

**Shelbyville Middle School**

**Student Handbook**

**2017-18 School Year**

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# Student Handbook for 2017-18 School Year

## **STATEMENT OF MISSION**

Shelbyville Middle School educates every student, every day, no exceptions, no excuses.

## **STATEMENT OF VISION**

Building our community through education and opportunity

## **PHILOSOPHY**

Shelbyville Middle 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 Middle School, striving to be positive role models for our students to follow and building positive self-concepts and virtues (such as responsibility, courage, respect, compassion, self-discipline, honesty 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.

## **GENERAL INFORMATION ABOUT OUR SCHOOL**

### **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 Middle 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 Middle 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 Middle School at 317-392-2551 and verify the absence by 10:00 AM on the day of absence. Parent/guardians will receive an automated phone call each school-day informing them the school has not received an excuse for their student's absence.
- 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 unverified

absence will be treated as unexcused. Students have twenty-four hours upon returning to school to change an unverified absence to an excused absence with parental notification and/or documentation. Administrative discretion may be used in determining the change of an unexcused absence.

- Students who arrive to school late (1<sup>st</sup> period) up to 30 minutes will be considered tardy. After 30 minutes, they will be considered absent.
- Students will be considered “present” for class if they attend any portion of that class, periods 2-7.

**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.

**Pre-arranged Absence Forms**

When family circumstances will cause a student to miss school for an extended period of time, and the absences are known ahead of time, a pre-arranged absence form needs to be obtained from the student office. Prior to the date of the absences, the student must get signatures from their teachers, parent and administrator. This form then needs to be submitted to the main office.

**Excused Absences that do NOT count toward the 10-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, credit for any missed assignments credit may be earned for work completed during a teacher-assigned or administrative detention.

## **EXCESSIVE ABSENTEEISM**

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

- After totaling excessive absences (10 days) within each semester, administrators will conference with the student. That student may be placed on an attendance contract. Parents will be notified concerning the contract and the excessive absences. All future absences will require proper documentation (for example, a doctor statement.) Unverified/unexcused absences beyond 10 (each semester) without proper documentation *may* result in no class credits being earned for day(s) which the student was absent.
- Student absences beyond 10 days without proper documentation can be considered unexcused. Administrative discretion may be used in determining the change of an unexcused absence.
- At the end of each semester, if a student has missed more than 10 days in a class, Administration will review the student's record to determine whether the student should receive credit for that class. Either a phone call will be made to home or a letter will be sent home near the end of each semester notifying parents that their student has exceeded the 10-day limit. Administration will determine the appropriate actions to take after the ten-day limit has been exceeded.
- Students who are at the ten-day limit may make up days by attending assigned detentions. One served detention would be equivalent to one school hour earned. Attending these detentions will earn the student additional consideration when the Attendance Committee meets at the end of the semester to decide whether credit is awarded.
- Administration reserves the right to alter the class schedules of any student who is habitually truant, habitually willfully absent, excessively absent, or chronically absent. Actions taken can include changing a student's placement to an alternative setting upon notification and conferencing with that student's parent/guardian.

### **Truancy and/or willful absence from school**

Truancy is defined as an absence from school that is without the consent of the parents, guardians, and/or the school. If a student is truant from school or is willfully absent from school (the student's own choice) then the following consequences will be enforced:

1<sup>st</sup> time – (In-School-Suspension): 1 day of ISS for each full or partial day of truancy or willful absence

2<sup>nd</sup> time—2 days of ISS for each full or partial day of truancy or willful absence

3<sup>rd</sup> time—3 days of ISS for each full or partial day of truancy or willful absence

4<sup>th</sup> time—Student's daily schedule may be changed or student may be placed in an alternative school setting for the completion of that semester

## **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.
- Parents should inform the main office of 3 days or more extended absences. Because most courses now have Web-based components parents should consult teacher websites for calendars and downloadable assignments before requesting homework through the office.
- Students who violate the attendance policy and who are excessively absent may be expelled from Shelbyville Middle School.
- Students must be in class the last four periods of a school day to be allowed to participate in extracurricular 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 Middle 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 1-5 during period 1. Administration may assign alternative consequences for habitual tardiness. Tardies will reset at semester break.

- Tardies 1 thru 5 – teacher's discretion

- Tardies 6 -8 – Lunch Detention or Administrative After-School Detention
- Tardies 9-10 – Administrative After-School Detention
- Tardy 11 –12 ISS for 1 day
- Tardy 13+ – ISS for 3-5 days
- At Tardy 12 – Loss of hallway passing privileges. If tardiness continues then an alternative academic placement 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 may be given credit for missed work, tests, quizzes, or projects if that work is completed during a detention time (in-school suspension, out of school suspension and/or placement at SCS Alternative School.

#### 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, the student may be given credit for missed work, tests, quizzes, or projects if that work is completed during a detention time.

#### 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.



## **American Disabilities Act**

The American Disabilities Act provides access to educational programs and services for any person who is disabled. 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  
Dr. David Adams, Superintendent  
803 St. Joseph Street  
Shelbyville, Indiana, 46176  
(317) 392-2505

## **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 before or after school. The doors to the building will be opened at 8:10 AM for students without a pass from a teacher.

Students riding the buses are to remain in the bus until 8:15 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 located at the athletic annex, door 22.

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.

## **Bicycles, Motorized Vehicles, Scooters, and Skateboards**

Shelbyville Middle School discourages students from riding bikes to school. If bikes are ridden, all bicycles are to be parked in the racks located in the back of the building. All bikes should be locked to the rack to prevent theft and inappropriate use. Bikes must be walked while on school property. Motorized vehicles, scooters and skateboards are not to be ridden or brought to school.

## **Building Care**

The care of our building is everyone's job. Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money. Help protect our school by discouraging or reporting such activities by others.

## **Building Security**

All school buildings will be secured each day after the 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.

## **Building Visitors**

Anyone wishing to visit a school building during the school day must register with the appropriate school office upon entering the building. All visitors must register with the school office and receive the appropriate visitor's badge. School personnel are charged with the responsibility of questioning anyone within the school building during the school day, who is not wearing an appropriate visitor's designation.

## **Concussion protocol**

Shelbyville Middle School will abide by all doctors' notes and protocol concerning concussions. Upon diagnosis of concussion, absent specific restrictions from a physician, the school will implement the following protocol until the student has been medically cleared:

- No assessments (quizzes, tests)
- No curricular physical activity
- Extra time will be allowed for completion of assignments
- Use of electronic devices (computers, tablets) will be monitored and limited

In the event that a student is restricted from taking formal assessments (including semester final exams) the student may make up the exam if recovery is within 10 school days of the original exam date, the teacher may exempt the student from that test or, the teacher may replace an exam score with a subsequent score after recovery. For final exams, that student's semester grade may be determined by averaging the two nine weeks' grades or, by completing the final exam at a later point, depending on the timeline of recovery. Final decision will be made in consultation with the student's teacher, parent/guardian, school counselor, and doctor.

If no medical follow up is conducted and no medical release is provided to the school by the parent/guardian, the student may receive a grade of incomplete for those courses enrolled in at the time of the concussion.

Students who have sustained a concussion during SMS extracurricular participation will follow the protocol determined by their personal physician and the SMS athletic trainer.

## **Communication**

Communication between home and school is vital for continued student achievement. Teachers and parents are strongly encouraged to contact each other regularly throughout the school year. All teachers have a classroom telephone, which includes voice mail. Parents and students can access teacher e-boards via the SMS website (<http://sms.shelbycs.org>) to find out daily/weekly assignments and other important information about class.

## **Directory Information**

Shelbyville Central Schools maintains records on all students. "Directory Information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. 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 s/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; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; honors and awards received; the most recent educational agency or institution attended; and any other information the Corporation does not consider harmful or an invasion of privacy, if disclosed.

Shelbyville Central School Corporation will honor such requests by not releasing to any persons, organizations, or electronic media any directory information about the student. Directory Information may be used in printed or electronic media, and parents may elect to have one or both forms of media restricted. 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.

### **Deliveries—balloons, flowers, gifts and the like**

Deliveries of balloons, flowers, gifts, etc. will not be accepted at the middle school. Additionally, in accordance with SCS Wellness Policy and Standards for USDA Child Nutrition Programs and School Meals, parents and/or guardians are asked not to bring in fast food of any kind.

### **Eighth Grade Trip**

It is important to uphold Shelbyville Middle School's reputation of excellence as the eighth grade year comes to an end. In order for any eighth grade student to participate in this year's eighth grade trip he/she must not receive multiple failing grades on the 3<sup>rd</sup> nine week report card or 4<sup>th</sup> nine weeks midterm.

Also, all eighth grade students that attend the trip will be in good character standing. This will be determined by the school administration based off of discipline infractions during the 3<sup>rd</sup> and 4<sup>th</sup> nine weeks.

### **Fire and Tornado Drills**

Fire evacuation plans and tornado instructions are posted in each room and area of the school building. When the alarm sounds you should quickly and quietly leave your assigned area and proceed as directed. Running, pushing, talking, or horseplay will not be tolerated during any emergency drill. Students must listen for additional instructions during the drills. The safety and health of your child is dependent upon strict adherence to the rules of fire and tornado drills.

## **Criminal Gang Activity**

Criminal Gang Activity: Shelbyville Middle School and Shelbyville Central Schools have established a written policy to address criminal gangs and criminal gang activity in schools, in compliance with Indiana Code 20-26-18. This policy can be found at the corporation website [www.shelbycs.org](http://www.shelbycs.org). Additionally, students and parents can make anonymous notification to the school using our SafeSchools Alert program, a link to the program can be found at [www.shelbycs.org](http://www.shelbycs.org).

## **Instructional Day:**

The instructional day begins at 8:30AM and ends at 3:30PM, Mondays, Tuesdays, Thursdays, and Fridays. The instructional day begins at 8:30AM and ends at 3:00PM on Wednesdays except in the event that there is a 2-hour weather delay. In that case, school will dismiss at 3:30PM. For a complete listing of the SMS bell schedule, please visit the school Website at [www.sms.shelbycs.org](http://www.sms.shelbycs.org)

## **List Serve (School to Home Communication)**

Shelbyville Middle School communicates information to the parents/guardians through the use of a list serve. Parents/guardians should be sure to give SMS a current email address so that important school news and notices are received in a timely manner.

## **Lunch & Hallway Behaviors**

1. Administrators reserve the right to assign students to specific tables in their sections at which they are to remain except when excused by the supervisor. Students are not to change sections without the approval of both supervisors effected by the change or unless directed by an administrator.
2. Students will be excused by tables to report to the serving area as the line diminishes.
3. Students are to walk to the cafeteria line.
4. No student should cut across the table area; lines are to be formed around the commons perimeter between the columns.
5. Students may socialize during lunchtime but inappropriate behavior will result in isolation from peers.
6. Students are to be dismissed by section at the end of each lunch period by the supervisor.
7. Students are to make sure the table area, refuse area, and floors are tidy before dismissal.
8. Students must have permission to go to the restroom during lunch. Students may use the restrooms off the cafetorium with permission from a supervisor. Students are not to be at their lockers during lunch.
9. Students are expected walk on the right hand side of the hallway.
10. Students must have a corridor pass from a teacher when the school is not in a passing period.
11. Students are expected to keep hands and feet to themselves and not make inappropriate physical contact with students at any time during the school day.



## **Non-Discrimination Policy**

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, 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 s/he 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.

For more information, please contact the Assistant Superintendent.

*Mary Harper, Assistant Superintendent*

*803 St. Joseph Street*

*Shelbyville, Indiana 46176*

*(317) 392 – 2505*

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, IL 60605-1202.

## **Notification of Change of Address, Telephone and/or Emergency Contact Information**

It is imperative that parents notify the school when a change of address or telephone number occurs. Please contact the school office promptly when changes occur in address and telephone number information. It is also important that emergency contact information is given to the school for every student. Please make sure that all contact information is current.

## **Pesticides**

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

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 a non-chemical method would most probably be ineffective. If spraying of chemical is required, such spraying shall be conducted in areas which are not to be used by students or staff for a period of at least forty-eight (48) hour. For information regarding this issue, please contact Nate Day at 392-2505.

## **Reporting Accidents**

If your child has been hurt at school, they should report the accident to the nearest adult. If your child witnesses an accident, they should also report it to the nearest adult.



## **Resolving Differences at School**

When experiencing differences, a student and/or parent is strongly encouraged to contact the teacher, or coach to discuss the situation first. Discussion at this level should take place to make sure all parties understand 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 and / or coach, the student and / or parent should then contact the principal or assistant principal. If the difficulty is not resolved, the student and / or parent should contact the superintendent of schools. If the difficulty is not resolved, the student and / or parent should contact the superintendent's office and ask to be placed on the agenda.

## **School 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. The 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 student's 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 psychiatrist
  - School counselors
  - 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 U.S. 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 that level, individuals may contact the Corporation Records Control Officer

School Records Officer  
Ryan Mikus, Principal  
1200 W. McKay Road  
Shelbyville, IN 46176  
(317)392-2551

Corporation Records Control Officer  
Gail Procell  
803 St. Joseph Street  
Shelbyville, IN 46176  
(317)392-2505

### **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 the normal. Morning kindergarten will meet, but one hour later than the normal schedule. When schools are closed, no one is to come to the school buildings.

All closings and delays are announced via the Shelbyville Middle School Instant Alert System that parents / guardians must register with the main office. If your phone number(s) change, it is your parent's responsibility to make those changes at this website. There is a link to this website at [www.shelbycs.org](http://www.shelbycs.org). These announcements will also be posted on the radio and television. Please check with television stations Channel 4, 6, and 13. Radio stations to tune in will be 1520 AM, WZPL 99.5 FM, and WTPI 107.9 FM.

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.

### **eLearning**

Shelbyville Central Schools will be implementing IDOE's virtual option for delivering eLearning when school has been closed due to inclement weather. SCS will make up hours during an eLearning Module window which will open the same day school has been closed and remain open for one week. Students will be required to complete the work in the eLearning modules. Each school will open labs during the eLearning Module window for students that might have challenges learning away from the building. (i.e., internet and computer access, special need accommodations)

### **School Tip Line**

Shelbyville Middle School will maintain a school tip line allowing students, parents, staff and community members to submit information anonymously to school administration. Contact information for the school tip line can be found on both the Shelbyville Central Schools website ([scs.shelbycs.org](http://scs.shelbycs.org)) and Shelbyville Middle School website ([sms.shelbycentral.org](http://sms.shelbycentral.org)).

## **Student Due Process**

In accordance with Indiana Student Due Process Code, IC 20-8.1-5-1, 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.

In the event a student is suspended or expelled from school, the following student due process procedures will be followed.

1. A supervising teacher may remove students from their class for a period of up to five school days.
2. The school board is required to establish discipline rules for students in the corporation and to disseminate them to the parents and students.
3. The school corporation is no longer required to include a sign-off sheet for the student and/or parent to sign.
4. The only two general grounds for an expulsion or a suspension are student misconduct and substantial disobedience.
5. Discipline rules still apply "on school grounds immediately before or during school hours, or 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; or traveling to or from school or a school activity, function, or event."
6. The current law is expanded to include unlawful activities which take place during school holidays, breaks, vacations, or other periods of time when a student is not attending classes or a school function.
7. If a student brings a "deadly weapon" to school he may be expelled for a period of not more than one calendar year.
8. If a student with disabilities brings a firearm to school, the student is subject to the due process procedures set forth in Federal law, specifically the Individuals with Disabilities Education Act. Limit of forty-five days of expulsion rather than one calendar year.
9. If a student does not have a legal residence in the school corporation, he or she may be expelled.
10. A principal may now suspend a student from school for a period of time up to ten days before requesting expulsion.
11. A parent conference prior to the return of a student from a suspension is no longer required by law.

12. A written statement must be sent to the parents when a student is suspended describing the student's misconduct and the action taken by the principal.

13. The parent or student may appeal the decision of the expulsion examiner to the school board within ten days. The school board must hear the appeal unless it votes not to hear the appeal. At the appeal meeting the board must consider the written summary of the evidence, the arguments of the principal and the parents or student, and take any action the school board deems appropriate. A parent or student may appeal the school board's decision to a state court, but the review is limited to the issue of whether the school board acted without following the procedures required by the due process chapter.

14. The expulsion upheld by the school board continues in effect during the court's review if the student appeals to the court. There is one exception: if the court grants a temporary restraining order and the school was given an opportunity to appear at the hearing for the restraining order.

15. A student's suspension pending an expulsion may be extended beyond the ten school days for limited, specific reasons, same as the current law on continuation of suspension.

16. Any rights granted to a student or parents under this law may be waived, but only if in writing and signed by both the parent and the student.

17. This law applies to special schools such as vocational school, special education programs, and alternative schools.

More information on behavior guidelines can be found under "Behavior Guidelines" in this handbook.

### **Student Harassment**

Harassment of a 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 further 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



## **Section 504**

Section 504 protects all students with a 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 an 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 Ryan Mikus, Principal Shelbyville Middle School 1200 W. McKay Road 46176 Shelbyville, Indiana 46176 (317) 392-2551	Corporation Section 504 Compliance Officer Mary Harper, Assistant Superintendent 803 St. Joseph Street Shelbyville, Indiana (317) 392 - 2505
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## **Student Insurance**

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.

## **Student Sales**

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

## **Surveillance Cameras**

As permitted by law, the district uses video cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District will comply with all applicable state and federal laws related to maintenance and retention.



## **Transportation**

It is the intention of the Shelbyville Central Schools to comply with all local, state, and federal laws, which apply to the transportation of students to and from school. **Riding a school bus is considered a privilege. Therefore, it can be revoked if a student's conduct is not conducive to the safety and well being of the other passengers and the driver.**

Throughout the school year students may move and require a change in transportation, as well as, many families require transportation to daycare centers, babysitters, Boys' Club, and Girls' Inc. The growing number of requests for changes has resulted in the interruption of instruction and delayed routes. Students that need transportation to a location other than their residency will need to fill out the Request for Transportation Change Form through the Shelbyville Central Schools Transportation Department. The form is available at school offices and on our corporation website at [www.shelbycs.org](http://www.shelbycs.org) under School Information.

## **Valuables**

It is not wise to bring large sums of money, electronic devices that play music or games, expensive jewelry or any valuable items to school. In the event that bringing valuables is unavoidable, they should be checked in at the office for safe-keeping. **The school assumes no responsibility for lost or stolen articles.**

## **Visitors**

Brothers, sisters, or visiting friends are not permitted to go to classes as school visitors. Parents are welcome to visit school but they must register at the office before going to classes. Parents should contact teachers or administration to schedule classroom visits. All visitors must report to the administrative office to secure permission to be in the building and to receive a "Visitor" pass.

## **Wellness Policy**

Under the Healthy Hunger Free Act of 2010 and the final rules which must be implemented by June 30, 2017: Our wellness policy has the following changes;

1. Due to concerns about food safety, food allergies, and interruption of classroom instruction, children that are recognized on their birthdays may be done so by given special privileges (i.e.: line leader, teacher helper), or non-food items (i.e.: stickers, pencils).
2. The district shall provide parents with a list of foods that meet the Smart Snacks standards and only allow those foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended.
3. Nutrition Standards for Competitive and Other Foods and Beverages  
The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating.
  - Foods and beverages sold at school must comply with the USDA Smart Snacks in School nutrition standards (with the exception of your 2 opportunities to use the Smart Snack Exemption) attached
  - Foods not sold, but offered, (class parties, snacks, incentives) will meet the Smart Snack guidelines with the exception of holiday parties (Fall, Winter and Valentine's Day) and special events (i.e., Pie Day, Cinco De Mayo) not to exceed 3 per year.



## **ACADEMICS**

### **Assignment Notebooks**

Students receive an assignment book on their first day of school. This book is to be used every day to record assignments and to record passes from teachers to other parts of the building. This notebook is to be used to strengthen the communication between school and home.

### **Curriculum**

From the following list of possibilities, SMS administration will assign students into classes that are appropriate for their academic needs.

**Sixth Grade** –English Honors, Language Arts, Language Arts Plugged Into Reading, Language Arts, READ 180, Pre -Algebra, Math Honors, Mathematics, Social Studies, Social Studies Honors, Science Honors, Science, Physical Education, Music Tech 6, Art 6, Spanish 6, Digital Tools I, Band, Choir or Basic Skills 6.

**Seventh Grade** –English Honors, Language Arts, Language Arts Plugged Into Reading, READ 180, Mathematics Course 2, Pre-Algebra, Algebra 1 Honors (two high school credits), Non-Western Geography, Exploring Agriculture Science and Business, Science, Science Honors, Biology I Honors, Physical Education, Art, Band, Choir, Engineering Technology, Music Tech, Spanish 7, or Basic Skills Math 7, Drama, World Language Lab

**Eighth Grade** –English Honors, H.S. Spanish I (one high school credit), Language Arts, Language Arts READ 180, Pre-Algebra, Algebra 1 Honors (two high school credits), Geometry (two high school credits), Pre-20th Century American History, Introduction to Agriculture, Food, and Natural Resources, Science, Biology I Honors (two high school credit), Biology II, Digital Tools II, Engineering Technology, Physical Education, Health, Band, Choir, Music Technology, Art, Drama, World Language Lab

7th and 8th grade students who enroll in band or choir will remain in band or choir throughout the school year. 6<sup>th</sup> grade students who enroll in band or choir will be given a grace period of the first semester to determine if they want to remain.

### **Field Trips**

Field trips will be taken occasionally to reinforce and enrich the school's curriculum. All field trips are approved by the Shelbyville Central Schools Board of Education. Transportation is provided by the School Corporation. Students may be charged a reasonable fee to be paid in advance to the teacher. No student shall be denied participation for financial inability, nor shall non-participation be penalized academically.

## Grading Scale

### Scholarship

A+ (99 - 100%)  
A (93 - 98%)  
A- (90 - 92%)  
B+ (88 - 89%)  
B (83 - 87%)  
B- (80 - 82%)  
C+ (78 - 79%)  
C (73 - 77%)  
C- (70 - 72%)  
D+ (68 - 69%)  
D (63 - 67%)  
D- (60 - 62%)  
F (59 & below)

### Citizenship

S - Satisfactory: Always shows respect, gets along with others, cooperative, gets along easily with others, cooperative, helpful and polite without needing encouragement to do so, always follows rules and behaves in appropriate ways, would do well even though completely unsupervised

N - Needs Improvement: Occasionally shows respect, but sometimes has trouble seeing another point of view, gets along with others some of the time, can be cooperative and respectful, but often needs reminders concerning respect and appropriate attitudes, has made good decisions, but often needs to be reminded of appropriate behaviors and classroom rules, and needs supervision

U – Unsatisfactory: Has little or no respect for anyone including himself/herself, disruptive choices are detrimental to the learning environment of the classroom, uncooperative, needs constant reminders concerning rules or needs constant supervision

Report cards are distributed within one week following the end of each nine-week grading period. Students who receive all "A's" and "B's" in Scholarship on their report card will be eligible for the Honor Roll. Any student participating in extra-curricular activities who receives an F in any subject or a U (unsatisfactory) in citizenship will not be allowed to participate. Midterm reports will be sent home with the student in the middle of each grading period.

## Homework Guidelines

### I. Purpose

The home and school must be partners in the education of students. Cooperative efforts in assigning and monitoring homework should provide an opportunity to strengthen the education of our children. Homework should motivate students. It should promote learning. Homework should be viewed as a way to improve organizational skills and strengthen self-discipline.

### II. Objectives

- Review, reinforce, or extend classroom learning by providing practice and/or application of concepts studied
- Teach responsibility and promote organizational skills
- Encourage wise and orderly use of time
- Encourage a carry-over of worthwhile school activities into career and leisure time interests
- Provide opportunities for broad enrichment

### III. Role Responsibilities

a) Teacher's role - Teachers should be as conscientious and thoughtful about making homework assignments, as they would be in shaping any other part of the day's plans. Staff members will coordinate large assignments, and are responsible for updating their e-boards.

b) Student's role - Students have the responsibility to complete homework assignments and return them to their teachers by the due date. Students who have been absent are expected to request homework assignments, complete and return them in the time defined by the homework policy.

c) Parent's role - Cooperation by parents is a necessary factor in meaningful homework experiences. Parents should encourage their children by showing interest and exhibiting helpful attitudes toward homework. Parents must provide a consistent time and appropriate space for homework completion. If a parent has questions or concerns about homework assignments they should; 1) check their child's assignment notebook. 2) Review the teachers' e-boards on the SMS website 3) contact the teacher or school.

d) Homework is due on time. Homework can be turned in one day late for a reduced grade (-10%). After that day, homework can be turned in for 50% credit.

#### **Retention Policy**

Shelbyville Middle School is dedicated to providing students with a positive learning experience to help in the pursuit of their educational goals.

A student at Shelbyville Middle School who demonstrates academic difficulty during the school year may be considered for retention. The staff at Shelbyville Middle School will make the decision based on several of the following criteria:

1. Previous retention
2. Failure in two or more of the following academic classes on the final semester grade:  
Language Arts, Math, Science, and Social Studies
3. Teacher recommendation
4. Parental/student considerations
5. Maturity, age level, physical size
6. Test scores (ISTEP, Pivot/Inspect, SRI)
7. Recommendations from psychological testing

In matters of retention every effort will be made to make the decision a cooperative one between the principal, teachers, and parents. The parent(s) should be notified at the beginning of the second semester. Students enrolling after March 23rd, who are having difficulty, may be retained upon completion of the procedure as soon as the problem is noted by the teachers.

Communication between the school and parent(s) is important. Every effort should be made to work cooperatively for the benefit of the student. During the last nine weeks of the school year reassessment will be made. If the deficit area still exists, the teacher and principal, with input from the parent(s), will make the final decision about retention. Parental involvement is



encouraged, but recommendation of the school shall be the determining factor on retention and promotion.

## **STUDENT USE OF COMPUTERS**

### **Student Computer and Internet Acceptable Use Policy**

All students are responsible for their actions and activities involving Shelbyville Central Schools (hereafter “SCS”) computers, network resources and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of SCS computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator or the Director of Technology. These rules apply to all school computers and all school-provided laptops wherever used, and all uses of school servers, Internet access and networks regardless of how they are accessed.

#### **A. Acceptable Use**

1. Shelbyville Central Schools’ computers, network and Internet services are provided for educational purposes and research consistent with SCS educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers and network, whether on or off school property.
3. Students also must comply with all specific instructions from school staff and volunteers when using SCS computers.

#### **B. Prohibited Uses**

Unacceptable uses of SCS computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Students may not use SCS computers, network and Internet services for any illegal activity or in violation of any state or federal law, Board policy/procedure or school rules. Shelbyville Central Schools assumes no responsibility for illegal activities of students while using school computers.
3. Violating Copyrights or Software Licenses – Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner’s permission or copy or download software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Shelbyville Central Schools assumes no responsibility for copyright or licensing violations by students.
4. Plagiarism – Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified.

5. Use for Non-School-Related Purposes – Students may not use SCS computers, network and Internet services for personal reasons not connected with the educational program or school assignments.
6. Misuse of Passwords/Unauthorized Access – Students may not share passwords; use other users' passwords; access or use other users' accounts.
7. Malicious Use/Vandalism – Students may not engage in any malicious use, disruption or harm to SCS computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Bypass School Filters – Students may not attempt to use any software, proxies, utilities or other means to bypass or avoid software systems to monitor computer use or content blocked by school filters.

#### C. No Expectation of Privacy

SCS computers and network resources remain under the control, custody and supervision of SCS at all times. Students shall have no expectations of privacy in their use of school computers and network resources, including email, stored files and Internet access logs.

#### D. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating SCS for any losses, costs or damages incurred by SCS for violations of state or federal law, Board policies and school rules while the student is using SCS computers, including the cost of investigating such violations. Shelbyville Central Schools assumes no responsibility for any unauthorized charges or costs incurred by a student while using SCS computers.

#### E. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using SCS computers and networks without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission.

Students should inform their teacher if they access or receive information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

#### F. System Security

The security of SCS computers, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher, supervisor, or building administrator immediately. The student shall not demonstrate the problem to others or access unauthorized material.

#### G. Additional Rules for Use of Privately Owned Computers by Students

1. A student who wishes to use a privately owned computer in school must complete a Student Request to Use Privately-Owned Computer form. The form must be signed by the student, his/her parent, a sponsoring teacher, the building administrator and the Director of Technology. There must be an educational basis for any request.
2. The Director of Technology will determine whether a student's privately-owned computer meets SCS's network requirements.
3. Requests may be denied if it is determined that there is not a suitable educational basis for the request and/or if the demands on SCS's network or staff would be unreasonable.

4. The student is responsible for proper care of his/her privately-owned computer, including any costs of repair, replacement or any modifications needed to use the computer at school.
5. SCS is not responsible for damage, loss or theft of any privately-owned computer.
6. Students are required to comply with all Board policies, administrative procedures and school rules while using privately-owned computers at school.
7. Students shall have no expectation of privacy in their use of a privately-owned computer while at school. SCS reserves the right to search a student's privately-owned computer if there is reasonable suspicion that the student has violated Board policies, administrative procedures or school rules, or engaged in other misconduct while using the computer.
8. Violation of any state or federal law, Board policies, administrative procedures or school rules involving a student's privately-owned computer may result in the revocation of the privilege of using the computer at school and/or disciplinary action.
9. SCS may confiscate any privately-owned computer used by a student in school without authorization as required by these rules. The contents of the computer may be searched in accordance with applicable laws and policies.

#### H. STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

The Board recognizes that many students possess cellular telephones and other electronic devices. These devices may not be used in any manner that disrupts the educational process, is illegal, or violates Board policies and/or school rules. **SCS is not responsible for damage, loss or theft of such devices.** The Superintendent is authorized to develop any school rules necessary to implement this policy.

#### **RULES FOR STUDENT USE OF CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES**

1. Students are prohibited from using privately-owned electronic devices, including but not limited to cellular telephones, Blackberries, iPhones, handheld computers, iPods, MP3 players and electronic games during classes, study halls, assemblies and other school activities.
  - a) During classes and school activities, all such devices must be turned off.
  - b) The only exception to this rule is when an administrator or teacher specifically authorizes students to use such a personal electronic device during a specific time, in a specific location or for a specific purpose.
  - c) If this rule is violated, the teacher will immediately confiscate the device for at least the remainder of the school day, and discipline may be imposed as provided below.
2. Students may use electronic devices on field trips and during extracurricular activities only if authorized by the administrator or staff member in charge.
3. The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, common areas (including cafeteria) and classrooms.
4. In other locations where students are allowed to use electronic devices, students are required to obtain permission before taking a photograph or video of any individual. Students must also

obtain permission from any individual appearing in a photograph or video prior to posting on any social networking site or other Internet site such as YouTube.

5. Any use of cellular telephones and other electronic devices that violates any state or federal law, Board policy/procedure or school rule is strictly prohibited. In addition, accessing, viewing, posting, forwarding, downloading or displaying any materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is prohibited.

6. Student cellular telephones and other electronic devices may be subject to search if there is reasonable suspicion that a student is violating Board policies/procedures and/or school rules

### **G SUITE FOR EDUCATION (formerly “Google Apps”)**

Students will be provided with a G Suite for Education user account as part of the Google App for Education district account managed by Shelbyville Central Schools. With these accounts, students will have access to Google Apps for Education online resources, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more. To remain eligible as users, students' use of their Google App accounts must be in support of and consistent with Shelbyville Central's educational objectives.

### **STUDENT USE OF THE INTERNET**

Shelbyville Central Schools provides 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 School provided Internet accesses 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 School must comply with the policies and procedures regarding acceptable use of technology. An agreement must be signed by all users prior to accessing the Internet through the Shelbyville Central Schools.



## **BEHAVIOR GUIDELINES**

### **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 middle 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.

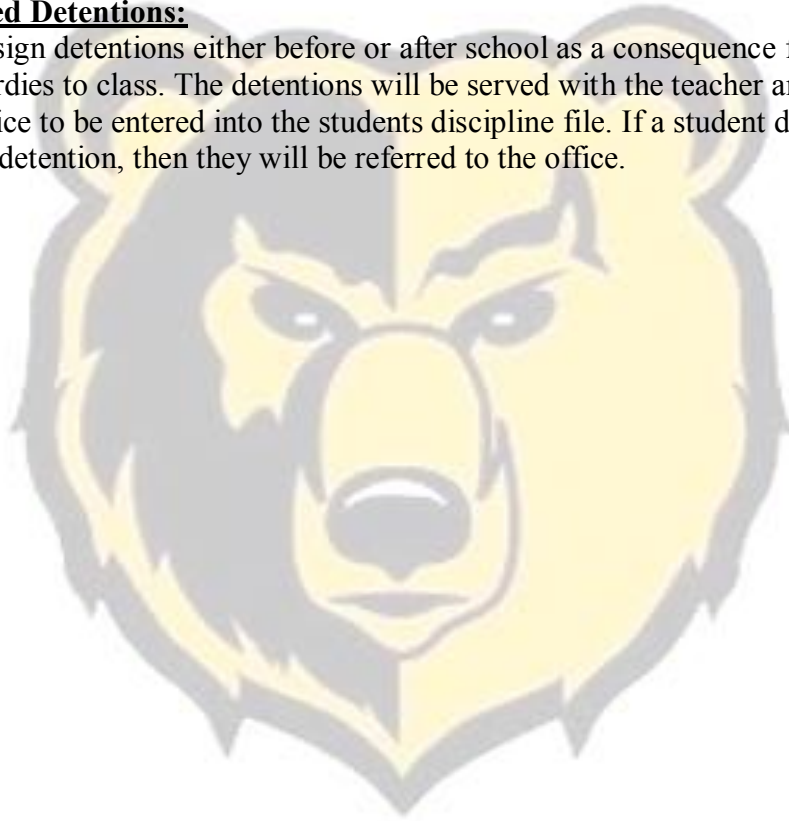


The following methods may be used to correct inappropriate behavior:

1. Suspension from class
2. Essay writing
3. Before and after school detentions, lunch detentions
4. Loss of privileges (passing period, use of electronics, extra-curricular, etc.)
5. Out-of-school suspension/In-school suspension
6. Appropriate Work Details
7. Expulsion
8. Counseling
9. After School Detention
10. 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.



## 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. Academic dishonesty (cheating, plagiarism, taking photos of tests, etc.)
9. Bus violation (in addition to loss of bus privileges)
10. Unapproved use of radios, TV's, stereo players, headsets, cassette recorders, pagers, cell phones, other electronic devices, skateboards or sliders during school hours.
11. Failure to serve teacher assigned detention
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) will start immediately at level 2 consequences.

### Level 2 Consequences

- 1<sup>st</sup> Time-Administrative consult and/or In-School Suspension (ISS)—1 to 3 days  
2<sup>nd</sup> Time – In-School Suspension (ISS) – 1 to 3 days  
3<sup>rd</sup> Time – Out-of-School Suspension (OSS) – 1 to 3 days  
4<sup>th</sup> Time – Out-of-School Suspension (OSS) – 3 to 5 days  
5<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 or electronic cigarettes (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. Physical incident (not a fight)
5. Bullying, harassing, and/or hazing.
6. Forgery or alteration of school forms, such as passes, admittance slips, etc., or giving false information to school personnel.
7. Minor damage and/or destruction of school property (restitution will be made)
8. 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.
9. Possession of stolen property.

### **Level 3 Consequences**

1st Time – Out-of-School Suspension (OSS) – 1 to 3 days

2nd Time – Out-of-School Suspension (OSS) – 3 to 5 days

3rd 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**

1st Time – Out-of-School Suspension (OSS) – 3 to 5 days

2nd 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**

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

**Shelbyville Middle School Administration reserves the right to adjust consequences based on facts surrounding each violation.**

### **Grounds for suspension or expulsion:**

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

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

**Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled.**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 or conduct prohibited by this rule:
  - a) Occupying any school building, school grounds, or part 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 the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e) Intentionally making noise or acting in a manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening of intimidating any person for any purpose, including obtaining money or anything of value.



8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. 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.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physical and must include the following information:
    - a) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    - b) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - c) The student has been instructed in how to self-administer the prescribed medication.
    - d) The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, transmitting, any substance which is represented to be like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants or any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form including electronic cigarettes.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes and interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.



21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation’s acceptable use of technology policy or rules;
  - g. violation of the school corporation’s administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal’s school building.  
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 the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

## **Suspension Procedures**

1. When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:
2. 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
  - c. the student will be provided an opportunity to explain his or her conduct
  - d. the meeting shall precede suspension of the student except where the nature of the misconduct required
  - e. immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably
  - f. possible following the date of the suspension.
  - g. 4. 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.
- Individuals whose locker or desk 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.

### **Alcohol, Drugs and Tobacco Policy**

Shelbyville Central Schools maintain an alcohol, drug, and tobacco free environment in all school buildings, on school grounds, and at all school related functions. Students are not to be in possession of any alcohol, drugs or tobacco, or to be under the influence of any of these substances. Shelbyville Central Schools maintain a smoke-free environment. There is to be no smoking on school property or in school vehicles.

For the purposes of this policy, drugs shall mean: all dangerous controlled substances as so designated and prohibited by Indiana Statute; all alcoholic beverages; any prescription or patent drug, except those for which permission to use in school has been granted pursuant to board policy; anabolic steroids; any "look-alike" substances; and any other illegal substances so designated and prohibited by law. The Corporation further prohibits the use, possession, concealment, or distribution of any drug paraphernalia at any time on Corporation property or at any school related event. Students or visitors found in violation of this policy will be subject to disciplinary action, including possible suspension and/or expulsion, by the school, and reported to the appropriate law enforcement agency.

## **Anti-Bully Provision**

Shelbyville Middle School is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying of all forms.

### **Bullying**

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal, written, or electronic communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication. Shelbyville Middle School administration is obligated to investigate out-of-school incidents, including online/cyber incidents, if those actions meet the definition of bullying as outline in this section, and if appropriate, assign consequences.

1. This rule applies when a student is:

- 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 (including summer school);
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event;
- Using property or equipment provided by the school; or
- Using data or computer software that is accessed through any computer, computer system, or computer network.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

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



4. 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.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Anyone who believes that a student has possibly been, or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator.

#### **FALSE REPORTING OF ALLEGED BULLYING INCIDENTS**

False reporting of bullying and harassment is a serious issue. Alleged incidents must meet the legal definition as outlined in the previous section. False accusations are subject to suspension and/or expulsion (From handbook section “Grounds for Suspension or Expulsion.”)

1. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
2. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

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

Students may use cell phones before school, after school, in the SMS cafeteria during their lunch time, and in the classroom when directed or allowed to by the supervising teacher as part of the “Bring Your Own Technology” school policy. Shelbyville Middle School administration encourages the responsible use of individual electronic devices in the classroom as part of the overall effort to incorporate technology into the curriculum. Possession of an electronic device/cell phone in the classroom is not a violation; however, unauthorized use of cell phones may result in the confiscation of the phone with disciplinary consequences assigned. Teacher may request that students put away their electronic devices during instructional time. Should a student not comply with the request, that student may be asked to report to the office with device. Parent/guardian may be required to pick up confiscated cell phone at school. Repeated cell phone policy violations will result in level 2 disciplinary actions being taken at the administrator’s discretion. The use of cell phones for camera, video or pictures while on school property is prohibited without appropriate permission 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.

### **DANGEROUS WEAPONS POLICY**

The School Board will not tolerate the possession of weapons, devices, instruments, materials, or substances animate or inanimate, which are used for, or are readily capable of, causing death or serious bodily injury by anyone while on Corporation property, at a school-related event, or while enroute 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.

## **STUDENT DRESS AND APPEARANCE**

The SMS 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 the 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. Any item, which contains writing, slogans, pictures, or symbols which might cause misunderstanding, or relay a vulgar suggestion, is not permissible.
2. Tops that do not cover all mid-drift skin and all cleavage, whether the student is standing, walking or seated, are not permissible.
3. Sagging pants and sagging shorts are not permissible.
4. IF “leggings” are going to be worn or skin tight pants of any kind, then a dress, skirt or shorts must be worn over the leggings/skin tight pants that come down to at least the mid-thigh.
5. Pajamas and house shoes are not appropriate school clothing. Pajamas pants, even flannel pajamas pants are not to be worn to school.
6. Although permitted, it is not advisable that shorts be worn to school. If worn, shorts must be no shorter than mid-thigh. Tight-fitting athletic or jogging shorts are not acceptable at school or school functions. Pants must be worn at waist level. Dresses and skirts may be worn, but must be no shorter than the mid-thigh range.
7. Undergarments must never be exposed.
8. No sleeveless shirts, dresses, blouses, etc... are to be worn to school. Clothing that exposes midriff sections are inappropriate for school. Clothing that is made from see-through such as mesh; fish net, etc...are not allowed in the school setting. Students must wear proper foundation garments. All shirts must have sleeves. Basketball shirts, tank-tops, and other such attire must have a shirt with sleeves underneath them if worn to school.
9. Hats, visors, coats, sunglasses, and other types of head wear are not to be worn in the school building;
  - a) hoods on sweatshirts should not be on heads while in the building.
10. Bandanas of any color are not permitted on school grounds at any time.
11. Clothing must be safe for the school environment.
12. Students are allowed the use of drawstring backpacks to assist them in carrying items to each of their classes. Larger backpacks will be allowed to carry items to and from school

but must be left in their school assigned locker. In addition, oversize purses are required to remain in the student's school assigned locker as well.

13. Coats and jackets worn to school should be kept in the student's locker. No coats or jackets are allowed to be worn during the school day.

On the first offense, if attire is questionable, as listed in this section, students will be asked to change, cover up with clothes provided by the school, and/or call a parent to arrange for appropriate clothing to be brought to school. After the first offense, the matter will be handled as a disciplinary matter.



## EXTRACURRICULAR PARTICIPATION

### Participation

Participation in middle school extracurricular activities 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/sponsor at the start of the season will conduct a parent meeting and go over extracurricular expectations. It is the student-athlete's duty to conduct himself/herself in a manner that is becoming to the student-athlete, his/her family, Shelbyville Middle 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 Middle School. Handbooks are available in the athletic office at Shelbyville Middle School.

### Introduction to Extracurricular Activities

Shelbyville Middle 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 Middle School:

ACADEMIC TEAM	ART GUILD	GUITAR CLUB
FELLOWSHIP OF CHRISTIAN ATHLETES		ANIME CLUB
ROBOTICS TEAM	S.A.D.D.	SPEECH & DEBATE
	STUDENT COUNCIL	

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.

### Athletic Teams

Shelbyville Middle 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	Soccer	Swimming	Swimming
Soccer	Tennis	Wrestling	Gymnastics
Tennis	Volleyball		
	Cheerleading		

### Boys' Spring Sports

Baseball  
Golf  
Track

### Girls' Spring Sports

Softball  
Golf  
Track

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

## **GENERAL GUIDELINES FOR EXTRACURRICULAR ACTIVITIES**

- Participation in Shelbyville Middle School extracurricular activities is a privilege afforded to students in good standing, and SMS students have a responsibility to serve as positive role models for other Shelbyville Middle School students in competition, on the playing fields, in the classroom, and in the community.
- Our extracurricular activities, athletics, band and other events at Shelbyville Middle 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. It is with this in mind that an Extracurricular Participation Code is placed in effect.
- 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.
- A student-athlete must follow all school rules and regulations, have good attendance, participation, effort, and behavior throughout the school day.
- In practice and competition it is expected that the student-athlete exhibit good sportsmanship, fair play at all times and demonstrate respect for teammates, opponents, officials, and spectators.
- In the community the student-athlete is expected to represent himself/herself with honor, dignity and class. Strive to never embarrass yourself, your family, school and the program you are involved in.
- To remain eligible for any extracurricular activity, students must maintain passing grades in at least five (5) full-credit courses.

### **Extracurricular Participation CODE**

- You have a choice regarding your behavior.
- Since extracurricular participation is an honor and privilege, if you choose to misbehave, the coach/sponsor has the authority to discipline acts that they feel are inappropriate or dismiss any participant for conduct that they feel is an embarrassment or a detriment to the team or program.
- Participation shall require that student-athlete assume personal responsibility for their misbehavior. Such acts may include but are not limited to:
  - Engaging in disruptive behavior in practice, during competition, in school, or the community
  - Attending or participating in an event that is an illegal activity
  - Inappropriate social media postings regarding the coach/sponsor, teammates, school personnel, students, families, and opponents
  - Use of derogatory language regarding the coach/sponsor, teammates, school personnel,



students, families, and opponents

- Use of sexually explicit, profane, lewd, indecent, or defamatory language
- Possession, use, or distribution of nude/sexually-oriented/indecent photos/images
- Possession, use, or distribution of photos/images, or altered pictures that depict or give the impression that the student-athlete is at or is participating in an illegal activity
- Hazing (Any activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate)

#### Minor Violation-

- i. 1. Any disciplinary problems that would cause a student to be placed in In-School-Suspension. If a student is placed in ISS, that student would be ineligible for extra-curricular participation in practices, contests, games, or events until that punishment is served.
- ii. 2. Any behavior that is deemed unacceptable by the coach and AD will be handled on an individual basis. Note: Coaches may have specific rules for their sport/activity which have been approved by the AD or principal.

#### 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. (As defined in the student handbook under level 5 infractions)
4. Behavior which could result in suspension or expulsion from school.
5. Bullying (As defined in the student handbook)
6. Student Harassment (As defined in the student handbook)

These violations will be determined by notification from local authorities, self-reporting by students or the athlete's family, and school investigations. These violations may occur any time 365 days a year while involved in the extracurricular activity.

#### 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 middle 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.

### **General Athletic Policies**

- i. a. Conduct
  - b. a. A true athlete has complete control of him/herself at all times. SMS students shall not display fits of temper, carelessness, etc. An SMS athlete will represent the community in a proud and proper way.
  - c. b. Officials do not cause you to lose a game. Unless asked a question by the official, there shall not be any SMS athletes that talk to an official unless it is a team appointed captain. This should only be done in a tone of respect, and only to ask a question, not to complain or demean the official.
  - d. c. Parents and coaches are also expected to be in understanding of this for officials. Any parent or coach not acting appropriately to an official will be asked to leave the court/field and will face disciplinary action from the principal or ad.
- e. b. Team transportation
  - f. a. An athlete must remain under the supervision of a coach or approved adult on all athletic trips from the time of departure until returning to SMS. Only extreme cases will allow an athlete to not ride the bus to and from the contest. Remember, we are a “team” at SMS, and this is part of being involved in athletics.
- g. c. Equipment and uniforms
  - h. a. Any equipment given to an athlete must be taken care of and returned in a satisfactory condition to the coach or ad. If the equipment is lost or not taken care of, the student will be charged the price of replacing the equipment.
- i. d. Athletic insurance
  - j. a. Neither the school corporation nor the athletic department carries insurance that would cover you in the case of an emergency/injury. Parents are encouraged to check with their present health insurance carrier to determine if additional supplemental insurance is needed.
- k. e. Dress code for athletic events

- l. a. We believe that our athletes should represent SMS in a first class manner. A big part of this is the student's appearance at school and while traveling. For example, boys should have their shirts tucked in, and clean and neat shirts and pants. Coaches will/could have particular dress codes for their athletes which will be approved by the ad.
- m. f. Attendance policy
  - n. a. Students are expected to be at school on a consistent basis. if a student shows a pattern of absences, they will be dealt with accordingly by the ad on an individual basis. Students must be in class for the last 4 periods of the day to be able to participate in practices/events unless they have a doctor's appointment note. if a student goes home sick, the student cannot participate in practices or events that evening.

#### Eligibility Rules

- a. a. Grades
  - b. a. Grades will be checked every single midterm and quarter. If a student has one "f" or a "u" in a class, that student will immediately be put on academic probation for a period of 2 weeks. the student may participate in practices, but cannot participate in contests. if the student raises the "f" after two weeks, that student will be allowed to participate the rest of the season. If a student has more than 1 "f" or "u" at a midterm or quarter, that student will immediately be removed from that team for the rest of the season. They will not be able to participate in another sport until grades are raised.
  - c. b. Parent's and Physician's consent form
    - d. a. Before a student can try out/participate/practice in any athletics, the student must have an IHSAA physician signed physical on file after April 1<sup>st</sup> of the previous year. The student will also need a signed concussion and cardiac arrest form on file to participate in tryouts, practices, or events. no physicals= No practices!

#### **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.

### **School and Community Partnership**

The elimination of drug and alcohol abuse is the goal of this program. Considering the established need to identify effective alternatives to address the substance abuse more effectively, the 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 specimen, through either urine test or oral fluid drug test, 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, the assistant principals, and the school corporation nurse 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 Middle 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 escort the student to the testing site. 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 or oral fluid specimen.
- C. The nurse will give each student being tested a collection device. The student will sign a verification form indicating the collection device is untainted. The collection device will remain in the student's possession until the nurse places a seal upon the collection device. 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 specimen will be sent to the testing laboratory. 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 middle 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 Middle 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 Middle 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.

### **REASONABLE SUSPICION FOR TESTING & Student Reporting Procedures**

School administrators may require a drug test for any student exhibiting symptoms or behaviors found on the district-approved checklist for reasonable suspicion of substance abuse.

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. For a urine test, 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.



## STUDENT SERVICES

### BREAKFAST AND LUNCH PROGRAMS

Shelbyville Central Schools provides a breakfast and lunch program for all students who wish to participate. Some students may qualify for breakfast and lunch assistance. Forms will be available in each school office. Be sure to complete a form early in the school year if you think you may qualify. To encourage students to eat a healthy breakfast, Shelbyville Middle School will be running Universal Breakfast, meaning that all middle school students will be offered a free breakfast during the school year.

### FOOD SERVICE

**Breakfast:** A breakfast program is available to all students. Breakfast is served from 8:20a.m. until 8:27a.m. in the cafetorium.

**Lunch:** Students eat lunch according to our daily schedule. Everyone must report to the cafeteria. Whether you buy a school lunch, bring a home-prepared lunch, or eat no lunch, you must be seated at a table. All students can access their lunch account by knowing their school ID number or having their school ID card with them at lunch. Students can place money in their account any time they go through the lunch line. Students will not be given any money out of their lunch account, unless they are just paying for the day. A hot lunch program is available for all students. It is a well-prepared, nutritious meal. Students are discouraged from having fast-food brought in from outside sources for themselves and/or friends. Students are to remain in the cafeteria during their lunch period. No food is to be taken from the cafeteria at any time. Students may bring their lunch to school in the proper containers, but must eat it in the cafeteria. Students are expected to clean up after themselves following their lunch period. Running, shouting, throwing food, etc. are not acceptable and will result in disciplinary action.

### GUIDANCE

Guidance counselors are assigned the tasks of helping you in times of trouble. If you should have trouble in class, differences with a teacher, difficulties with your friends or other students, or have a personal problem, contact the guidance office for an appointment. Remember, everyone needs help at some time. Counselors are people on whom you can trust and depend.

### 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.

## **IMMUNIZATIONS**

Student Immunization-Public Law 150 requires immunization of all students. Proof of immunization must be on file at the school.

IC 20-34-4-5- Each school will require all students to have the required immunizations prior to entering school. 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. Upon the schools discretion, parents may be given a waiver not to exceed 20 school days post enrollment to provide documentation to the school. If this information is not provided, the child can be excluded from school. CHIRP release- I understand that my child's information, including child's name, date of birth, address, phone number, parent/guardian first name, and immunization data will be entered into the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP). I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to the recommended immunization schedules. I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a childcare center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3. If you do not want your child's information

entered into the state data base, you must notify the school and provided written documentation that you do not want your child in the CHIRP registry.



## **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.

## **LEARNING COMMONS**

Mission Statement: The mission of the Shelbyville Middle School learning commons is to promote the enjoyment of reading and to provide access to information. Research and information skills are integrated into our curriculum in a cooperative effort between classroom teachers and learning commons personnel. Written materials and technology are used to ensure that our students and staff are effective users of ideas and information, enabling them to adapt to their changing world.

How to Borrow Materials from the Learning Commons: Books may be borrowed for two weeks. Periodicals(magazines), some reference materials and items from the vertical file are checked out OVERNIGHT only. Books or materials must be scanned at the circulation desk before exiting the media center. You must return your borrowed materials to the library on time. There will be a \$.05 per day late fine for overdue materials. When returning a book, place it in the BOOK RETURN slot located on the circulation desk. You may RENEW your books and materials.

Lost Materials: The charge for lost materials is the REPLACEMENT COST of the book or other item you have checked out.

## **LOCKERS**

Each student is assigned a locker for the storage of books, equipment, and personal items. Each locker has a built-in combination lock. Do not share the combination with anyone. Your locker must be kept in a neat condition at all times.

The office will conduct periodic inspections to be sure that lockers are in good order. Do not keep valuables in your locker. Valuable items should be kept in the office. Keep your locker locked at all times. This will cut down on congestion in the locker areas. All lockers made available for student use on school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Students are also to refrain from defacing or vandalizing their lockers in any way.

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

Other guidelines for use of lockers:

1. Each student should use and have access only to his/her personal locker.



2. No student should ever have access to another student's locker.
3. No material may be attached to the outside of the locker except that which is approved by the principal.
4. Tape may not be attached anywhere on the locker.
5. Students may only use magnets to attach material to the inside of a locker.
6. **DO NOT JAM YOUR LOCKING MECHANISM IN ANY WAY.** Doing so will result in disciplinary action.

### **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, health assistant, 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 over-the-counter 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.

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.

### **SEVERE ALLERGIES**

Shelbyville Central Schools has several students with severe allergies to different types of foods, with the most common being peanuts/peanut products, tree nuts, eggs, and shellfish. If a student consumes the food allergen, they will have trouble breathing within seconds. This can happen even if they consume a very small amount of the food allergen by accident. 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.

### **SHELBYVILLE CENTRAL SCHOOL 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. As part of the wellness policy, SCS prohibits bringing in fast food for your child's lunch. In addition, due to concerns about food safety, food allergies, and interruption of classroom instruction, the district will only allow foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended. A complete copy of the Shelbyville Central School Wellness Policy can be obtained at [shelbycs.org](http://shelbycs.org).

### **STUDENT HEALTH SERVICES**

The school nurse/health assistant is readily available to meet the health needs of our students. The school nurse/health assistant is present during school hours. Students needing to visit the clinic must have approval from their teacher.

Students should request to see the nurse/health assistant 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

Students who have a fever of greater than 100.0 will need to be fever free for 24 hours without fever reducing medication prior to returning to school.

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.

### **TELEPHONES**

Students are not to use school telephones unless permission is received from a school employee. Students wishing to make personal telephone calls during the school day must have permission from their teacher. Students may call parents from the teacher's classroom, or the main office.

### **TEXTBOOK ASSISTANCE**

Students who qualify for free lunches may also qualify for textbook assistance. Be sure you complete the forms accurately.

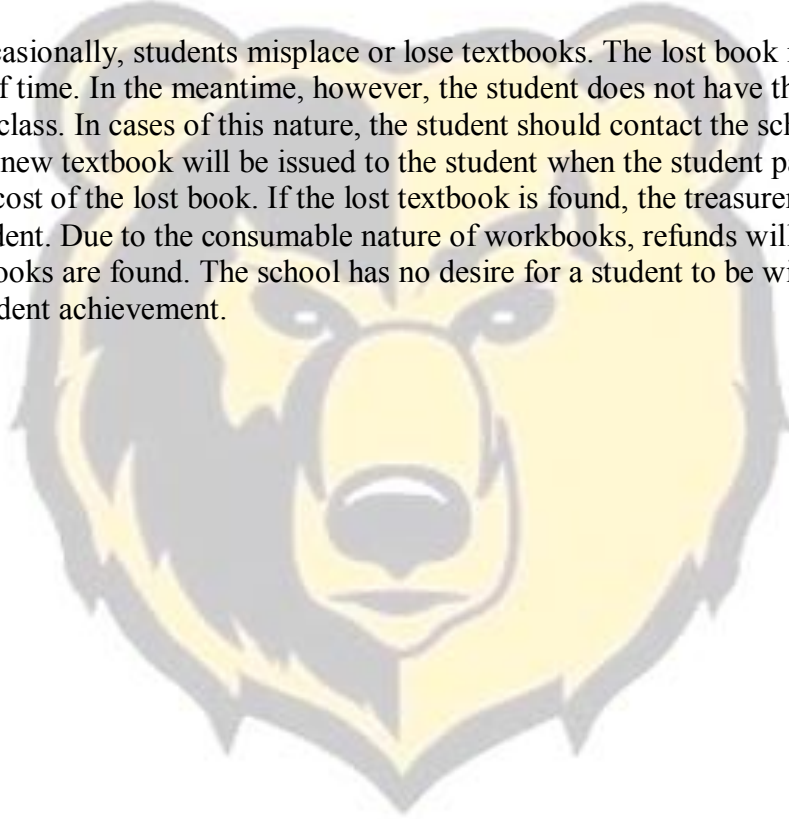
## **TEXTBOOK RENTAL**

Students are given textbooks and consumable materials to use during the school year. These textbooks are leased to the student. Textbook rental fees are payable at the beginning of the school year at pre-registration time. Parents should come prepared to pay for the books at that time, or to make arrangements for paying the rental fee. Failure to pay the textbook rental fee will result in the school corporation filing against the parents in small claims court.

It is critical that all parents pay students fees and book rental in a timely fashion.

The school must charge full price for consumable materials such as workbooks which cannot be used by other students at the end of the school year. The hardback textbooks must be turned in at the end of the school year. Any unreasonable damage or defacing will result in a penalty or fine to cover the repair or replacement of the book. Most of the materials needed for classes are furnished through the book rental system. Students are expected to supply their own writing paper, notebooks, pens, pencils, rulers, required clothing and other articles for physical education.

**Lost Books:** Occasionally, students misplace or lose textbooks. The lost book is usually found within a period of time. In the meantime, however, the student does not have the book which he/she needs for class. In cases of this nature, the student should contact the school treasurer in the bookstore. A new textbook will be issued to the student when the student pays the treasurer the replacement cost of the lost book. If the lost textbook is found, the treasurer will issue a full refund to the student. Due to the consumable nature of workbooks, refunds will not be issued when lost workbooks are found. The school has no desire for a student to be without the books necessary for student achievement.



## **MCKINNEY-VENTO**

### **A. Shelbyville Central Schools' McKinney-Vento Residency and Educational Rights**

Students who are in temporary, inadequate, and homeless living situations have the following rights:

- 1) Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.
- 2) Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation;
- 3) To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the local McKinney-Vento Liaison, Shoshanna Everhart at (317) 398-9725, ext. 5002, Shelbyville Central Schools' Administrative Office at (317) 392-2505, or the STATE COORDINATOR AT (800) 833-2199.

B. The Shelbyville Central Schools' McKinney-Vento Liaison is responsible for disseminating the Notice, as follows:

- by giving it to parents, guardians, or unaccompanied youth who request the Dispute Resolution Procedures and Form;
- by posting it in every school office or administrative area where other district announcements are posted;
- by including the information on the SCS website;
- by publishing the McKinney-Vento information in the student handbook beginning in the 2016-17 School Year;
- by giving it to school social workers, counselors, nurse, health assistants and administrators.

Notice of Dispute Resolution Procedure: Enrollment of a Youth who is Homeless

These are Shelbyville Central Schools' procedures for receiving and resolving disputes pertaining to transition of children and youth experiencing homelessness as identified under the McKinney-Vento Homeless Assistance Act of 2001. The McKinney-Vento Liaison: Shoshanna Everhart, (317) 398-9725, ext. 5002, [smeverhart@shelbycs.k12.in.us](mailto:smeverhart@shelbycs.k12.in.us)

The McKinney-Vento Liaison oversees Shelbyville Central Schools' identification of youth who are homeless, informs the parents or guardians of youth who are homeless of their rights, assists in locating services for the youth, and coordinates resolution of disputes regarding enrollment.

### How to Present a Dispute

If a dispute arises over school selection or enrollment, the McKinney-Vento Liaison needs to be advised of the dispute on the same day it occurs. The parent or guardian may advise the Liaison of the dispute. The Shelbyville Central Schools' representatives involved in enrolling the student must advise the Liaison of the dispute.

### What the McKinney-Vento Liaison Will Do

The McKinney-Vento Liaison will:

- Provide a copy of this procedure to the parent or guardian or unaccompanied youth;



- Assure the child or youth is immediately enrolled (granted the opportunity fully to participate in school activities) or granted continued enrollment in the school in which he/she is seeking enrollment pending resolution of the dispute;
- Assist the parent or guardian in completing the Request for Dispute Resolution form;
- Inform the parent or guardian of the right to submit written or oral information to support a Request for Dispute Resolution;
- Assist the Shelbyville Central Schools' administrators and enrolling staff in completing the Response form;
- Gather other relevant information from both parties; and
- Submit to the Shelbyville Central Schools' Assistant Superintendent a report recommending resolution of the dispute and the basis for the recommendation and provide copies to the parent/guardian.
- Additionally, in the event of an inter-district dispute, the McKinney-Vento Liaison will represent Shelbyville Central Schools in the resolution of the dispute by the Indiana Department of Education.

#### What the Assistant Superintendent Will Do

The Assistant Superintendent will:

- Review the report of the McKinney-Vento Liaison
- Gather any additional information that will assist in resolving the dispute; and
- Provide to the parent/guardian, the McKinney-Vento Liaison, and the Shelbyville Central Schools' administrator a report of the Shelbyville Central Schools' final resolution.

#### **How to Appeal Shelbyville Central Schools' Final Decision**

If the parent/guardian is not satisfied with the Shelbyville Central Schools' final resolution, the parent/guardian may challenge Shelbyville Central Schools' final decision by contacting the McKinney-Vento State Coordinator at the Indiana Department of Education. The McKinney-Vento State Coordinator at the Indiana Department of Education will answer questions regarding the rights of a youth under the McKinney-Vento Homeless Assistance Act and will consider appeals of a schools' final decision on an enrollment dispute involving a youth who is homeless.

The McKinney-Vento State Coordinator at the Indiana Department of Education is:

Michael Williams, McKinney-Vento State Coordinator

Indiana Department of Education

115 W. Washington Street

South Tower, Suite 600

Indianapolis, IN 46204

Phone: (317) 234-4827 Fax: (317) 232-9121

Email: [mwilliams@doe.in.gov](mailto:mwilliams@doe.in.gov)

Request for Dispute Resolution Concerning

Enrollment of Youth who is Homeless

To dispute a Shelbyville Central Schools' decision regarding the enrollment of a youth who is homeless under the McKinney-Vento Homeless Assistance Act, please call the McKinney-Vento Liaison, Shoshanna Everhart, (317) 398-9725, ext. 5002, email at [smeverhart@shelbycs.k12.in.us](mailto:smeverhart@shelbycs.k12.in.us) or complete this form and return it to either:

(1) the principal or school social worker of the school you wish to enroll your child; or

(2) Shoshanna Everhart, McKinney-Vento Liaison Loper Elementary School 901 Loper Drive  
Shelbyville, IN 46176 Phone: (317) 398-9725, ext. 5002 Fax: (317) 392-5732  
smeverhart@shelbycs.k12.in.us

