students are expected to follow the building, classroom, cafeteria, school grounds and bus rules at all times.

Conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is in part, reflected in the behavior of students. Each student of this corporation is required to follow the Code of Conduct established by the School Board. Such Code of Conduct shall require that students:

- conform to reasonable standards of socially acceptable behavior;
- respect the person and property rights of others regardless of race, ethnic background, or gender.
- preserve the degree of order necessary to the educational program in which they are engaged;
- obey constituted authority and respond to those who hold that authority.

Students who choose not to follow the Code of Conduct will be subject to disciplinary action, which may include suspension and/or expulsion. Students are under the jurisdiction of the school Code of Conduct on the way to school and to home, as well as during the time they're on school grounds or at school related functions.

## **STUDENT DUE PROCESS:**

In accordance with Indiana Student Due Process Code, IC 20-33-8, the Shelbyville Central School Board has adopted a Code of Conduct prescribing the rules and regulations for the control, discipline, suspension, and expulsion of students. These rules and regulations are intended to promote an atmosphere within the school, which is conducive to learning, as well as, insure the protection of the rights of the student. Students committing serious offenses will be dealt with in accordance to the Indiana Student Due Process Code. Students have the right to avail themselves of a free education. However, students have a responsibility not to interfere with the education of other students.

1. REMOVAL FROM CLASS OR ACTIVITY-TEACHER: 1) A high school teacher will have the right to remove a student from his/her class activity for five (5) school days. A teacher will notify the parent of the student who has been suspended from a certain class period.
2. SUSPENSION FROM SCHOOL-PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rules 19-21 listed under the grounds for Suspension and Expulsion in this policy.

The following methods may be used to correct inappropriate behavior:

1. Suspension from class
2. Essay writing
3. Before and after school detentions, lunch detentions
4. Loss of privileges (driving, passing period, extra-curricular, etc.)
5. Out-of-school suspension/In-school suspension
6. Appropriate work details

7. A student can be referred to the Bureau of Motor Vehicles and their license or permit will be revoked under the following conditions: Student is a habitual truant, is under a second suspension for the school year, is expelled from school, or has withdrawn from school for a reason other than financial hardship. If a student does not hold a license or permit, then they will be ineligible to receive one until their behavior has improved.
8. Expulsion
9. Counseling
10. Friday School
11. Saturday School
12. Loss of work permit
13. Alternative to Suspension/Expulsion program may be offered at the discretion of Administration.

### **TEACHER ASSIGNED DETENTIONS:**

Teachers may assign detentions either before or after school as a consequence for minor student misconduct or tardies to class. The detentions will be served with the teacher and a referral will be sent to the office to be entered into the students discipline file. If a student does not serve a teacher assigned detention, then they will be referred to the office.

### **FRIDAY SCHOOL:**

Administrators may assign non-compliant students a 1 1/2 hour Friday detention to be served from 2:50 p.m. to 4:20 p.m. If a student does not serve his/her Friday School, then the following consequences will be enforced:

- 1st Time – Saturday School
- 2nd Time – Saturday School
- 3rd Time – In-School-Suspension – 1 day
- 4th Time – In-School-Suspension –3 days
- 5th Time – Out-of-School-Suspension – 3 to 5 days
- 6th Time – Out-of-School-Suspension – 5 to 10 days pending expulsion

### **SATURDAY SCHOOL:**

1. Saturday School begins at 8:30 a.m. The doors will be open at approximately 8:15 a.m. You must report to the designated room with study materials by 8:30am. Saturday school is dismissed at 11:30am.
2. Saturday School is structured study time. Every effort will be made to make it a positive situation. If you need any special help in any class, see one of the principals ahead of time, and they will try to make arrangements for you.
3. You must bring your books, study guides, materials, etc. that you need to complete your assignments.
4. Saturday School rules are as follows:
  - A. There will be no talking.
  - B. You are to stay in an assigned seat.
  - C. You cannot leave the building during break time.
  - D. School rules are always in effect.
5. Saturday schools must always be served on the Saturday assigned. It is an alternative to out-of-school suspension. If there is an emergency-type reason why you can't be here for an assigned Saturday, your parent can discuss this with an administrator.

### **VIOLATIONS AND PENALTIES:**

If a student fails to show up for Saturday school, then the following consequences will be enforced:

- 1st Time – Two Saturday Schools will be assigned
- 2nd Time – In-School-Suspension – 3 days
- 3rd Time – Out-of-School-Suspension – 1-3 days
- 4th Time – Out-of-School-Suspension –3- 5 days
- 5th Time – Out-of-School-Suspension – 1 to 10 days pending expulsion

## **DISCIPLINE CHART**

### **Level 1 Infractions**

1. Failure to follow class rules and teacher expectations.
2. Failure to follow instructions from school personnel
3. Habitual offender - refer to Level 2 failure to comply (a habitual offender will have more than three level one infractions)

### **Level 1 Consequences**

Teacher discretion with documentation

### **Level 2 Infractions**

1. Improper dress (refer to dress code)
2. Public display of affection
3. Failure to comply with school personnel request
4. Sent to the office for disruptive behavior
5. Sleeping in class
6. Throwing objects of any kind
7. In the hallway without permission
8. Bus violation (in addition to loss of bus privileges)
9. Use of radios, TV's, stereo players, headsets, cassette recorders, pagers, cell phones, other electronic devices, skateboards or sliders during school hours.
10. Failure to serve teacher assigned detention
11. Parking and driving offense (in addition to legal penalties or loss of driving privileges)
12. Inappropriate behavior, language, or gesture
13. Teasing, bullying, and/or harassing other students
14. Habitual offender of these expectations (Either from the same teacher or a variety of teachers covering the same problems) Habitual offenders will start immediately at the 2nd Time consequence and are students that have more than three level two violations.

### **Level 2 Consequences**

1<sup>st</sup> Time – Friday School

2<sup>nd</sup> Time – Saturday School

3<sup>rd</sup> Time – In-School Suspension (ISS) – 1 to 3 days

4<sup>th</sup> Time – Out-of-School Suspension (OSS) – 1 to 3 days

5<sup>th</sup> Time – Out-of-School Suspension (OSS) - 3 to 5 days

6<sup>th</sup> Time – Out-of-School Suspension (OSS) – 5 to 10 days pending expulsion

### **Level 3 Infractions**

1. Possession of lighters or matches
2. Possession of tobacco products (Tobacco ticket by law enforcement if under 18)
3. Possession or use of materials deemed to be offensive or unsafe to other students and school personnel
4. Bullying, harassing, and/or hazing.
5. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel.
6. Minor damage and/or destruction of school property (restitution will be made)
7. Petty theft (to be determined after consultation with local authorities) of school or personal property. (Restitution will be required if stolen property is damaged or lost.
8. Possession of stolen property.

### **Level 3 Consequences**

- 1<sup>st</sup> Time – Out-of-School Suspension (OSS) – 1 to 3 days
- 2<sup>nd</sup> Time – Out-of-School Suspension (OSS) – 3 to 5 days
- 3<sup>rd</sup> Time – Out-of-School Suspension (OSS) – 5 to 10 days pending expulsion

### **Level 4 Infractions**

1. Fighting or provoking violence by gesture or words, including racial/ethnic slurs and objectionable epithets
2. Major damage and/or destruction of school or personal property (restitution will be made)
3. Any form of sexual harassment, racial harassment, religious harassment, hazing, intimidation, threatening and/or bullying.
4. Insubordination or disrespect to school personnel. Belligerent and/or profane refusal to comply with a school personnel request - gestured, verbal or written disrespect directed toward school personnel including profanity directed toward the teacher.
5. Habitual offender - 2nd Time Consequence
6. Any continued student misconduct under IC/substantial disobedience (20-33-8-14)

### **Level 4 Consequences**

- 1<sup>st</sup> Time – Out-of-School Suspension (OSS) – 3 to 5 days
- 2<sup>nd</sup> Time – Out-of-School Suspension (OSS) – 5 to 10 days pending expulsion

### **Level 5 Infractions**

1. Possession of any firearm or exploding devices such as fireworks
2. Possessing, handling, or transmitting a knife, an imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon
3. Possessing, using, selling or manufacturing drug paraphernalia as defined in Indiana Code
4. Knowingly possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, hallucinogenic drug, amphetamine, stimulant-depressant, barbiturate, marijuana, alcoholic beverage, inhalant drug, caffeine based pills, Phenylpropanolamine (PPA) intoxicant or any kind, or any item that closely resembles or is represented to be any of the foregoing items. Use of a drug authorized by medical prescriptions from a physician is not a violation of this subdivision. (All prescriptions are to be placed in the care of the nurse during the school day) No student is to carry any medication unless authorized by the school
5. Burglary or major theft (to be determined after consultation with local authorities)
6. False fire alarms, bomb threats, arson, or false calls to 911
7. Use, possession, sale or distribution of any dangerous or caustic material
8. Threats of physical assault on any school personnel
9. Vandalism of school or personal property (restitution will be made)
10. Felonies
11. Criminal law violation which constitutes danger to others or interference with school purpose or function
12. Indecent exposure
13. Any continued student misconduct under IC/substantial disobedience (20-33-8-14)

### **Level 5 Consequences**

- 1<sup>st</sup> Time – Out-of-School Suspension (OSS) – 5 to 10 days pending expulsion

### **GROUNDS FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event;
- d. During summer school.

**The Administration shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.** Students who have been suspended, expelled, or withdrawn may not be issued a driver's license or a learner's permit if they are less than eighteen (18) years of age and meet any of the following conditions:

- 1) Is a habitual truant under IC 20-33-2-11
- 2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- 3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-17.  
I.C. 20-8.1-5.1 - 1 et seq. 20 USC 3551

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a.) Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
  - b.) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor or room.
  - c.) Setting fire to or damaging any school building or property.
  - d.) Prevention of or attempting to prevent by physical act of convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e.) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause damage to private property, stealing or behaving in such a way as could cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision. Do not throw or propel objects such as snowballs, paper wads, coins, spitballs, or any other item that could injure someone or be a distraction to class or school activities.
4. Threatening or intimidating:
  - a. A person who communicates a threat to another person, with the intent:
    - That the other person engage in conduct against the other person's will;
    - That the other person be placed in fear of retaliation for a prior lawful act; or of causing a dwelling, a vehicle, a building, or another structure to be evacuated; commits intimidation, which is a Class A misdemeanor.
  - b. However, the offense is a Class D felony if:
    - The threat is to commit a forcible felony;
    - The person to whom the threat is communicated:
      - is a law enforcement officer;
      - is a judge or bailiff of any court;
      - is a witness (or the spouse or child of a witness) in any pending criminal proceeding against the person making the threat; or
      - is an employee of a school corporation;
  - c. The person has a prior unrelated conviction for an offense under this section concerning the same victim; or

- d. The threat is communicated using property, including electronic equipment or systems, of a school corporation or other governmental entity; and
  - e. Class C felony if, while committing it, the person draws or uses a deadly weapon.
  - f. "Threat" means an expression, by words or action, of an intention to:
    - unlawful injure the person threatened or another person, or damage property;
    - unlawful to subject a person to physical confinement or restraint;
    - commit a crime;
    - unlawfully withhold official action, or cause such withholding;
    - unlawfully withhold testimony or information with respect to another person's legal claim or defense, except for a reasonable claim for witness fees or expenses;
    - expose the person threatened to hatred contempt, disgrace or ridicule;
    - falsely harm the credit or business reputation of the person threatened; or cause the evacuation of a dwelling, a building, another structure, or a vehicle.
  - g. An individual who has reason to believe that a school employee has received a threat or is the victim of intimidation shall report that information.
  - h. If an individual who is required to make a report under this chapter is a member of the staff of a school, the individual shall make the report by immediately notifying the principal of the school that a school employee may have received a threat or may be the victim of intimidation.
  - i. An individual who has a duty under this chapter to report that a school employee may have received a threat or may be the victim of intimidation shall immediately make an oral report to the local law enforcement agency.
5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  6. Knowingly possessing, handling, transmitting, a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  7. Possessing, using, transmitting, or being under the influence of glue, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision. Students are not to bring over the counter medications, health products such as strength enhancing supplements, diet pills, caffeine pills, etc., would be in violation of school rules and could lead to suspension or expulsion from school.
  8. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  9. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function. Possessing any paraphernalia that is related to drugs or substance abuse.
  11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes of an educational function.
  12. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  14. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.

15. Violating or repeatedly violating any rules that are necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana Law, including but not limited to:
- a) engaging in sexual behavior on school property
  - b) disobedience of administrative authority;
  - c) willful absence or tardiness of students; A fourth truancy equals a recommendation for expulsion.
  - d) engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e) failure to attend Friday or Saturday school;
  - f) failing to tell the truth about any matter under investigation by school personnel;
  - g) possessing or using a laser pointer or similar device;
  - h) students are to abide by a "Hands Off" policy concerning public displays of affection on school grounds or at school activities
  - i) students are to refrain from writing, publishing or distributing any materials of an obscene nature on school grounds or at school activities;
  - j) students are expected to make every effort to prepare assignments given to them by teachers;
  - k) students must have permission from the Principal's office to leave the school and/or school grounds during the day (permission may be granted upon parental request);
  - l) students must have a pass from their teacher to leave a class during the day;
  - m) students are expected to report to school and class on time; unexcused tardiness will result in school disciplinary action;
  - n) students are not to bring squirt guns, water balloons or participate in any use of water as a disrupter; in addition, students are expected NOT to throw snowballs, ice balls, or to use snow or ice as a disrupter at any time;
  - o) students are required to be in authorized parts of the building at all times.
  - p) Possessing, using, or transmitting any substance that is represented to be or looks like a narcotic
  - q) drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind; (stated in #7)
  - r) possessing, using, transmitting, or being under the influence of caffeine-based substances, or stimulants of any kind, be available with or without a prescription.
  - s) use of profanity (written or verbal).
  - t) Students who engage themselves in an altercation, fighting, or any other means of arguing, or any student who provokes another to fight may be suspended out of school for five (5) days. When students are caught fighting, they may be referred to the police, which in turn will make a report of the incident and file battery charges.
16. Smoking is prohibited on school grounds and at any event sponsored by the school. The following action will be taken if students are caught smoking, or in possession of tobacco products or smoking materials, such as Rolling papers, lighters, etc.
- a.) 1st offense—one (1) to three (3) days out-of-school suspension
  - b.) 2nd offense—three (3) to five days out-of-school suspension
  - c.) 3rd offense—five (5) to ten (10) days suspension with recommendation for expulsion
- Students under 18 years of age who are caught smoking, or in possession of tobacco products, will be suspended from school and ticketed by our local law enforcement agency for each violation.
17. Using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purposes or an educational function.
18. Harassment of a student(s) by other students or any member of the staff is contrary to the School Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of a Federal or State Law. In addition to sexual harassment, which includes unwelcome

sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, offensive learning environment.

#### 19. POSSESSION OF A FIREARM.

Any student who brings a firearm to school shall be expelled for at least one (1) year. The length of this exclusion for firearms possession may be modified by a hearing examiner, the Superintendent, or the Board for reasons justified by the particular circumstances of the incident. The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms offense together with the name of the school, the number of students so expelled, and the types of weapons that were brought on District property. (20 USC 3351)

- a.) No student shall possess, handle or transmit any firearm on school property.
- b.) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any weapon described above any firearm muffler or firearm silencer, any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device, any weapon which will, or which may be readily converted to, expel or be projected by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter, any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- c.) The penalty for possession of a firearm: ten (10) days suspension and expulsion from school of one calendar year. The superintendent may reduce the length of an expulsion if the circumstances warrant such reduction.
- d.) The superintendent will notify the county prosecuting attorney's office when a student is expelled under this rule.

#### 20. POSSESSION OF A DEADLY WEAPON:

If the student brings a deadly weapon as defined in I.C. 35-41-1-8 on the Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, s/he shall be expelled for a period of not more than one (1) calendar year. The principal shall notify the law enforcement agency designated by the Prosecuting Attorney when a student possesses a firearm or deadly weapon on school property or a school-related activity.

The principal shall notify the Superintendent.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property. (20 USC 3351)

#### 21. DANGEROUS WEAPONS:

The School Board will not tolerate the possession of weapons, devices, instruments, materials, or substances animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury by anyone while on Corporation property, at a school-related event, or while in route to or from school on a school bus. (Policy 5610 defines grounds for suspension/expulsion and article (N) under 5610 covers Possession of a Firearm and article (O) under 5610 covers possession of a Deadly Weapon).

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on the dangers of dangerous weapons, which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

Incidents above shall be reported immediately to the parent or guardian and proper disciplinary action as provided in the Code of Conduct shall be taken and reported to the local law enforcement agency.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a Corporation employee or a visitor.

Anyone found possessing a firearm on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be charged with a felony. This restriction applies to those licensed to possess firearms other than law enforcement and authorized security officers as well as any employees who were previously allowed to possess a firearm. I.C. 35-47-9

In addition to the grounds listed for suspension and expulsion, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

An appeal to an expulsion shall be submitted to the Board.

The Superintendent shall develop administrative guidelines, which provide appropriate procedures for implementing this policy, and ensure compliance with applicable statutes.

### **EXPULSION PROCEDURES:**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **SUSPENSION PROCEDURES:**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented the student will be provided an opportunity to explain his or her conduct

2. The meeting shall precede suspension of the student except where the nature of the misconduct required immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

LEGAL REFERENCE: 10 U.S.C. 800, 20 U.S.C. 8002, I.C. 20.8.1-5.1-1 et seq.

### **INSPECTION OF DESKS, LOCKERS AND VEHICLES:**

- All lockers and desks made available for individual use on the school premises, such as lockers and desks located in the hallways, physical education and athletic dressing rooms or classrooms and offices are the property of the Shelbyville Central Schools. These lockers and desks are made available for individual use in storing school supplies, equipment and personal items necessary for use at school, but the lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.
- The individual's use of the locker and/or desk does not diminish the school corporation's ownership or control of the locker and/or desk. The school corporation retains the right to inspect the locker or desk and its contents to insure that the locker or desk is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain conditions, to attempt to locate lost or stolen materials, and to prevent the use of lockers to store prohibited or dangerous materials such as illegal drugs, alcohol, weapons, or educationally disruptive materials.
- A student who uses a locker or desk that is the property of the Shelbyville Central Schools is presumed to have no expectation of the privacy in that locker's or desk's content. (I.C. 20-33-8-32)
- Principals or their designee are authorized to inspect individual desks and lockers in a manner consistent with this policy and applicable Indiana statute. Upon the authorization of the Superintendent of Schools, inspection of individual desks and lockers may be conducted with the assistance of dogs under the control of a police agency.
- All vehicles located on the property of Shelbyville Central Schools are subject to inspections with the assistance of dogs under the control of a police agency upon authorization of the Superintendent of Schools. The owner or driver of any vehicle identified as potentially containing drugs or items that are forbidden by state statute will be requested to open the vehicle for the purpose of conducting a more detailed search.
- Individuals whose locker, desk or vehicle is found to contain prohibited or dangerous materials as defined in this policy may be found to have violated Shelbyville Central Schools policies adopted to ensure an appropriately safe educational atmosphere in the Shelbyville Central Schools. If it is determined one or more policies have been violated, the Shelbyville Central Schools will impose penalties accordingly.

## **STUDENT DRESS AND APPEARANCE**

The SHS dress code is designed as a guide for students and parents in determining what is appropriate for the school setting. The goal of the dress code is to maintain student comfort, to assure adequate health and safety of the student, and to provide a standard of appropriate appearance in which a disruption to the educational process is prevented. Student clothing and appearance should not draw undue attention from other students and faculty or cause a disruption to the normal routine of the school day. The school administration will make the final decision on the appropriateness of student dress and appearance.

### **GUIDELINES:**

1. Clothing which advertises, promotes or glorifies the use of alcohol, tobacco, illegal substances, or gang affiliation is not permissible.
2. Any item that contains writing, slogans, pictures or symbols that might cause misunderstanding, or relay vulgar suggestion, is not permissible.
3. Shorts, dresses and skirts must be worn at a reasonable length. Tight-fitting athletic, or jogging shorts are not acceptable at school or school functions.
4. Pants must be worn at waist level. No sagging pants are allowed.

5. No sleeveless shirts, dresses, blouses, etc. are to be worn to school. Sleeveless attire must have a shirt with sleeves underneath them if worn at school.
6. Clothing that exposes midriff sections is inappropriate for school.
7. Clothing that is made from see-through material such as mesh; fish net, etc. are not allowed in the school setting.
8. Students must wear proper foundation garments that should not be visible during the school day.
9. Hats, bandannas, visors, hoods, coats, sunglasses and other types of headwear are not to be worn in the school building.
10. Wallet chains, chain necklaces, and studded jewelry should not be worn during school hours.
11. Feet are to be covered with some form of safe footwear. House slippers should not be worn.
12. Coats and jackets should be kept in the student's locker.

If a student is deemed to be in violation of the dress code, then arrangements will be made for a change in clothing and consequences will be assigned from the discipline chart.

## **STUDENT DRIVING**

Any student who drives to school must register their vehicles in the office and register to be a part of the random drug-testing program. Students will receive a copy of the driving regulations upon registration. Driving privileges can be revoked for attendance, disciplinary, or academic reasons.

## **CELL PHONE USAGE CONTENT AND DISPLAY**

Students may use cell phones in the SHS cafeteria during their lunch time only. Unauthorized use of cell phones will result in the confiscation of the phone and disciplinary consequences assigned. Parent/guardian will be required to pick up confiscated cell phone at school. The use of cell phones for camera, video or pictures while on school property is prohibited and may result in disciplinary action.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined below, it is important for parents and students to be aware of the legal consequences should this occur in the Shelbyville Central School Corporation.

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

It is "child exploitation," a Class C felony under I.C.35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

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

"Sexual conduct" is defined by I.C. 35-42-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires for any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

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

"Sexting" is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law.

Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

## **CHEATING POLICY**

Cheating is defined as:

1. Offering another persons work as your own (i.e. a copied assignment, homework, plagiarism...)
2. Communicating quiz or test answers with another (including electronically)
3. Allowing another student to use your work
4. Using unauthorized materials during a quiz, test, or while working on an in class assignment or homework. (i.e. cheat sheets...)
5. Copying from others during a quiz, test, homework, or an in-class assignment.

The consequences for a student that is caught cheating are:

- 1<sup>st</sup> Violation: Referral filed in office  
Parents contacted by the teacher  
No credit for the assignment/homework/test/quiz  
Possible exclusion from honor society and leadership positions
- 2<sup>nd</sup> Violation: Referral to office for a Saturday school  
Parents contacted by administration  
Removal from honor society and leadership positions  
No credit for assignment/homework/test/quiz
- 3<sup>rd</sup> Violation: Referral to office for suspension from school for 3-5 days  
Conference with student, parents, administration, and guidance counselor  
No credit for assignment/homework/test/quiz

Any further Violations: Student will be referred to the office for consideration of removal from the class for the remainder of the semester in which the current violation took place. The student will receive a grade of "WF". If a student is carrying less than five (5) credit classes in a semester, then expulsion will be recommended.

## **BULLY PROVISION**

Shelbyville High School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying. For purposes of this policy and per state law, bullying means overt, repeated acts or gestures, including:

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

Bullying is prohibited when:

- on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

Parents or students who suspect that acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

Consequences for Bullying can be found in the discipline chart of the student handbook.

## **STUDENT HARASSMENT**

Harassment of student(s) by other students or any member of the staff is contrary to the Shelbyville Central Schools' commitment to provide a physically and emotionally safe environment in which to learn, and may be a violation of federal and state law.

Sexual harassment is any unwelcome verbal or physical contact, which may have a sexual connotation and creates a hostile, intimidating, or offensive learning environment. Students are to report any incidence of harassing behavior from a fellow student, staff member, or school visitor. Reports may be made to any school personnel the student feels comfortable talking with. If the student feels that appropriate action has not been taken, the student should contact the building principal.

Care will be taken to protect the reporting student from future embarrassment or intimidation. All reports are to be investigated promptly.

Sexual Harassment Compliance Officer

Mary Harper, Assistant Superintendent

803 St. Joseph Street

Shelbyville, Indiana 46176

(317) 392-2505

## **RESOLVING DIFFERENCES AT SCHOOL**

When experiencing differences between the home and school, a student and/or parent is strongly encouraged to contact their teacher, or coach to discuss the situation and see the other person's point of view. This reflects the intent of the school board. If the difficulty is not resolved with the teacher or coach, the student and/or parent should then contact the principal or assistant principal of the building. If the difficulty is not resolved, the student and/or parent should then contact the superintendent of schools. If the difficulty is not resolved the student and/or parent should then contact the superintendent's office and ask to be placed on the agenda of the next school board meeting.

## **BUS CONDUCT AND SAFETY RULES**

The Bus Conduct and Safety Rules are designed to promote safety on the school bus at all times. The safety of all students is our top priority. Therefore, each student is expected to cooperate fully by always obeying the rules.

The authority of the bus driver, who is in charge of the bus, will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

School bus transportation is a privilege and is not guaranteed to you by law. If a student chooses to disobey or violate any of the safety and conduct rules, transportation services may be taken away. If transportation privileges are denied, the parents or guardians are responsible for getting the student to and from school.

Students should be aware that all school rules apply at the bus stop or on the bus.

### **TRANSPORTATION GENERAL POLICY**

It is the intentions of the Shelbyville Central School to comply with all local, state and federal laws which are applicable.

Any statutes, rules or regulations now in effect in the State of Indiana or to come in effect during the term of this policy or regulations shall supersede the provisions herein. The Shelbyville Central Schools recognizes the rights and dignity of each individual and will provide equal employment opportunities without regard to race, religion, national origin, age or sex.

Thank you for doing your part for safety's sake. When you obey the rules you keep the privilege of riding the bus and it is a safer ride for everyone. When you disobey the rules you could cause an accident and you could be denied the use of the school bus to get to and from school.

# **EXTRACURRICULAR PARTICIPATION**

## **PARTICIPATION**

Participation in high school athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Extracurricular Participation Code of Conduct established by the extracurricular committee approved by the Shelbyville Central School Board. The head coach at the start of the season will conduct a parent meeting and go over team expectations. It is the athlete's duty to conduct himself/herself in a manner that is becoming to the athlete, his/her family, Shelbyville High School and community. Please refer to the Athletic Handbook for Student Athletics when needing information and guidelines for IHSAA rules and competition in athletics at Shelbyville High School.

## **INTRODUCTION TO EXTRACURRICULAR ACTIVITIES**

Shelbyville High School believes that students should be involved in school activities. Studies have shown that when a student is involved in an extracurricular activity associated with the school, students are more successful in the classroom. Participation in any of these activities is a privilege. The listing that follows is some of the organizations in which students may be involved at Shelbyville High School:

ACADEMIC TEAM.	ART GUILD
GUITAR CLUB	TRI-M MUSIC HONOR SOCIETY
FELLOWSHIP OF CHRISTIAN ATHLETES	ANIME CLUB
FRENCH CLUB	FUTURE EDUCATORS IN ACTION
ROBOTICS TEAM	JAPANESE CLUB
LATIN CLUB	DRAMA CLUB
NATIONAL HONOR SOCIETY	S.A.D.D.
SPANISH CLUB	STUDENT COUNCIL
FAMILY, CAREER AND COMMUNITY	EARTH CLUB
LEADERS OF AMERICA	

Other clubs have existed but currently are not functioning. New clubs may be given consideration. If there is a club that you would like to start, see the principal on how to start a new club.

## **CO-CURRICULAR MUSIC PERFORMANCE ORGANIZATIONS**

MARCHING BAND	MARCHING BAND GUARD
BASKETBALL PEP BAND	JAZZ BAND
MUSICAL PIT ENSEMBLE	SHOW CHOIR BACK-UP BAND
CHAMBER MUSIC	

## **VOCATIONAL EDUCATION CLUBS**

The clubs listed below are available to students who are enrolled in programs at Blue River Career Center in their junior and/or senior year(s).

- BUSINESS PROFESSIONALS OF AMERICA (BPA)
- DISTRIBUTIVE EDUCATION CLUBS OF AMERICA (DECA)
- HEALTH OCCUPATION STUDENTS OF AMERICA (HOSA)
- VICA (BUILDING TRADES)
- VICA (AUTO REPAIR)

## **ATHLETIC TEAMS**

Shelbyville High School is a member of the Indiana High School Athletic Association and the Hoosier Heritage Conference. Students are expected to follow the Athletic Code of Conduct to be a member of a team.

<u>Boys' Fall Sports</u>	<u>Girls' Fall Sports</u>	<u>Boys' Winter Sports</u>	<u>Girls' Winter Sports</u>
Cross Country	Cross Country	Basketball	Basketball
Football	Golf	Swimming	Swimming
Soccer	Soccer	Wrestling	Gymnastics
Tennis	Volleyball	Bowling	Bowling
	Cheerleading		Cheerleading
<u>Boys' Spring Sports</u>	<u>Girls' Spring Sports</u>		
Baseball	Softball		
Golf	Tennis		
Track	Track		

More information can be obtained about all clubs, sports and organizations by visiting Shelbyville High School's website that can be found at: [www.shelbycs.org/hs/](http://www.shelbycs.org/hs/)

## **GENERAL GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

- Our extracurricular activities, athletics, band and other events at Shelbyville High School have a long, deep, and rich heritage. Our students represent their particular activity, but also their school, community, and themselves. As you participate, please remember that you have a responsibility, and that is to participate to the best of your ability and fully enjoy the privilege of participation as a member of one the Golden Bear extracurricular activities. Participants are held to a high standard because the mission of the school is represented through their participation. It is with this in mind that an extracurricular participation code is placed in effect.
- This extracurricular participation code is in effect 365 days a year and students affected by this code are ALL STUDENT ATHLETES, CHEERLEADERS, STUDENT MANAGERS, BAND MEMBERS MAJORETTES, CHOIR MEMBERS, VARIETY SHOW PARTICIPANTS, MAY FESTIVAL PARTICIPANTS, STUDENT COUNCIL MEMBERS, ACADEMIC TEAM MEMBERS, HOMECOMING COURT MEMBERS, PROM COURT MEMBERS AND MAY COURT MEMBERS.
- Regular school dress is required for extracurricular events.
- Students are expected to ride to and from school-sponsored events on school-sponsored transportation. The sponsor, coach or administrator must clear all exceptions.
- To remain eligible for any extracurricular activity, students must maintain passing grades in at least five (5) full-credit courses.
- Participation and rehearsals outside the school day for drama production, musicals, Marching Band, Pep Band, Pit Band, Show Choir Band, stage crew, Girl's Show Choir, and Mixed Show Choir (Synergy) are considered extra curricular. These activities are subject to the extracurricular participation code.
- There are performance expectations beyond the scope of the school day for the Beginning, Intermediate, and Advanced Concert Bands as well as Beginning, Intermediate, and Advanced Choruses. Students are expected to participate in these performances for class credit. Required performances for these Music Department performing groups will be announced at the beginning of the school year. Typically, they are held at various times throughout the year in the fall, winter, and spring. These requirements include, but are not limited to seasonal concerts and performances at the IMEA and ISSMA organizational festivals.

## **EXTRACURRICULAR PARTICIPATION CODE**

You have a choice regarding your behavior. If you choose to disregard the extracurricular participation code outlined in this document, the coach, sponsor and administration will enforce the following:

### **A. MINOR VIOLATION**

1. Any disciplinary problems that would cause a student to be placed in Saturday school or In-School-Suspension (ISS).
  - a. If a student is placed in Saturday school or ISS, that student would be ineligible for extracurricular participation in contests, games or events until the Saturday school or ISS is served.

2. Any behavior that is deemed unacceptable by the coach/sponsor and administration/athletic director will be handled on an individual basis.

3. Hazing/bullying

#### B. MAJOR VIOLATION

Any of the items below will be considered a major violation of the extracurricular participation code:

1. Possession and/or use of tobacco of any form.

2. Possession and/or use of alcoholic beverages of any form.

3. Possession and/or use of drugs except doctor's prescription. (This includes excessive usage as defined by the US Food and Drug Administration of caffeine based products.)

4. Behavior which could result in suspension or expulsion from school.

5. Hazing/bullying

6. Any behavior that is deemed unacceptable by the coach/sponsor and administration/athletic director will be handled on an individual basis.

#### PENALTIES

1. First violation - The first violation will result in suspension from not less than 20% of the scheduled activities for the extracurricular activity following the violation.

2. Second violation- The second violation will result in suspension from 50% of the scheduled activities for the extracurricular activity following the violation.

For both the first and second major violation the following will be in effect:

a. Summer school does not count in the suspension

b. Suspension begins immediately after an administrator has informed the student of the violation.

c. If the violation is for the use of illegal substances (excluding nicotine) the student will be required to attend a school approved counseling program. The program must be approved in advance and paid for by the parents/guardians. The student must also provide the school with a negative drug screen from an approved lab and the drug screen will also be at the expense for the parent/guardian. Both of these items must be turned in to the school before the student is allowed to return to any extracurricular activities.

d. A student, who is guilty of a first or second major violation, must try out for the team before the first scheduled activity in order to apply the suspensions for that sport.

e. If the 20% or 50% suspension cannot be fulfilled during the current extra-curricular activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate.

f. The student athlete must complete the entire season in good standing for the penalty to count as served.

3. Third violation - The third violation will result in permanent expulsion from all extracurricular activities previously stated for the remainder of the high school career. However, a student may request reinstatement after 365 days by appealing to the principal, athletic director and appropriate coach or sponsor.

4. Any behavior that results in disciplinary action through the school resulting in suspension, alternative to expulsion, an expellable offense or conduct that is detrimental to the activity, may result in dismissal from any extracurricular or co-curricular activity at the discretion of the coach or sponsor.

Students involved in two or more activities at the time of violation will be suspended from both activities. To be eligible to participate in the above activities, a student must be passing five solid subjects based on the last grading period with semester grades taking precedence over nine weeks grades. If ineligible, the ineligibility period will be in effect until report cards are issued for the next grading period. Individual coaches/sponsors may have more stringent academic standards on file.

#### PRACTICE POLICY

1. If a student is ineligible due to grades, it will be the coaches/sponsors discretion if the student will be allowed to participate in the practice until midterm grades are released, and at that time the student must be passing at least 5 solids. If the student is not passing at midterms, the coach or sponsor may dismiss the student from the practices.

2. If a student is ineligible due to an extracurricular code violation the student will be allowed to practice with the team during the time they are ineligible.

## **DRUG TESTING**

This program will not affect the policies, practices, or rights of the School Corporation in dealing with drug and/or alcohol possession or use where reasonable suspicion is obtained by means other than random sampling provided herein. Shelbyville Central also reserves the right to request the parent of any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage to permit testing, or deny drug testing to a student and follow current practices as outlined in the Due Process Procedures.

### **DRUG USE PREVENTION**

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community.

For purposes of this policy, "drugs" shall mean:

1. All dangerous controlled substances as so designated and prohibited by Indiana statute;
2. All alcoholic beverages;
3. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy;
4. Anabolic steroids;
5. Any "look-alike" substances;
6. Any other illegal substances so designated and prohibited by law.
7. All caffeine based pills or stimulants.

The Board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on Corporation property or at any school-related event. It further established a drug-free zone within 1,000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. Emphasize the prevention of drug use;
- B. Provide for comprehensive age-appropriate, developmentally based drug alcohol education and prevention program which:
  1. Addresses the legal, social, psychological, and health consequences of drug and alcohol use; and
  2. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol; and
  3. Assists students to develop skills to make responsible decisions about substance abuse and other important issues; and
  4. Promotes positive emotional health, self-esteem, and respect for one's body; and
  5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. Provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity.
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanction may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs approved in advance by the school.

- F. Provide information about any drug and alcohol counseling and rehabilitation and re-entry programs available to students and their parents. Provide the procedures to direct students and their parents to the appropriate program;
- G. Requests that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;

- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the corporation's policy and administrative guidelines on search and seizure are complied with fully.

### **ACHIEVABLE GOALS, BOUNDARIES, AND LIMITS OF THE PROGRAM**

This education and testing program is intended as a helpful part of the overall physical and mental educational programs of the Shelbyville Central Schools. It is intended as a medical diagnostic aid in disclosing possible drug-related problems and as an extension of our educational substances abuse programs. Continuing substance abuse obviously is inconsistent with participation in school and the program includes appropriate procedures for dealing with any such problems. Additionally, students can voluntarily and confidentially report personally observed drug transactions. The curriculum will cover all grade levels and teach and reinforce the substance abuse free schools' message.

### **OBJECTIVE FACTS LEADING TO REASONABLE CONCERN**

The results of a recent study conducted by a local judge suggest that there is a drug and alcohol problem in the schools in Shelby County.

The impact of the study of the statistics directly affects the mission of Shelbyville Central. On a daily basis, attitudes and achievement of students are negatively impacted. Trying to teach a dulled and passive mind is a nearly fruitless endeavor. Appropriate amounts and rates of learning cannot occur when a mind fed by substance-filled blood is present.

SUBSTANCE ABUSE IS ILLEGAL. It is a danger to physical health. It is an insurmountable obstacle to learning.

### **SCHOOL AND COMMUNITY PARTNERSHIP**

The elimination of drug and alcohol abuse is the goal of this program. Due to the objective facts described above, and considering the established need to identify effective alternatives to address the problem more effectively, the substance abuse problem at Shelbyville Central needs to be comprehensively addressed in order to insure the health and the safety of our students. A substance-abuse free environment must be the stated goal of the Corporation, and the support and cooperation of the entire community is essential if the goal is to be realized.

### **OBLIGATION TO GOVERN THE MEDICAL CONDITION OF STUDENTS**

Indiana Code 20-8.1-7 sets out health measures to be governed by school officials. Most specifically, IC 20-8.1-7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### **USE MADE OF RESULTS**

The PURPOSE of this program is to IDENTIFY A STUDENT WITH DRUG RESIDUES IN HIS/HER BODY, TO PROVIDE NOTIFICATION TO THE CUSTODIAL PARENT(S)/GUARDIAN(S), AND TO EDUCATE, HELP AND DIRECT STUDENTS AWAY FROM DRUG AND ALCOHOL ABUSE AND TOWARD A HEALTHY, SAFE, AND DRUG FREE PARTICIPATION IN SCHOOL ACTIVITIES.

A toxicology firm selected by the School Board will be used to conduct the testing and to provide the training for those who will supervise the program.

In the event that the student tests positive he/she, along with the custodial parent (s) guardian (s), will meet with an administrator. During this meeting the positive testing will be reported to the student and parent(s)/guardian(s). The student and the parent (s)/guardian(s) will be told the consequences for their student having tested positive.

### **PROCEDURE**

Students in grades 9 through 12 and his/her parent or guardian must sign a drug testing waiver form for the student to be eligible to participate in any one (1) or combination of the following:

- A. On a voluntary basis.
- B. Drive a car to school.
- C. All extra-curricular activities including athletics, cheerleaders (female/male), student managers, band members, majorettes, choir members, variety show participants, May Festival participants, student council members, academic team members, Homecoming Court members, Prom Court

members, May Court members, and members of the other school sanctioned clubs. These rules are in effect at any time of the entire year even though the individual(s) may not be participating in an extra-curricular activity at the time of the violation.

All of these activities require that a student be at his/her best and chemical-free in order to provide a safe environment not only for themselves, but also for other students who potentially could be affected. A urine specimen will be given on site and will involve supervision by an assistant principal and the school nurse.

The test result will remain confidential. Only the principal and the assistant principals along with the student and his/her parent(s) or guardian(s) will know the results.

If the student tests positive, he/she, along with the parent(s), will meet with the principal or assistant principal. During this meeting the administrator will explain to the student and the parent(s)/guardian(s) that the student will be penalized according to the Extra-Curricular Participation rules described in the High School Student Handbook. The administrator will encourage the parent(s)/guardian(s) to seek professional help for the student.

### **CHAIN OF CUSTODY**

- A. A school administrator will send for the student. The student should bring all materials with him/her to the test site and should not be allowed to go to his/her locker before entering the testing area.
- B. Once at the testing site, the student must sign in and, as soon as called by the nurse, provide a urine specimen.
- C. The nurse will give each student being tested a specimen bottle. At the time the student will sign a verification form indicating the bottle is untainted. The bottle will remain in the student's possession until the nurse places a seal upon the bottle. The student and nurse will sign that the specimen has been sealed. The seal may be broken or opened by only the lab testing the specimen.
- D. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be tested again as soon as possible. The student will remain eligible until tested positive.
- E. The students will enter the restroom designated by the nurse. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed with the student by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.
- F. The specimen will be transported to the testing laboratory by the lab personnel. The testing laboratory will report the results to the principal.

### **PENALTIES:**

1. First violation - The first violation will result in suspension from not less than 20% of the scheduled activities for the extra-curricular activity following the violation.
2. Second violation - The second violation will result in suspension from 50% of the scheduled activities for the extra-curricular activity following the violation.

For both the first and second major violation the following will be in effect:

- a. Suspensions will include driving to school
- b. Summer school does not count in the suspension
- c. Suspension begins immediately after an administrator has informed the student of the violation.
- d. If the violation is for the use of illegal substances (excluding nicotine) the student will be required to attend a school approved counseling program. The program must be approved in advance and paid for by the parents/guardians. The student must also provide the school with a negative drug screen from an approved lab and the drug screen will also be at the expense for the parent/guardian. Both of these items must be turned in to the school before the student is allowed to return to any extra-curricular activities.
- e. A student, who is guilty of a first or second major violation, must try out for the team before the first scheduled activity in order to apply the suspensions for that sport.

- f. If the 20% or 50% suspension cannot be fulfilled during the current extra-curricular activity due to the activity ending, the suspension will carry over into the next activity in which the student chooses to participate.
3. Third violation - The third violation will result in permanent expulsion from all extracurricular activities previously stated for the remainder of the high school career. However, a student may request reinstatement after 365 days by appealing to the principal and appropriate sponsor or sponsors.

### **POSITIVE TEST RESULTS AND APPEAL**

In the event a student tests positive, he/she, along with the parent(s)/guardian(s), will meet with the school administrator. During this meeting the positive testing will be reported to the student and the parent(s)/guardian(s). The student and the parent(s)/guardian(s) will also be told that a restriction from driving to and from school and participation in the extra-curricular activities previously listed. The severity of the penalty will be in accordance with the Extracurricular Code. The student will be tested at the end of the restriction from activities at the cost of the parent(s)/guardian(s).

The student or his/her parent(s)/guardian(s) may appeal by requesting that the urine sample be tested again by the lab at a cost to the student or his/her parent(s)/guardian(s) (if the student tests positive again).

Multiple positive results from testing are indicative of continued substance use and will mean that the student will be referred for professional evaluation paid by the parent(s)/guardian(s). The student will not be allowed to return to the restricted program(s) until professional evaluation and treatments are completed and another drug test, at the parent(s)/guardian(s) expense, indicates that the student is drug free.

### **TEST RESULTS REPORTING PROCEDURE**

The program seeks to provide needed help for students who test "positive." The school will also administer discipline in accordance with the School Board policy. The "safety factor" will be the primary reason for restricting students from participating in activities.

In this program, the Shelbyville High School administration will be notified by the testing lab of a student testing "positive," and the administrator will notify the parent(s)/guardian(s) and the student (in person). The meeting will occur in the administrator's school building/office. The administrator will provide the parent(s)/guardian(s) with the names of agencies that can be of help to the student. The administrator will notify the student and parent(s)/guardian(s) of any disciplinary action, based on the policies/procedures as outlined in the Shelbyville High School Student Handbook (The Beacon). Information on a "positive" test result will only be shared on a "need-to-know" basis such as teachers, sponsors, coaches, athletic director, etc. The result of a drug test that returns "negative" will be kept confidential to protect the identity of all students being tested.

### **STUDENT REPORTING PROCEDURE**

In the event that a student desires to report anonymously the personally observed use of drugs or other chemical substances by another student, it is recommended that the following procedure be used.

- A. The student may go to any guidance counselor with the concern.
- B. If a guidance counselor is contacted, the counselor will contact the principal or assistant principal with the reported information concerning personally-observed use of drugs or any other chemical by another student.
- C. The assistant principal will contact the student's parent(s)/guardian(s) with the information that was observed personally by the student, and the assistant principal will recommend to the parent(s)/guardian(s) that the student be tested through the Shelbyville Central Schools Drug Testing program. The school will request a copy of the test results and, if the test results are "positive," counseling agencies will be recommended to help the student and the parent(s)/guardian(s) with treatment alternatives. No penalty will be enforced when a student is reported anonymously.

OUR GOAL, WITH THE HELP OF THE PARENT(S)/GUARDIAN(S), STUDENTS AND THE SCHOOL STAFF WORKING TOGETHER, IS THAT OUR SCHOOL ENVIRONMENT BE DRUG-FREE.

## **MISCELLANEOUS DRUG TESTING INFORMATION**

Students involved in two or more activities at the time of the violation will be suspended from both activities.

The selection of students to be tested will be done randomly from time to time during the school year. Each student will be assigned a number and that number will be placed in a box when testing is to occur. The toxicology firm will draw the student numbers required for that testing.

No student will be given advance notice or early warning of the testing. In addition, a strict chain-of-custody will be enforced to eliminate invalid tests or outside influences.

All students will remain under school supervision until they have produced an adequate specimen. If they cannot produce a specimen, the student will be given one (1) eight (8) ounce glass of water. If they still are unable to produce a specimen within two (2) hours, they will be taken to the office and told that they are not longer eligible for the three (3) activities/privileges referred to earlier. In addition, parents will be telephoned and informed that the student is being uncooperative in the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.

All specimens registering below 90.5 degrees or above 99.80 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine sample by temperature. If this occurs, the student must give another sample.

If it is proven that tampering or cheating has occurred during the testing, the student will become ineligible for all the items previously listed for one calendar year. This will be reported to the parents.

Urine specimens that are found to be diluted will be judged invalid and the student will be re-tested as soon as possible.

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the testing area. The nurse or the administrator must time and sign the pass.

## **ACADEMIC INFORMATION**

### **SEMESTER GRADES**

- Each 9 weeks grade is counted as 40% of the semester grade. The semester exam will be counted as 20% of the semester grade.
- All grades transferred to Shelbyville High School will be recorded on the regular grading scale.
- Classes taken in summer school prior to entering the 9th grade will be recorded on the regular grading scale.

### **GRADING SYSTEM**

"I"	Incomplete
"WF"	Withdrawn failure
"AU"	Audit
"P"	Pass
"F"	Fail
A	Excellent
B	Good
C	Average
D	Poor
F	Failure

## **GRADING SCALE**

<u>GRADE</u>	<u>PERCENT</u>	<u>A.P.*</u>	<u>REGULAR*</u>
A+	99-100	5.33	4.33
A	93-98	5.00	4.00
A-	90-92	4.67	3.67
B+	88-89	4.33	3.33
B	83-87	4.00	3.00
B-	80-82	3.67	2.67
C+	78-79	3.33	2.33
C	73-77	3.00	2.00
C-	70-72	2.67	1.67
D+	68-69	2.33	1.33
D	63-67	2.00	1.00
D-	60-62	1.67	0.67
F	00-59	0.00	0.00

\*INDICATES INDEX FOR GUIDANCE USE ONLY IN DETERMINING GPA AND CLASS RANK. GRADES ARE BASED ON A 4-POINT SCALE. SEE COURSE GUIDE FOR INFORMATION ON WEIGHTED CLASSES THAT USE THE A.P. INDEX.

- This is a mandatory grading scale to be used by all teachers or all courses.
- Teachers are required to contact a parent/guardian if the student is failing a class.

## **COMPENSATION FOR 7 CLASSES**

For each semester that a student successfully completes seven classes, one point will be added to the total index points before the GPA is calculated by dividing by the number of credits attempted. This will compensate students who wish to take a class in lieu of a study hall. The class must be taken at S.H.S during the semester it is counted.

## **COMMENCEMENT REQUIREMENTS AND SENIOR ACTIVITIES**

Students must successfully complete all of the state and local requirements approved by the Shelbyville Central Schools Board of Education before they are allowed to participate in Commencement Exercises. If a student is unable to complete the required number of credits prior to graduation due to a medical or emergency situation, they may apply, to the principal for a waiver. The Shelbyville Board of Education, upon the recommendation of the high school principal, will make the final determination.

## **GRADUATION REQUIREMENTS**

Students can find the requirements for all the different courses of study in the Shelbyville High School Course Guide or online at [www.shelbycs.org/hs/guidance/courseguide.htm](http://www.shelbycs.org/hs/guidance/courseguide.htm)

## **GRADUATION REQUIREMENTS**

It shall be the policy of the School Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of Corporation goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this Corporation who meets the requirements of graduation established by this Board as provided by the State.

There shall be only one (1) diploma awarded by this Corporation and no distinctions shall be made between various programs of instruction. Exceptions shall be made for students who meet the State requirements for an Honors Diploma.

Special education students who properly complete the programs specified in their I.E.P. and have received the recommendation of the Case Conference may participate in graduation activities and shall be awarded either a diploma or a certificate of completion.

Commencement exercises will include those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

## **BLUE RIVER CAREER PROGRAMS**

Students attending Blue River Career Programs must normally be of a junior or senior class ranking. Freshmen and Sophomore students may be enrolled in selected programs provided that they meet the eligibility criteria.

## **CREDIT RECOVERY PROGRAM**

Students who have attempted and failed a required course may be able to make up the course through the credit recovery program in order to stay on track to graduate. This program may be available to students under special circumstances with administrative approval.

- A maximum of 3 credits can be obtained per semester.
- Students will work independently on their coursework using the computer-based, self-paced software.
- Students will return to Study Hall upon completion of their credits; therefore, they are not allowed to be scheduled in Study Hall and Credit Lab in the same semester.

# **ACADEMIC RECOGNITION**

## **SCHOLARSHIPS AND AWARDS**

Many awards and scholarships are offered by school and community organizations on an annual basis. Students are encouraged to make themselves aware of these awards and scholarships by consulting with their counselors and reviewing the guidance bulletin board outside the guidance office.

## **HONOR ROLL**

At the end of each nine weeks grading period and at the end of each semester, students who meet the following requirements are placed on one of the following Honor Rolls:

1. Superior Honor Roll = No grade lower than an "A-" for the grading period
2. Honor Roll = No grade lower than a "B-" for the grading period

A grade of "B" or "C" in a weighted course is equivalent to an "A" or "B" in determining the honor roll.

## **TOP TEN AWARDS**

Academic plaques will be presented annually to the ten highest academically ranked students in each of the four classes.

## **DEPARTMENTAL AWARDS**

Each curricular department of the high school will annually award a trophy to the outstanding student in that department.

## **ACADEMIC LETTER FOR ACADEMIC TEAM MEMBERS**

An academic letter will be granted to an Academic Team member who, by the end of the junior year (6<sup>th</sup> semester), has participated in at least two different squads each year, or, by the end of the senior year, has participated in at least one squad per year. If an Academic Team member has received an academic "S" for another reason, a second letter will not be issued. One letter will represent all types of academic achievement.

## **ACADEMIC LETTER "S"**

An Academic Letter "S" will be awarded to those students who earn all "A's" for the first semester and all "A's" (no "B's") for the first grading period of the second semester. \*\*A grade of a "B" in an AP course is the equivalent of an "A" on the school's grading scale.\*\* Members of the Academic Team and members of the National Honor Society will also receive this award. The letter "S" will be presented to the student the first time he/she achieves this honor. The student will receive additional academic pins if he/she achieves a second or third honor.

## **VALEDICTORY AWARD**

The Valedictory Award is presented annually to the senior having the highest four-year grade point average (calculated to the third decimal place) after eight semesters. Shelbyville High School will award multiple Valedictory Awards should more than one student achieve the same grade point average when calculated to the third decimal place. The recognition consists of a scholarship medal and the honor of the recipient's name being engraved on a plaque, which hangs on a wall near the main entrance of Shelbyville High School.

## **SALUTATORY AWARD**

The Salutatory Award is presented annually to the senior having the second highest four-year grade point average (calculated to the third decimal place) after eight semesters. Shelbyville High School will award multiple Salutatory Awards should more than one student achieve the same grade point average when calculated to the third decimal place. The recognition consists of a scholarship medal and the honor of the recipient's name being engraved on a plaque, which hangs on a wall near the main entrance of Shelbyville High School.

## **NATIONAL HONOR SOCIETY**

Candidates for the National Honor Society will be selected by the following procedure:

1. The selection process will begin in the spring. Juniors and seniors with a 3.5 GPA accumulation (based on 5 semesters and 7 semesters respectively) and who have been students at Shelbyville High School for a minimum of one (1) year will be notified of their academic eligibility. These standards must be maintained through graduation. Each of the eligible candidates will receive a Student Activity Information Form. The candidate will list his/her high school activities and office to date. School and community service will also be listed (community service and/or activity will be verified by an adult connected with that activity). This activity form is vital because the candidate's service and leadership will be determined by the information listed. Part of the selection process will include returning the form by the deadline listed. Since this will be listed as part of the instructions, it will fulfill the character trait of responsibility. Candidates should understand that these surveys are not application for membership, and that review of information gathered does not guarantee selection. Students who fall below the required GPA of 3.5 will be put on probation for a six-week period. If the student fails to meet the required GPA a second time, they will be dismissed from the National Honor Society.
2. Each faculty member will receive a confidential list of all students who are academically eligible. They will be requested to inform the faculty advisor(s) of anyone who they feel does not meet any of the four criteria necessary for becoming a member of the NHS. The faculty member may submit his/her objection to any candidate in writing, and the conduct or behavior which is the basis of this objection, must have been documented either by a formal Student Discipline form or by informal means (documented grade deduction, detention, telephone call to parents, etc.).
3. The NHS faculty council (along with Vice Principal(s) and/or Principal) will meet in order to evaluate the candidates' activity forms and any letters submitted by faculty members. Only students who have met all four criteria, scholarship, leadership, character, and service will be selected. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.
4. All candidates will receive a letter either a) informing them of their selection to the S.H.S. NHS or b) informing them of their non-selection at this time. Those not selected will receive suggestions and advice explaining what they may do to be considered next year.

## **COUNSELING SERVICES**

The Counseling Department is available to provide career, academic, and personal crisis counseling to all SHS students.

Counselors will meet with each student at least once per year to assist in developing his/her academic program.

All scheduling and class changes must be arranged and approved by the Counseling Department and the parents of the involved student.

Representatives from colleges, vocational schools, armed services and industries may visit the Counseling Office during the school day to speak to interested students. Parents are welcome to meet with them.

Scholarship information and applications for students interested in a post-secondary education are available in the Counseling Office and on the school website.

## **SCHEDULE CHANGE POLICY**

The timeline for schedule changes is as follows:

During the first week of a school semester students may change their schedules only with the written approval of the teacher of the current course, the teacher of the new course, a guidance counselor, and a parent.

The reasons for schedule changes are as follows:

1. To meet a graduation requirement (i.e., make up a failed course)
2. To meet a documented college admission requirement. (Written documentation must be provided.)
3. A medical reason verified by a detailed, written medical doctor's report.
4. By teacher recommendation that the class is inappropriate for the student.

After the first week of a school semester, students may change their schedules only with the written approval of the student services team, 504 committee, and/or special education case conference committee.

Anyone who wishes to change classes without the written approval of those listed above will receive a "WF" for the course. Only one (1) study hall is permitted per semester.

## **FINAL EXAM POLICY**

### **GENERAL POLICY**

1. All courses are required to give a final exam or an alternative assessment at the end of the semester. These exams or assessments are to be given during dates and times determined by the principal.
2. All courses are required to give a final exam or alternative assessment at the end of the spring semester. These exams or assessments are to be given during dates and times determined by the principal. However, under certain circumstances, the Core 40 end-of-course assessment (ECA) or an AP exam may be used to replace the final exam requirement. Senior students are also offered a spring semester final exam exemption incentive.
3. The Indiana Department of Education will be instituting the Core 40 ECA's for certain Core 40 classes each year. All students will be required to take the Core 40 ECA's in the designated courses. Senior students will not be allowed to use the finals exemption policy to waive Core 40 testing requirements. The Core 40 test will be given in the spring. Students who pass the Core 40 ECA will waive their spring final exam in that course. Students who qualify to be exempt from a final exam may elect to take the final if they hope to improve their semester grade. However, any grade received will still be used to compute semester grades.
4. Students who take and advanced placement (AP) course will be required to take both a fall and spring semester final exam. Senior students will not be allowed to use the final exemption policy to waive AP course finals. However, students who take the AP exam \* in the spring semester are exempt from taking the semester final for that course if they have no lower than an "80%" for each grading period during the second semester. The AP exam will replace the AP instructor's final exam. Students who do not take an AP exam that is funded by the state of Indiana (AP Calculus, AP Physics, AP Biology, AP Chemistry, AP Environmental Science) will not be eligible for the weighted grade (one point) that is given to AP courses. Additionally, the student will also be required to take the instructor's final exam. Students who qualify to be exempt from a final exam may elect to take the final if they hope to improve their semester grade. However, any grade received will still be used to compute semester grades. The ACP-Indiana University Final exam in Calculus will be treated as an AP exam.
5. Certain courses may assess student learning in a different format than a written final exam;
  - a) Core 40 courses that are not identified as academic core classes required for a Core 40 diploma (courses considered non-college prep)
  - b) Courses not listed in #8
6. The grade for each nine-week grading period is worth 40% of the semester grade. Final exams and alternative assessments are worth 20% of a student's semester grade. Seniors and AP students who qualify to be exempt from a spring semester final exam will have their semester grades computed using the following formula: 50% for the 3<sup>rd</sup> nine-week grading period, 50% for the 4<sup>th</sup> grading period.
7. Teachers may elect to give a written final exam in their course even if it is not listed below as a course that requires a written final. Students are to be notified of this decision at the beginning of each semester.

8. The following are courses that require a written final exam:

English Department

English (9-12)  
Honors English (9, 10)  
AP English (11,12)  
Speech  
Dramatic Literature  
Composition  
Journalism

Foreign Language Department

French I, II, III, IV  
Japanese I, II, III, IV  
Latin I, II, III, IV  
Spanish I, II, III, IV  
Etymology

Mathematics Department

Algebra I  
Algebra II  
AP Calculus  
Discrete Math  
Geometry  
Pre-Calculus  
Trigonometry  
Probability and Statistics  
Anatomy/Physiology

Physical Education Department

Health

Social Studies Department

AP Macroeconomics  
Economics  
AP European History  
World Geography  
United States Government  
AP World History  
World History & Civilization  
Psychology  
Sociology  
AP United States History  
United States History  
Introduction to Social Sciences  
AP U.S. Government

Science Department

Biology I  
Biology II  
AP Biology  
Integrated Chemistry and Physics  
Chemistry I  
Chemistry II  
AP Chemistry  
Chemistry I Honors  
Advanced Environmental Science  
Physics  
AP Physics  
Human Genetics  
Biology I Honors  
AP Environmental Science

**FINALS EXEMPTION POLICY FOR SENIORS**

The following criteria will be used for exempting seniors from second semester final exams. The principal of SHS reserves the right to revise this policy with approval from the superintendent and members of the Shelbyville Central Schools Board of Education.

1. Students who have earned an A- (90%) or above for each nine-week grading period during the second semester of their senior year and have no Unexcused absences will be exempt from taking final exams. This is determined on a class-by-class basis. The three-day absence limit does not affect this incentive.
2. A student who has no lower than a 70% grade in his/her class for each nine-week grading period during the second semester of his/her senior year, has no Unexcused absences, and has no more than three absences the second semester will be exempt from taking the final. This is determined on a class-by-class basis.
3. Any student who receives an out-of-school suspension during the second semester of the school year will be required to take all semester exams.
4. Students who otherwise qualify to be exempt may elect to take final exams if they hope to improve their semester grade. However, any grade received will still be used to compute semester grades.

5. This exemption policy for seniors does not apply to AP exams or Core 40 End-of-Course Assessments. Please refer to #3 and #4 in the General Final Exam Policy for more details.

\*Unexcused absences are those defined in the attendance section of this handbook.

\*School sponsored field trips and pre-approved college visits do not count as absences.

## **HEALTH RELATED ISSUES**

### **STUDENT HEALTH SERVICES**

The Health Clinic is located in the main hallway past the Guidance Office. The school nurse is present during school hours. Students needing to visit the clinic must have approval from their teacher.

The school nurse is readily available to meet the health needs of our students. Students should request to see the nurse only when they are ill or have become injured. School personnel will notify parents of students who are too ill to remain at school or if they have been an injured at school.

Parents will ultimately decide when to seek medical attention for the child.

#### ***Guidelines for Sending/Keeping Students Home***

- Fever above 100, acute cold, severe cough
- Vomiting, nausea, and abdominal pain, repeated diarrhea
- Injuries for questionable fracture/break, head injury
- Possible/probable pink eye (redness, inflammation and discharge from eyes)
- Live Head Lice
- Communicable disease or suspicion of communicable disease
- Other conditions as deemed advisable by the nurse

It is extremely important that the office has current home, work, and emergency telephone numbers on file in the event that the student needs to be sent home during the school day.

### **IMMUNIZATIONS**

Student Immunization-Public Law 150 requires immunization of all students. Proof of such must be on file in the clinic.

All students are to have the required immunizations prior to entering school in Kindergarten, and again before entering grade six. Students will not be allowed to attend school without the proper immunization record, or a written and signed waiver from parents based upon religious convictions against immunizations or signed waiver from doctor for medical reasons.

### **MEDICATIONS- PRESCRIPTION AND NON-PRESCRIPTION**

All medications must have written consent. If prescription medication is to be dispensed for longer than 4 weeks, the student's physician must sign the consent form. If an over-the-counter medication is to be given, a consent form needs to be filled out and signed by the parent.

All prescription medications and over the counter drugs are to be in the original containers and on file in the nurse's office. The school nurse, school secretary, principal, or teacher only with the written permission of the parent will distribute prescription medications to the student. Under no circumstances are students to have prescription medications in their possession (prescription emergency medications, insulin for diabetes, and inhalers for asthma being the exception) during the school day or at a school activity. Medications will need to be brought to the school clinic by the parent or a permission to transport medications form (only for grades 9-12) signed by the parent will need to be on file if the student is transporting medications to the school clinic. Only students in grades 9-12 are permitted to transport medications to and from school with parent consent.

Students are not to bring over the counter medications, health products such as strength enhancing supplements, diet pills, etc. to school. In the event that the student is to take an over the counter medication at school, the parent will need fill out the appropriate form and bring this medication to the clinic or sign a permission for student to transport medication (only for grades 9-12). The medication must be in the original container, with written instructions on when and how much the student is to take. Again, these medications should be kept in the school clinic and not in the student's possession. School personnel must witness any student taking medication. Any violation of this rule could lead to suspension or expulsion from school.

## **INSURANCE FOR STUDENTS**

The school does not carry insurance of any kind on students. School accident insurance is available to you and may be purchased during the first weeks of school. The purchase of insurance is recommended for students who participate in competitive athletics.

## **SHELBYVILLE CENTRAL SCHOOLS WELLNESS POLICY**

Shelbyville Central Schools recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. However, we believe this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

## **SEVERE ALLERGIES**

Shelbyville Central Schools has several students with severe allergies to peanuts and peanut products. If these students consume peanuts or peanut products, they will have trouble breathing within seconds. This can happen even if they consume a very small amount of the peanuts or peanut products by accident. Please limit the amount of peanuts or peanut products you send to school with your child. If your child brings food to school with peanuts or peanut products, we ask that he/she does not take it in the classroom, but that he/she leaves the food at the front office. Students should not share their food, eating utensils, and food containers with other students. Students are encouraged to wash their hands before and after eating. If your child has a severe allergy of any kind, please notify the principal and/or school nurse as soon as possible.

## **HEAD LICE**

The Shelbyville Central School Corporation has developed specific guidelines for the treatment of head lice and/or nits. These guidelines include parent notification, treatment instructions, and parent responsibilities. Any student who has live head lice will be sent home from school for treatment in accordance with established guidelines.

## **GUIDELINES**

If a student is reported to have head lice, the School Nurse and/or Health Assistant will do the following:

1. The student will be examined to determine if there is an active infestation; live lice.
2. If the School Nurse and/or Health Assistant determine that there is an active infestation, the student's parent/guardian will be notified and the student will be sent home.
3. If a case of head lice is confirmed, the School Nurse and/or Health Assistant may conduct a classroom check or will check individual students, as she deems necessary.
4. Siblings of any positive cases will be checked, plus the sibling's class if he/she proves positive and the School Nurse and/or Health Assistant deem it necessary.
5. If the sibling attends another school, the School Nurse and/or Health Assistant may contact the School Nurse of that school.
6. When a child is sent home, a letter is sent with the child with information about head lice and treatment procedures. When the child returns to school, they must bring back Form #1 from the letter with date of treatment and product used. In 7-10 days, the child should be retreated and Form #2 must be returned with date treated and product used.
7. It is the responsibility of the parent to make arrangements with the School Nurse and/or Health Assistant for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination so that the School Nurse and/or Health Assistant can check for the presence of live lice, review treatment, and provide any needed instructions or support.
8. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up. It is recognized that no child should routinely be

excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the child to school the next day.

9. Chronic or repeated head lice infestation should be referred to the Director of Health Services for consultation. In the case of repeated head lice infestations, the child may be excluded from school even if the case is not active (live lice) but chronically has nits (eggs). The student will be excluded until effective treatment has been provided and the nits are removed.

## **TEXTBOOK / BOOKSTORE INFORMATION**

### **BOOK RENTAL/TEXTBOOK ASSISTANCE**

The book rental fee for each student is determined by his or her schedule. All costs, fees and other supplies needed for a given course are indicated on the student's copy of his/her schedule. Book rental fees are paid in the main office at the high school.

Students from families needing financial assistance with book rental and free or reduced lunches must complete the appropriate forms.

Students are responsible for all books rented through the school and costs for damages may be incurred when necessary. There will be no refunds for workbooks used in respective classes.

### **BOOKSTORE**

Assorted school supplies are available in the bookstore. The bookstore is open before school and is located next to the Guidance Office in room 104.

## **LIBRARY/MEDIA**

The goal of our Media Center is to provide the materials, services, and technology most relevant to the school curriculum and meaningful to each student's growth and development as an individual. Our media staff is available to assist students and faculty throughout the school day and during extended hours to allow additional access to materials and services. Students may visit the media center on a pass from class, during the lunch hour or from study hall. Most books can be checked out for a three week period. Exceptions include books that have been placed on "on reserve" by a teacher or magazines and reference books, which circulate overnight only. Students are expected to take care of borrowed materials and return them promptly. Fees will be charged for late, lost, or damaged items. The media staff will work together with classroom teachers to provide students with the computer training and research skills necessary to locate and analyze information. A copy machine is located in the media center for student use, but should not be used for more than 5 copies without permission. Use of the copy machine for non-school activities is prohibited.

## **STUDENT USE OF COMPUTERS**

The Shelbyville Central Schools provide computers and related technology for the use of students to enhance their educational opportunities. The use of these technologies is a privilege. The Shelbyville Central Schools reserve the right to revoke a student's privilege of using technology within the school setting at any time.

Any misuse of school corporation technology may result in suspension or expulsion from school as well as financial restitution for damage to school hardware or software. Misuse may include, but not be limited to the following:

- intentionally seeking information on the hard disk other than that authorized by the teacher, obtaining copies of other files, modifying files, modifying programs, other data or pass words belonging to others.
- misrepresenting other students through the use of technology.
- disrupting the operation of the computer through abuse of the hardware or software available.
- malicious use of the computer to transmit mail, harassment, or obscene, profane, vulgar, abusive, or sexually explicit statements, or discriminatory remarks through a network or any other means.
- interfering with others using the technology.
- using disks not purchased from or provided by the school.
- taking disks out of the room.

- using computers without a teacher, an administrator, a staff member or a lay volunteer (approved by the principal) in the room supervising.
- illegal installation, copying or use of copyrighted software.
- using another person's password or allowing another person to use your password.
- violation of any local, state, or federal law.
- vandalizing, damaging or disabling school owned equipment or software.
- accessing another person's material, information or files without the direct permission of the student and the teacher.
- any altering of the hardware or software.
- failure to use a virus protection program before opening their file.
- games may be played only when the teacher as a part of the grade or course curriculum assigns them.

## **STUDENT USE OF THE INTERNET**

The Shelbyville Central Schools provide access to the Internet for the educational opportunities they afford to students and faculty. As such, this access will (1) assist in the collaboration and the exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

Students utilizing Shelbyville Central Schools provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Access is a privilege, not a right, which entails responsibility. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students and faculty who wish to use the Internet access provided by the Shelbyville Central Schools must comply with the policies and procedures regarding acceptable use of technology. All users prior to accessing the Internet through the Shelbyville Central Schools must sign an agreement.

## **SCHOOL CLOSING AND DELAY INFORMATION**

There are times when severe weather may cause an alteration of the school day or may close the schools altogether. In the case of a two-hour delay, all buses will run two hours later than regularly scheduled. Morning Kindergarten will not meet on a two-hour delay. A one-hour delay will have the buses running one hour later than normal. Morning Kindergarten will meet, but one hour later than normal schedule. When schools are closed, no one is to come to the school buildings.

In case school must be closed early, notification to parents will be made using the same media. Be sure your child has an alternate emergency plan if school is dismissed and you are not at home.

All closing and delays are announced on radio and television. Please check with television stations: Channel 6, 8, and 13. Radio stations to tune in will be 1520 AM, WZPL 99.5 FM, and WTPI 107.9 FM.

## **HONEYWELL INSTANT ALERT**

Honeywell Instant Alert is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. The system can also be used to notify you of school closings due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and schedule changes. Shelbyville High School uses Instant Alert to notify parents/guardians if their son or daughter is absent from school and no contact has been made. The system is internet based, allowing each family to maintain and update your own online profile. To access Honeywell Instant Alert, and create your profile, go to [www.shelbycs.org](http://www.shelbycs.org) and click on the Honeywell Instant Alert logo.

## **WINTER SNOW ROUTES**

In order to resume school attendance after periods of heavy snow, snow routes with pick up/drop off stops will be designated for students living on roads that are still not accessible to busses. Parents will be notified of the designated bus stop and the time of the bus arrival. It will be the responsibility of the parents to get the students to and from the designated snow route bus stop.

## **EARLY DISMISSAL WEATHER CONDITIONS**

The school requests that an emergency dismissal form is completed by the parent/guardian and kept on file in the school office. In case of early dismissal due to weather conditions, this form gives the school information as to where the student is to go. This form is included in the packet of information received during registration at the beginning of the school year. It is important that this information be current and updated when changes occur. When weather conditions are such that an early dismissal is a possibility, please, listen to the local radio and/or television stations.

## **STUDENT MISCELLANEOUS INFORMATION**

### **FIELD TRIPS**

Field trips are a means of motivating students and enriching their educational experiences. The Board of School Trustees and the school principal approve such trips. Written consent slips are required from the parents of students participating in these field trips.

### **FOOD/REFRESHMENTS**

Student breakfasts and lunches are available in the cafeteria each day for a reasonable price. The regular "class A" lunch provides a meat, two vegetables, dessert and a drink at a predetermined price. Students may also choose to select their lunch from our "a la carte" lines at a cost determined by their selections.

During the lunch period students are to be in the cafeteria. Students are not permitted to leave this area without a pass from a teacher on supervision. No food or drinks may be brought into the school except for lunch or curriculum purposes. No drinks or water bottles are allowed during the school day.

### **SCHOOL DANCES**

Various school groups frequently sponsor school dances after athletic contests. Students are expected to attend the contest if they wish to go to the dance. Students will need to show student ID's to be admitted to the dances. Dances will begin immediately following the contest and will end at 11:00 P.M. unless otherwise advertised. Attendance at the dances is restricted to S.H.S. students. For Winter Formal, Snowcoming, Homecoming and the Prom, students may have other guests approved.

### **GUEST APPROVAL FOR DANCES**

S.H.S. students and their guests from other schools wishing to attend a dance at SHS must satisfy the following guidelines:

1. All students and their guests must be classified as a student or a graduate and be under the age of 21.
2. For the Prom, a student must be an enrolled junior, senior in high school, or a graduate under the age of 21.
3. All students who are planning to bring a guest who is not a S.H.S. student must complete a "Request for Guest Approval" form. These forms must be completed and returned to the main office on the Monday prior to the dance. Do not assume your guest has been approved until you are notified.
4. All guest approvals for dances will be at school administration's discretion.

### **POST PROM ELIGIBILITY**

1. All students who are planning to bring a guest who is not a S.H.S. student must complete a "Request for Guest Approval" form. These forms must be completed and returned to the main office prior to the Prom. Do not assume your guest has been approved until you are notified.
2. A guest from another school must attend the Prom to be eligible to attend the Post Prom. Guests must be approved by the administration before attending any activities.

### **STUDENT GOVERNMENT**

Their Student Council represents S.H.S. students. Members of Student Council are selected by popular vote of their respective classmates. The purpose of Student Council is as follows:

1. To allow students a voice in decisions regarding school policies and procedures. The S.H.S. administration by state law has the ultimate authority in all school matters.
2. To create and enhance school spirit and pride throughout the entire student body. The use of certain activities and other school-wide efforts (i.e., Homecoming, Campus Clean-ups, etc.) will be used to assist in this venture.

## **STUDENT RECORDS**

In compliance with federal regulations, the Shelbyville Central Schools has established the following guidelines concerning student records:

1. Each student's records will be kept in a confidential file located at the student's school office. This information in a student's record will be available for review only by the parents or legal guardian of a student, adult student (eighteen years of age or older), and those designated by Federal law or Corporation regulations.

In order to conduct the normal day-to-day school business the following people may have access to students' records as needed to perform their respective duties, and when the information will benefit the student's educational program.

Local school Administrators

Teachers

School Nurse

School psychologist and psychometrist

School Counselors

School Social Workers

School secretaries

Officials of the receiving school when the student moves from our district

Federal, state, and local government authorities

2. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with Corporation officials or file a complaint with the US Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.
3. A copy of the policy and the accompanying guidelines are available at the Corporation office and at the student's school building. Questions or concerns should be addressed to the School Records Officer. If not satisfied at the level, individuals may contact the Corporation Records Control Officer.

### **School Records Officer**

Tom Zobel, Principal

2003 S Miller St.

Shelbyville, Indiana 46176

(317) 398-9731

### **Corporation Records Control Officer**

Gail Procell

803 St. Joseph Street

Shelbyville, Indiana 46176

(317) 392-2505

## **STUDENT SALES**

Students are not allowed to sell merchandise of any kind on school property unless the said merchandise is a school-sponsored fundraiser or has been approved for sale by school administration.

## **USE OF THE SCHOOL PHONES**

Students should ask to use the telephone only in case of an emergency. Permission must be granted by the classroom teacher or school office. Arrangements for after school activities should be made before coming to school.

## **AGE OF MAJORITY**

Eighteen-year-old students ordinarily are required to follow the same rules and procedures as younger students. In certain cases eighteen-year-olds may assume responsibility for their own attendance and request not to have their parents contacted when problems arise:

1. If they are living apart from their parents and are supporting themselves.
2. If they are married.
3. If they bring in a written request, signed by their parents, asking that they be considered an adult in attendance and all other school matters.

## **AT-RISK STUDENTS**

If the student shows signs of being at-risk, the principal may call the student's parent(s)/guardian(s) and ask that he/she be tested. At-risk factors will include, but are not limited to excessive discipline problems and/or excessive absences from school. A parent may request testing of his/her child.

## **SECTION 504**

Section 504 protects all students with mental or physical impairment, which is defined as follows:

- A. substantially limits one or more major life activities, or
- B. has a record of such impairment, or
- C. is regarded as having such as impairment.

The Corporation will identify, evaluate, and provide an appropriate education for students who are determined to be disabled under Section 504. Parents who feel their child may qualify should contact the Section 504 Compliance Officer for the school the child attends. In the event a satisfactory resolution is not made, parents may contact the Corporation Compliance Officer.

### **Building Level Section 504 Compliance Officer**

Andy Hensley, Assistant Principal

Shelbyville High School

2003 S. Miller St.

(317) 398-9731

### **Corporation Section 504 Compliance Officer**

Mary Harper, Assistant Superintendent

803 St. Joseph Street

Shelbyville, Indiana 46176

(317) 392-2505

## **PEST CONTROL AND USE OF PESTICIDES AND HERBICIDES**

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests, pesticides, and herbicides. The Corporation will:

- Attempt to use non-chemical methods of pest control and only use chemical methods of pest control after a determination has been made that non-chemical methods would most probably be ineffective. If spraying of chemicals is required, students or staff shall conduct such spraying in areas, which are not to be used, for a period of at least forty-eight (48) hours.
- For information regarding this issue please contact Earsel Smith at (317) 392-2505.

## **VISITORS TO THE BUILDING**

Shelbyville High School asks that all visitors enter the building through the front entrance (gate 9) and check-in at the front office desk.

The School Board welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.

The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this Corporation or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a

disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate such administrative guidelines as are necessary for the protection of students and employees of the Corporation from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the building principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the School Board. I.C. 20-26-5-4

## **SECURITY**

All school buildings will be secured each day after students have arrived. One door, near the administrative offices, will be unlocked during the school day. Anyone wishing to enter the building will need to do so through the designated door.

## **DIRECTORY INFORMATION**

The Shelbyville Central Schools has established the following information about each student as "directory information," and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the School Records Officer in writing within seven (7) days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name; address; telephone number; photograph and videotape not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; honors, and awards received; and any other information the Corporation does not consider harmful or invasion of privacy, if disclosed.

Directory information shall not be provided to any organization for profit making purposes other than those affiliated with a school activity such as school pictures.

You may request a Shelbyville High School Phone Extension List by contacting Shelbyville High School at (317) 398-9731. You may also get phone extensions, e-mail addresses and other pertinent information at the Shelbyville Central Schools website located at [www.shelbycs.org](http://www.shelbycs.org)

IF YOU HAVE QUESTIONS OF INTERPRETATION OR CONCERNS ABOUT THE INFORMATION CONTAINED IN THIS HANDBOOK OR THE POLICIES OR PROCEDURES OF SHELBYVILLE HIGH SCHOOL, PLEASE CALL OR CONTACT

Mr. Tom Zobel

Principal

Shelbyville High School

203 South Miller Street

Shelbyville, IN 46176

[tczobel@shelbycs.k12.in.us](mailto:tczobel@shelbycs.k12.in.us)

(317) 398-9731

Mr. David Adams

Superintendent

Shelbyville Central Schools Corporation

803 St. Joseph Street

Shelbyville, IN 46176

[daadams@shelbycs.k12.in.us](mailto:daadams@shelbycs.k12.in.us)

(317) 392-2505

THE RULES AND POLICIES OF THIS HANDBOOK ARE SUBJECT TO CHANGE BY ACTION OF THE SHELBYVILLE CENTRAL SCHOOLS BOARD OF TRUSTEES, AND MAY BE IN EFFECT AFTER PUBLIC NOTIFICATION.