

# **SHENANDOAH HIGH SCHOOL**

## **Student Handbook**

**2018-2019**

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Middletown, IN 47356  
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<http://www.shenandoah.k12.in.us/o/shs>

Principal – Jake Wiese

Athletic Director/Administrative Assistant – Todd Salkoski

Director of Guidance – Matthew Riedner

Secretary – Janice Brooks

Treasurer – Debbie Hoyt

**Mission:** Shenandoah High School provides a safe and secure environment for the intellectual, academic, emotional, social, technical, and vocational development of all students.

**Vision:** Meeting students where they are and leading them forward...every student, every day.

**Belief Statements:**

- All children can learn.
- Learning is a life-long process.
- Students learn at different rates and in different ways.
- Learning should be interactive.
- Learning should be interesting and relevant.
- Education should be available to everyone.
- Everyone shares responsibility for learning.
- Education is more than schooling.
- School should be a safe place.

**Mascot:** Raiders

**School Colors:** Navy Blue and Gold

**School Song**

"Mighty Raiders" (Melody: Indiana Our Indiana)

Shenandoah, We Love Your Raiders  
And You Know That We'll See You Through  
To A Victory, A Mighty Victory  
For the Team Dressed in Gold and Blue

With Your Team Work And Our Fine Spirit  
And An Effort We Know You'll Try  
To Bring A Victory, A Mighty Victory  
To The Raiders Of Shenandoah High  
R-A-I-D-E-R-S  
Shenandoah Raiders Are The Best!!  
Rah! Rah!

**Alma Mater**

Shenandoah, by Virginia Reedy

Oh Shenandoah, it's time to leave you,  
Time to call you Alma Mater,  
Yes Shenandoah, it's time to leave you  
Away, we're bound to go  
To the wide tomorrow.

Oh Shenandoah, your sons and daughters  
Proudly call you Alma Mater,  
As Shenandoah, your sons and daughters  
Away—are bound to go  
Toward that wide tomorrow.

But Shenandoah, we'll always love you,  
Love to call you Alma Mater, And cherish every  
memory of you As now we're bound to go  
Toward that wide tomorrow.

So Shenandoah, it's time to leave you,  
Now you are our Alma Mater,  
Yes Shenandoah, it's time to leave you  
And now that we're on our way  
To that wide tomorrow.

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# GENERAL INFORMATION

## 1.1 Welcome

The faculty, staff and administration welcome you to Shenandoah High School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. We encourage you to read this book and be knowledgeable of its contents. Share your handbook with your parents. If you or your parents have questions or concerns about the procedures outlined, please contact us.

## 1.2 Bell Schedules

Regular Schedule	
P. 1	7:50-8:41 (51)
P. 2	8:45-9:32 (47)
P. 3	9:36-10:23 (47)
P. 4	10:27-11:14 (47)
Homeroom	11:18-11:43 (25)
P. 5	11:47-12:34 (47)
Lunch	12:35-1:10 (35)
P. 6	1:14-2:01 (47)
P. 7	2:05-2:55 (50)

Extended Homeroom	
P. 1	7:50-8:35 (45)
P. 2	8:39-9:21 (41)
P. 3	9:25-10:07 (42)
P. 4	10:11-10:53 (42)
Homeroom	10:57-11:47 (50)
P. 5	11:51-12:34 (43)
Lunch	12:35-1:10 (35)
P. 6	1:14-2:01 (47)
P. 7	2:05-2:55 (49)

Pep Session	
P. 1	7:50-8:38 (48)
P. 2	8:42-9:25 (43)
P. 3	9:29-10:12 (43)
P. 4	10:16-10:59 (43)
P. 5	11:03-11:46 (43)
P. 6	11:50-12:34 (44)
Lunch	12:35-1:10 (35)
P. 7	1:14-1:49 (35)
P. Session	1:54-2:55 (61)

No Homeroom	
P. 1	7:50-8:46 (56)
P. 2	8:50-9:43 (53)
P. 3	9:47-10:40 (53)
P. 4	10:44-11:37 (53)
P. 5	11:41-12:34 (53)
Lunch	12:35-1:10 (35)
P. 6	1:14-2:01 (47)
P. 7	2:05-2:55 (50)

Two-Hour Delay	
P. 1	9:50-10:27 (37)
P. 2	10:31-11:06 (35)
P. 3	11:10-11:45 (35)
P. 4	11:49-12:24 (35)
Lunch	12:25-1:00 (35)
P. 5	1:04-1:38 (34)
P. 6	1:42-2:16 (34)
P. 7	2:20-2:55 (35)

## 1.3 Directory Information

Each year, Shenandoah School Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "Directory Information". The Board designates as student "directory information": a student's name; address; date and place of birth; photograph, major field of study; participation on officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or listing on an honor roll.

Directory information shall not be provided to any organization for profitmaking purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The Superintendent is required to give recruiting representatives of the U.S. Armed Services, the Indiana National Guard, and the service academies of the armed forces of the United States access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. The School Corporation is required to notify the parent and student that either one may request that the information not be released by process necessary to complete this requirement. The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the

student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made. Parents and adult students may refuse to allow the Corporation to disclose any or all of such "directory information" upon written notification to the Corporation within fourteen (14) calendar days after receipt of the Corporation's public notice.

#### **1.4 School Closings and Delays**

Decisions to close school are made by the Superintendent. Whenever weather is questionable, students/families are urged to listen to local radio and TV stations for school related announcements.

**Radio:** WHBU1240 AM/96.7 FM (Anderson), WQME98.7 FM (Anderson), WLBC104.1 FM (Muncie), NASH 102.5 FM (New Castle). **TV:** WRTV Channel 6, WISH Channel 8, WTHR Channel 13

#### **1.5 Communication**

As high school students mature into young adulthood, we must be mindful of their need to become more independent. During this time, young adults should begin to advocate for themselves, however, the parents and school must continue to provide the appropriate support system to ensure student success.

To receive accurate and timely information, parents must provide correct contact information to the school. Updated phone numbers, addresses, emergency contacts, and correct e-mail addresses can all be updated in Harmony, or by calling the high school office. If this information is incorrect, you will not receive communication from the high school. Below are the many ways to communicate with and stay up to date with what is going on at the high school:

- I. Harmony Parent Access: Parents can keep track of student grades, homework, behavior, and attendance through Harmony Parent Access.
- II. Telephone: Every teacher has a phone with voicemail for messages. During the school day, teachers may not be available to talk; calls will be returned as soon as possible.
- III. E-mail: The fastest way to get in touch with most teachers. Addresses are listed in Harmony and the SHS website.
- IV. In Person: Parents are encouraged to have conferences with the teachers and/or counselor of their student. When possible, twenty-four (24) hours' notice is appreciated.
- V. General Updates and Information
  - A. SHS Website: Access to administration, teacher, and staff e-mails, phone numbers, as well as other basic school information.
  - B. SSC Facebook Page: Keep up to date on corporation-wide news.
  - C. SSC Twitter Page: Keep up to date on corporation-wide news.
  - D. SHS Athletics Website: Information specifically pertaining to Raider sports.

#### **1.6 Visitors**

For the safety and security of our students and staff, any individual who is not an employee of the corporation must report to the school office upon entering the building. All visitors must enter through the main entrance and sign in, where he/she will be issued a visitor's pass. Former students of SHS will not be allowed to return during lunch periods (or other periods of time as well) simply for the sake of visiting students. Please do not invite boyfriends or girlfriends to campus for any reason. If contact with a current student is not for an emergency purpose, all visitors will be asked to leave campus

## **SECTION 2 - ATTENDANCE**

### **2.1 Attendance Policy**

Our goal is for students to be in attendance every day - except in cases of extended illness or extremely unusual situations, more than five (5) days out of school (excused or unexcused) is considered excessive. Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a

school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered." Attendance is the responsibility of the student and his/her parent(s)/guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the Shenandoah School Board and the compulsory attendance laws of the state.

## 2.2 Excused Absences (Countable/Non-Countable)

Excused Absences are defined as absences that the school Corporation regards as legitimate reasons for being out of school. Excused Absences are divided into two categories:

### I. Countable

Absences that are limited to ten (10) per semester:

- **Illness** - Verified note from parent.
- **Medical Appointments** - Verified by note from parent; not verified by Physician.
- **Pre-Arranged Absences** - Follow Pre-Arranged policy or will be considered Unexcused.
- **College Visit** – W/out parent accompaniment; arranged through guidance.
- **Family Funeral** - Relative or friend.
- **Family Illness/Medical**
- **Unexcused Absences**
- **Military Connected Families**

When a student reaches five (5) Countable Absences (per semester), the following procedures will be implemented:

- **5<sup>th</sup> Absence:** Parents will be notified electronically, by mail, and/or phone.
- **9<sup>th</sup> Absence:** Certificate of Incapacity shall be presented to physician and returned to school indicating student is capable of regular or irregular attendance which results in one of two options:
  - **Irregular Attendance:** An individualized plan, taking physician's recommendations into account, may be implemented to meet student needs during time of absence.
  - **Regular Attendance:** Student is expected to be in attendance every day unless excused by a physician.
- **10<sup>th</sup> Absence:** Additional absences, unless excused by a physician, will be considered **unexcused** and students will not earn credit for days missed. Students with 10 or more unexcused OR 17 total countable absences (**per school year**) are considered Habitual Truants and will be reported as such. See **Habitual Truancy**, for more information.

### II. Non-Countable

Shenandoah High School discourages scheduling appointments during the school day, however, there are times when this is unavoidable. **The following instances do not count towards the 10-Day Limit:**

- **Medical/Dental/Other Clinical Appointments** - Verified in writing by parent accompaniment, arranged through the School/Guidance Office.
- **Certificate of Incapacity Form** – Verification from physician stating irregular attendance.

## 2.3 Exempt Absences

In these circumstances, the student is to be excused from school, is not to be recorded as absent, and is not to be penalized in any way from the school. The governing body of a school corporation may authorize the absence and excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day;

and is approved in writing by the school principal. **The following absences are Exempt, and will not count towards the 10-day limit:**

- Page/Honoree of the General Assembly.
- Precinct election board; helper to a political candidate or party on the date of a municipal, primary, or general election.
- Subpoenaed to testify in court.
- Serving with the National Guard for no more than ten days.
- Serving with the Civil Air Patrol.
- School Related Activities/field trips, musical performances, FFA contests, job shadow, etc.
- Funeral/Calling for Immediate Family Member, parent, guardian, grandparent, sibling, brother/sister-in-law, aunt, uncle, child, spouse, or household member.
- Religious Observance
- Student or member of student's household exhibits or participates in the Indiana State Fair for educational purposes.

## 2.4 Unexcused Absence

Unexcused Absences are not recognized as legitimate reasons for being out of school. Unexcused absences count towards a student's limit of 10 days and may result in making up missed time in detention and/or other disciplinary action. **The following are considered Unexcused Absences:** *The principal (or designee) has the authority to excuse up to two days of absences that have unique and/or extenuating circumstances not covered above.*

- *Truancy*
- *Oversleeping; Automobile problems*
- *Sent home for improper dress*
- *Absences beyond 10-day limit (countable)*
- *Work (employment); Hunting/Fishing; Shopping*
- *Preparation for dance (i.e., prom)*
- *Pre-arranged, but didn't follow policy*
- *Other, as defined by administration*

## 2.5 Truancy

Truancy is defined for the purposes of this policy as an absence from school (or an assigned area) without the knowledge of a parent and/or without permission from the school. Truancy is treated as a serious offense and will be treated as such in the disciplinary code. Students who are Truant will not receive credit for work missed.

## 2.6 Habitual Truancy

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days from school within a school year without being excused or without being under a parental request with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Under IC 20-33-2-25, the "Superintendent or attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40.

Students are reported to the Bureau of Motor Vehicles and permit/license privileges are suspended.

## 2.7 Pre-Arranged Absences

Parents of Shenandoah School Corporation students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed (**Failure to meet all criteria will result in an unexcused absence**):

- Notify school at least one week in advance to process request and provide assignment(s).



- Planned activity must involve participation of student's parent, guardian or grandparent.
- A Student may have up to 5 pre-arranged absence days per school year.
- Planned absences are not recommended to extend vacations (Christmas/Spring Break).
- Pre-arranged absences are countable toward the permitted limit.
- No pre-arranged absence will be approved during the final week of the semester.
- Students seeking a pre-arranged absence must be passing all classes or subjects.
- The principal may grant a waiver for emergency or unusual circumstances.

## 2.8 Appointments - Leaving School Early/Arriving Late

Parents are encouraged to schedule doctor and dental appointments outside of the school day whenever possible. If a student must leave school early, parents of Shenandoah Elementary and Shenandoah Middle School students are required to come to the school office and sign the student out. Shenandoah High School students who must leave school early must follow these procedures:

- Written note/phone call from parent/guardian or in-person communication with Office.
- Receive permission from the Attendance Office.
- Sign out stating time of departure and reason for leaving. AM appointments should return for afternoon classes and should sign back in at the Attendance Office.
- Verification of appointment from medical professional presented to office.

## 2.9 Absences and After School Activities

Students must be in attendance at school by 8:05am to attend extracurricular activities that day. Exceptions would be approved pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. **Students too ill to come to school are too ill to attend after school activities.**

## 2.10 Absence Reporting

Parents are asked to call the school between the hours of 7:30 - 9:00 A.M. each day their son/daughter is absent from school. Student phone calls are not acceptable. Parents can also call and leave a message on the school voice mail twenty-four (24) hours a day (354-6640).

## 2.11 Make-Up Work

Make-up work is required for all absences. When a student has been absent, it is his/her responsibility to check with the teacher(s) for make-up assignments and due dates. Alternative assignments may be given to a student for class activities missed which cannot be made up. When not completed in a timely fashion, the student will be assigned after school time to complete it. An absence is not an excuse for late/unfinished work or being unprepared for an assessment – unless new material is covered during the absence, students should expect to take tests/quizzes and to turn in work on due dates, regardless of attendance. Credit will be given for all make-up work, except for truancy and unexcused absences over the 10-day limit.

## 2.12 Tardy

Students not in their assigned class (area) prior to the beginning of the ringing of the tardy bell are considered tardy to class.

- 1<sup>st</sup> – Classroom Teacher Warning
- 2<sup>nd</sup> – Warning from Office
- 3<sup>rd</sup> – 30 Min Detention

- 4<sup>th</sup> – 1 Hour Detention
- 5<sup>th</sup> – 3x1hr Detention
- 6<sup>th</sup> – 2 (3x1hr Detention)
- 7<sup>th</sup> – One Day OSS

Tardies are accumulative per semester, not on a class-by-class basis. You do not receive a warning for each class! You receive two warnings per semester. **Students who reach an 8th tardy in a semester will be placed at level 5, 9th tardy level 6, and so on.** A student who is late to class more than 10 minutes will be counted “absent” for that period. This will not apply if the student has a properly verified pass from the office.

### **2.13 Career Center and Attendance**

Career Center students are required to attend classes at Shenandoah High School every day school is in session, even on abbreviated school days due to weather conditions, teacher in-service, or other reasons. The number of classes to be attended will be determined by the administration and specific conditions will be taken into consideration. From time-to-time, NCCC students will ask for permission to return to SHS campus to attend a special convocation or pep session. Permission will be granted by the administration only, and correspondence at the NCCC is mandatory.

### **2.14 College Visits**

Jr.'s and Sr.'s may make arrangements for college visits during the course of the school year. **The arrangements must be made at least 48 hours in advance of the trip. Completed forms are to be turned in to the Attendance Office.** Juniors may make 2 visits and seniors may make 5 such visits. These absences will not count toward the 10-day absence limit if accompanied by parent/guardian. Otherwise, the absences do count toward the 10-day limit. College visits should not be scheduled during the last week of a nine weeks or semester.

### **2.15 Military Appointments**

At times it is necessary for students interested in a military career to miss school for an interview or physical. Jr.'s and Sr.'s may use up to 3 days during the school year for such appointments. Arrangements should be made through the guidance office and must be verified in writing by the recruiting coordinator. The 3 days will not count toward the 10-day limit.

### **2.16 Withdrawal Or Transfer**

Under Indiana Law, any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation after an exit interview with the student's parent or guardian and the student's principal is conducted with the appropriate school employee. Consent by all three parties required. A student may not withdraw from school unless the withdraw is due to 1) Financial hardship and the student must be employed in order to support the family; 2) the student's illness; or 3) an order of a court with jurisdiction over the student.

## **SECTION 3 – STUDENT DISCIPLINE**

### **3.1 Expulsion/Suspension/Detention**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

- I. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
  - A. A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of one school day, if the student is assigned regular or additional work to be completed in another school setting.
  - B. If a teacher removes a student from class under (A) the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal (or designee) has a meeting with the teacher, the student, and the student's

parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

- II. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
- III. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

### **3.2 Grounds for Suspension or Expulsion**

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

- On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### **I. Student Misconduct and/or Substantial Disobedience**

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:

- A. 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 of conduct prohibited by this rule:
  - 1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - 2. Blocking entrance/exits of any school building, corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - 3. Setting fire to or damaging any school building or school property.
  - 4. 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.
  - 5. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- B. 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.
- C. 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 a violent activity.

- D. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- E. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- F. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
- G. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- H. 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.
- I. 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.
- J. 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.
- K. 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.

**Exception to Rule K:** *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 physician and must include the following information:*

- That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - The student has been instructed in how to self-administer the prescribed medication.
  - The student is authorized to possess and self-administer the prescribed medication.
- L. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  - M. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  - N. Possessing, using, distributing, purchasing, or selling tobacco or nicotine containing products of any kind or in any form.
  - O. Offering to sell or agreeing to purchase controlled substance/alcoholic beverages.
  - P. 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.
  - Q. 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.
  - R. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  - S. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

- T. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- U. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- V. 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.
- W. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- X. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. 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.
- Y. Engaging in pranks or similar activity that could result in harm to another person.
- Z. Using or possessing gunpowder, ammunition, or an inflammable substance.
- AA. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  1. engaging in sexual behavior on school property;
  2. engaging in sexual harassment of a student or staff member;
  3. disobedience of administrative authority;
  4. willful absence or tardiness of students;
  5. 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;
  6. violation of the school corporation's acceptable use of technology policy or rules;
  7. violation of the school corporation's administration of medication policy or rules;
  8. possessing or using a laser pointer or similar device.
  9. possessing or using mace, pepper spray, or any other material or item that has caused or will imminently cause substantial disruption to school operations.
- BB. 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.
- CC. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## II. Bullying

- A. This rule applies when a student is:
  1. 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);
  2. Off school grounds at a school activity, function, or event;
  3. Traveling to or from school or a school activity, function, or event; or
  4. Using property or equipment provided by the school;
- B. 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 or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

- C. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
- D. Parents or students who suspect acts of bullying are taking place need to report the matter to the school principal/designee. School personnel will investigate all reports of bullying.
- E. 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.
- F. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- G. 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.
- H. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

### III. Possessing A Firearm or A Destructive Device

- A. No student shall possess, handle or transmit any firearm or a destructive device on school property.
- B. The following devices are considered to be a firearm under this rule:
  - 1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - 2. The frame or receiver of any weapon described above;
  - 3. Any firearm muffler or firearm silencer;
  - 4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
  - 5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; -
  - 6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  - 7. An antique firearm; or
  - 8. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- C. For purposes of this rule, a destructive device is:
  - 1. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  - 2. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - 3. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- D. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to

be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

- E. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### IV. Possessing A Deadly Weapon

- A. No student shall possess, handle or transmit any deadly weapon on school property.
- B. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
  - 1. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
  - 2. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - 3. a biological disease, virus, or organism that is capable of causing serious bodily injury.
- C. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- D. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### V. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### 3.3 Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. I.C. 20-33-8-1 et seq., I.C. 35-31.5-2-86, I.C. 35-47.5-2-4, I.C. 35-47-1-5

### 3.4 Student Hazing

Hazing of any type is inconsistent with the educational process and prohibits such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of intention into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by any individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

### 3.5 Anti-Bullying Policy

"Bullying" (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written 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:

- places targeted student in reasonable fear of harm to targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with targeted student's academic performance; or
- 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.**

Physical	Hurting a person's body or possessions; Hitting/kicking/punching, spitting, tripping or pushing; taking/breaking someone's things; making mean or rude hand gestures.
Verbal	Saying mean things; Teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
Social/Relational	Hurting someone's reputation or relationships; telling others not to be friends with someone, leaving someone out on purpose, spreading rumors, or embarrassing someone in public.
Electronic/Written	Cyber-bullying, collective or group note writing; bullying through electronic devices.

***All acts of bullying as defined by the law will be reported to the administration and fully investigated. Appropriate actions will be taken upon investigation.***

### **3.6 Sexual Harassment Policy**

It shall be the policy of Shenandoah School Corporation to maintain a learning and working environment which is free from any kind of sexual harassment. It shall be a violation of this policy for any employee, student, or volunteer to harass any other employee, student or volunteer through conduct or communications of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by any employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student. Contact of sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following unwelcome activities:

- Suggesting or demanding sexual involvement accompanied by implied or implicit threats.
- Repeated remarks with sexual or demeaning implications.
- Circulation of graphic/printed materials w/ sexual/demeaning implications.
- Unwelcome touching.
- Pressure to participate in sexual activity.
- Verbal harassment or abuse.

### **3.7 Civil Rights Nondiscrimination Grievance Procedure**

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the REHABILITATION ACT OF 1973 (handicapping condition), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The



nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency. The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.

The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice. The corporation must also post and publish its non-discrimination policy statement. Shenandoah School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedure that are available and for consideration for complaints alleging such discrimination should be directed to: *Shenandoah Schools, 5100 N Raider Road, Middletown, IN 47356, 765-354-2266*

### **3.8 Electronic Devices (Cell Phones, Laptops, iPads, etc...)**

#### **I. Student Expectations and Consequence**

- A. SHS welcomes the use of technology to enhance the learning process, but also sees value in time away from its potential distractions. To ensure a positive and healthy educational environment, cell phones, tablets, and other devices are to be turned off during the school day, unless approved for use by a teacher for educational purposes. Students are permitted to use their school issued device for school work during lunch, however, cell phones are not permitted. Failure to follow these guidelines will be considered a violation of the student discipline policy.

#### **II. Cell Phone Pornography**

- A. Indiana law requires that any person who becomes aware that a student is in possession of or disseminating child pornography, including cell phone pornography, has a DUTY TO REPORT to officials.

- B. IC 35-42-4-4 Child exploitation; Possession of child pornography; Violation classification; Exemption; Definitions states in part;

Sec.4. (a) "Disseminate" means to transfer possession for free or for a consideration...

(b) A person who knowingly or intentionally:

- i. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
- ii. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age: or
- iii. makes available to another person by computer, knowing that the computer's fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less than eighteen (18) years of age;

(c) A person who knowingly or intentionally possesses:

- i. picture; drawing; photograph; negative image; undeveloped film; motion picture; videotape digitized image; or

- ii. 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 to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a Class D felony.

### 3.9 Parking/Driving

#### I. Guidelines

- A. Driving to school is a privilege, which must fall within the bounds of courtesy and using common sense. Students having a valid driver's license, liability insurance (Permit is \$2).
- B. Park only in the east lot in designated student area.
- C. Students must leave their vehicle and enter building immediately after arriving.
- D. No one is permitted in or around cars during the school day. Students that leave things in their car and ask permission to get them during the school day will be considered tardy and will fall under the discipline ladder for accumulated tardies.
- E. Students are expected to observe all traffic laws while traveling to and from school. The speed limit in the parking lot is 10 mph.
- F. Vehicles may be subject to search if there is reasonable suspicion that the vehicle contains contraband.
- G. Vehicles are to be parked within the marked parking space.
- H. Students should exit onto US 36; do not exit through the elementary parking lot.

#### II. Suspension of Driving Privileges

##### A. School Driving Privileges

- 1. Students who do not follow the guidelines set forth above may lose the privilege of driving to and from school.
- 2. Exceeding speed limit, not following basic traffic rules, traveling to and from school in a reckless manner, etc...will result in loss of this privilege.

##### B. Driver's License/Learners Permit

- 1. All students between the ages of 13 and 18 who fall under the following categories may have their driver's license/permit suspended through the BMV:
  - a. Habitual truants
    - i. One who has been found by the school administrator to have been missing from school without the knowledge or permission of the school or the parents on at least three separate occasions during the school year.
    - ii. The Indiana Court of Appeals defines truancy as "willful refusal to attend school in defiance of parental authority".
  - b. Expelled from school
  - c. Have been suspended out of school 2 or more times
  - d. Quit school after age 16 (but not after age 17) w/out parent written permission, will be reported to the Indiana BMV.
- 2. The principal will submit students' names on a periodic and timely basis so that the Bureau can act upon denying or suspending the student's driver's license.
- 3. A person described as a habitual truant is entitled to a hearing under IC 20-8.15-10. Each person described as a habitual truant 13 to 18 is entitled to a periodic review of attendance record to determine whether the prohibition shall continue. In no event may the periodic reviews be conducted less than one time each school year.
- 4. Upon review, the governing body of the school corporation may determine that the person's attendance record has improved to the degree that the person may become eligible to be issued an operator's license or learner's permit. The governing body shall submit to the BMV pertinent information concerning ineligibility.

### 3.10 Dress Code

The appearance and dress of any student is the primary responsibility of both the student and the parent. Students are expected to maintain an appearance that is appropriate for school and

conducive to the educational atmosphere. ***Whenever a school official considers a student's appearance to be inappropriate, immodest, or distracting to the educational environment, a conference will be held and the student will be asked to make necessary accommodations.***

The following are examples of clothing or items that are considered to be ***inappropriate***:

- Clothing with inappropriate language, graphics, slogans, or clothing that promotes secret organizations or sexual innuendo.
- Sunglasses, Hats or headwear (including hoods) - should not be carried or displayed.
- Shoes are to be worn at all times - slippers are not considered shoes.
- Heavy or long coats should not be worn during the school day.
- Short shorts, short skirts/dresses.
- Pants, skirts & shorts are to be worn at waist-line or above, not pulled down below the hips.
- Shirt tops must have sleeves and shoulders must be covered. Shirts should reach below the top of pants (must be "tuckable).
- Clothing that exposes cleavage, midriff, or buttocks is inappropriate. Apparel that exposes undergarments is unacceptable.
- Dog collars, chains, studded bracelets or anything that can be used as a weapon cannot be worn to school.

### **3.11 Classroom Discipline Policy**

Teachers have the right to teach and students have the right to learn. If during class, a student causes a disruption to the learning process, the following steps of discipline will be followed.

- Step 1 Student may be assigned detention. Teacher will make parent contact.
- Step 2 Student may be assigned detention. Administrator will make parent contact.
- Step 3 Student may be assigned to an out-of-school suspension. Parent will be required to meet w/Administrator upon student's return to school.
- Step 4 Student will be assigned 3 Days OSS and sent to Day Reporting.
- Step 5 Student may be withdrawn from class with a grade of W/F.

Disruptions are accumulated for the entire year, not on a class-by-class basis. Students are reminded that any teacher or staff member has the right to correct behavior.

### **3.12 Out-Of-School Suspension/Day Reporting**

While serving an out of school suspension the student will not be permitted to be on campus for any reason, unless permission has been granted by the school principal or assistant principal. Students are expected to get assignments to be completed while serving their suspension and turned in when returning to school.

Under the Day Reporting Program, students who are suspended for certain offenses will be required to report, along with their parents, to court at 8:00 a.m. on the first day of their suspension. After an initial hearing before the court, the student will be involved in community service, at noon a supervised lunch, followed by homework assignments and then special classes. Pick-up time is 3:45 at Community Corrections. The school will attempt to make contact with the parent and the student the day before needing to report to the court. Failure to appear may result in a bench warrant.

### **3.13 Detention**

Detention will be held on Monday, Wednesday and Friday from 3pm until 4pm. Detentions can be from 30 minutes up to 3 hours and can be spread out over several days. It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at detention.

- Students will not be allowed to go to lockers or use the telephone (emergency excepted).
- Students will not be allowed to put their heads down or sleep.
- No electronics, cards, or other recreational articles will be allowed in the room.
- No food or beverages may be consumed in the room.

- Students are required to have class assignments with them.
- Tutoring in some subjects may be available to the students.
- A student who has a medical excuse, death in the family, or is otherwise excused will be assigned a make-up by the principal.

**FAILURE TO ATTEND DETENTION MAY RESULT IN OUT-OF-SCHOOL SUSPENSION:** When a student fails to comply with all rules, he/she may be sent home from detention by the teacher in charge. Any disciplinary disruption in detention will result in an out-of-school suspension(s).

### 3.14 Assembly/Convocation

Shenandoah High School has school wide assemblies/convocations from time to time. During such activities, all school rules apply. Students are expected to be attentive and respectful.

### 3.15 Bus Conduct

To maintain safe and comfortable transportation, students must act responsibly when riding the school bus. RIDING THE BUS IS A PRIVILEGE. All school rules and regulations apply to conduct on the school buses. Failure to follow reasonable directions of a driver or violation of school rules may result in suspension from school or denial of bus riding privileges. If this occurs, the parents and the principal must be notified by the bus driver within 24 hours of the incident. **Students must not behave in a manner which interferes with the bus driver:**

- Board the bus in an orderly manner
- Possession/use of tobacco is not permitted
- Profanity, name calling, horseplay are not allowed
- Vandalism and littering are prohibited.

### 3.16 Cafeteria/M meal Accounts

- I. Student Expectations
  - A. Students should remain in the cafeteria area during lunch. Students may not invite "guests" or relatives to school during lunchtime.
  - B. Disruptions during lunch will be assigned discipline.
- III. Guidelines for Student Lunch/M meal Accounts
  - A. All cafeteria purchases are to be prepaid before meal service begins. Multiple options exist, through online electronic payments or a non-electronic payments of cash or check delivered to Cafeteria before or during school prior to the start of lunch service.
  - B. A student may charge up to 5 meals maximum (one charge per meal) as long as they establish and maintain a good credit history by making payments on their food service accounts.
  - C. A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history by making payments on their food service accounts.
  - D. A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees
  - E. If a student repeatedly comes to school with no lunch or no money, the food service/cafeteria manager must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
  - F. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
  - G. The food service manager or other personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
  - H. If food services staff suspects a student may be abusing these guidelines, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse these guidelines, the privilege of charging meals will be refused.
  - I. The automated call system will notify parents every week of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send via

email or letters home each week to parents of students who carry negative balances of \$10.00 and above.

- J. All accounts must be settled at the end of each semester. Letters will be sent home approximately 10 days before the end of each semester to students who have any negative balances. Negative balances of more than \$10.00 not paid in full 3 days prior to the end of each semester will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- K. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services by June 5th and given the option to transfer the funds to another student or to receive a refund. If no response is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the general fund.

### **3.17 Cheating**

Cheating is a serious offense. Any student who chooses to be dishonest or untrustworthy on a given test, quiz, or assignment, will be penalized. This infraction includes giving or receiving of information.

### **3.18 Dances**

All school rules apply to dances. Violators will be treated the same as during school. The administration has final approval of all guests. A student may ask permission to bring one non-student guest and is responsible for the guest's behavior. All guest requests must be completed one week prior to the dance. THERE ARE NO PASS OUTS. No Middle School students are allowed at high school dances, including Prom. Guests of an SHS student must:

- Be a high school graduate or
- Have received a GED - and –
- Be enrolled in another school or post-secondary institution or
- Be 21 years of age or under.

### **3.19 Lockers**

Lockers are the property of Shenandoah School Corporation. With reasonable suspicion lockers can and will be opened for inspection if believed to house any material illegal and/or detrimental to the health and safety of a student of the student body, or material that is in violation of school rules. The school is not responsible for lost or stolen articles. **Protect your locker combination.**

### **3.20 Field Trips**

All school rules and regulations will be observed during field trips. Conduct must be consistent with in-school behavior. Students are to obtain assignments given during their absence before the trip and complete/turn in all work due the day(s) of the trip. Students with failing grades, poor attendance, and/or consistently missing assignments may be denied the privilege of attending a field trip.

### **3.21 Book Bags**

Book bags may be used to carry books to and from school, but they are to be left in your locker during the school day. This also applies to athletic bags or any other bag used to carry books.

### **3.22 Student Relationships**

School is neither the time nor the place for an overt show of affection. Any inappropriate display of affection in school will result in the student(s) being asked to refrain from this behavior. Never will necking, kissing, embracing or any other action that brings inappropriate notice to an individual be considered proper and permissible. The student(s) will be considered insubordinate and dealt with according to the discipline policy and procedures within this handbook.

### **3.23 School Property**

Students are responsible for all school property such as textbooks, materials, supplies, computers and other hardware, software, library, and lab materials issued to them during the school year. Lost or damaged items are the financial responsibility of parents. School property is to be treated with respect and care. Vandalism of any kind of school property will be addressed as a serious problem and damages are the financial responsibility of the student/parent(s).

Unreasonable damage to textbooks will result in fines: Writing on pages-erasable (\$2.00), non-erasable (\$5.00); Binding torn (\$2.00); Broken back(s) (1/2 or full cost of book); Extensive water damage (full cost of book); Damaged to point it cannot be reissued (full cost of book); Book not returned/lost (full cost of book).

### **3.24 Hall Passes**

All students leaving their classrooms during class or study hall must have their hallway passport, signed by their supervising teacher. The hallway passport is located in this student handbook.

### **3.25 Work Permits**

All students 14 through 17 years of age must obtain a work permit if they are gainfully employed. Permits are issued in the office. This is true for work during the school year and summer vacation as well. Permits may be refused or rescinded for low grades, discipline issues, or poor attendance.

### **3.26 Internet Use**

The purpose of the Internet is to support research and education in the Shenandoah School Corporation by providing access to unique resources and the opportunity for collaborative work. The use of a student account must be in support of education and research and consistent with the educational objectives of the Shenandoah School Corporation. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or materials protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. **This includes checking personal email, instant messaging, chat rooms, etc.**

Students are not to tamper with the configuration, files, software, or icons of school-owned computers without teacher permission. Improper use of the Internet/computer may result in loss of computer privileges. Violations will be dealt with according to the "property damage" policy in this handbook.

### **3.27 Middle School**

Students cannot go to the Middle School area unless given permission by an administrator.

### **3.28 Telephones**

School personnel will make phone calls for illness or emergency situations. Phones in other locations around the building are not for student use unless specifically for a school-related activity/function. Students must have permission from school personnel to use these phones.

### **3.29 Vending Machines**

Candy and soft drink machines have been provided for your convenience. Open containers of soft drinks are not allowed in any classroom. No drinks are to be brought into the school from an outside source. This includes but is not limited to pop, coffee, bottled water, etc.

### 3.30 Offense/Discipline Chart

The following are administrative guidelines and may be subject to change w/o notice.

Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Firearms	Expulsion		
Drug/Alcohol	Expulsion		
Staff Threat/Assault	Expulsion		
Truancy/Unexcused	3x60min Det.	2(3x60min Detention)	Habitual Truant
Assembly Misconduct	3x60min Det.	2(3x60min Detention)	OSS/Expulsion
Insubordinate (staff/sub)	3x60min Det.	2(3x60min Detention)	OSS/Expulsion
Dress	Change and Warning	Change & 3x60 min Det.	OSS/Expulsion
Language	Detention	2(3x60min Detention)	OSS/Expulsion
Property Damage	Restitution & 3x60min Det.	Restitution and OSS	OSS/Expulsion
Fighting	3 Days OSS	5 Days OSS	OSS/Expulsion
Stealing	OSS	3 Days OSS	OSS/Expulsion
Intimidation/Threats	OSS	3 Days OSS	OSS/Expulsion
Parking Lot	3x60min Det.	Loss Driving Privileges	OSS/Expulsion
Tobacco (possess/use)	2 Days OSS	5 Days OSS	OSS/Expulsion
Cheating	Fail Assignment	F for 9 Weeks	F for Semester
Forgery of Note	3x60min Detention	OSS	OSS/Expulsion
Detention No Show	Double Previous Penalty	3 One-Hour Detentions	OSS/Expulsion
Water Device	3x60min Det.	OSS	OSS/Expulsion
Sexual Harassment	3 Days OSS	5 Days OSS	OSS/Expulsion
Internet Violation	3x60min Det.	Loss of Privileges	OSS/Expulsion
Cell Phone/Device	*See Below		

*\*Student is using phone/device inappropriately during school: Student will be suspended for the remainder of school day plus an additional two days.*

### 3.31 Drug Testing

#### I. Introduction

- L. Shenandoah Schools believes that the public school is to provide the best possible educational opportunities for all the youth of the community and for all adults who desire and want to pursue additional training or re-training. These opportunities must focus on the individual in terms of his/her interests, needs, abilities and capacities. It is the goal of Shenandoah Schools to provide experiences which will equip the student to meet the responsibilities required of every citizen in our American democratic society. It shall also be the goal of the school to help the individual to acquire basic skills and attitudes necessary for him/her to live a full, productive and satisfying life.
- M. We also believe the school should make a concerted effort to affect ways of helping individuals in human understanding and relations, tolerance, and respecting the dignity of a person. Ways must be found to help individuals strive for peace among nations, peoples, and cultures. Since schools are only one agency contributing to the education of individuals, we must join hands with home and community agencies/organizations to make a wholesome and healthful environment for all people
- N. The effective date of this program is August 1, 2017. This program does not affect the current policies, practices, or rights of Shenandoah Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Shenandoah Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### II. Reasonable Concern

- A. Shenandoah Schools has a strong commitment to the health, safety and welfare of its students. Results of studies throughout the country, and an increased substance abuse problem in Henry County indicate that education alone, as a preventive measure, is not effective in combating abuse.
- B. Statistics show that the mission of Shenandoah Schools has not been realized. Our commitment to maintaining the extracurricular activities in Shenandoah Schools as a safe

and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

### III. Purpose

- A. The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation.
- B. No student shall be expelled or suspended as a result of any verified "positive" test conducted by his/her school under this program other than stated herein.

### IV. Scope

- A. Participation in extracurricular activities is a privilege.
- B. This policy applies to all Shenandoah Schools students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook *and any other school sponsored extracurricular activities not listed*. It also includes any student who wishes to drive to school, from school or during school.

### V. Legal Obligation

- A. Indiana Code 20-8.1-7 sets forth health measures to be governed by school officials. Most specifically, IC 20-8.7-2 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

### VI. Drug Education

- A. The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug education sessions. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at that time.
- B. An educational presentation will also be made to educate the student about the harmful effects and consequences of alcohol and other drug abuse. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### VII. Consent Form

- A. It is **Mandatory** that each student who participates in extracurricular activities sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation.
- B. Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Shenandoah High School.

### VIII. Testing Procedure

- A. *The selection of participants to be tested will be done randomly by the principal/administrative designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.*
- B. *If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student.*
- C. **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.
- D. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up test, a student will be



required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

- E. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
- F. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
- G. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
- H. 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 collection site. The principal/administrative designee must time and sign the pass.
- I. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also “performance enhancing” drugs such as steroids may be tested.
- J. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

#### IX. Chain of Custody

- A. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name will be used.
- B. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collections to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athlete be may be called after school, perhaps during practice time).
- C. students to wait a long time, thereby creating a loss of important time from class. Athlete be may be called after school, perhaps during practice time).
- D. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
- E. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. *The seal may be broken only by the lab testing the specimen.*
- F. If the seal is tampered/broken after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
- G. The supervisor obtaining the urine specimen will be of the same gender as the student. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have two minutes to produce a urine specimen.

The commode will contain a blue dye so the water cannot be used to dilute the sample. The faucets in the restrooms will be shut off.

- H. After it has been sealed, the specimen will be transported to the testing lab by lab personnel. The testing lab will report results back to the principal/administrative designee.
- I. In order to maintain confidentiality, the container which contains the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also the results sheet for the urinalysis will be mailed back to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

#### X. Test Results

- A. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
- B. The principal/administrative designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two different types of analysis). The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained. In addition, the student or parent/guardian may appeal by requesting that the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
- C. If the test is verified "positive", the principal/administrative designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student will be prevented from participating in extracurricular activities until after a "follow-up" test is requested by the principal/administrative designee and the results are reported. A follow-up test will be requested by the principal/administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, *the same previous procedure* shall be followed. In addition, the Shenandoah Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.
- D. Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.
- E. Drug testing result sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students tested will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the principal/administrative designee has access to.

#### XI. Financial Responsibility

Under this policy, Shenandoah Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, *any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian*).

- A. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
- B. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

#### XII. Confidentiality

Under this program, any staff, coach or sponsor of Shenandoah Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or

disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. This will underscore the Shenandoah Schools commitment to confidentiality with regards to the program.

### XIII. Other Rules

Apart from this testing program, SHS Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team/activity will be subject to consequences defined in those rules and requirements.

## SECTION 4 – ACADEMICS AND GUIDANCE

### 4.1 Grading Scale

100-98 A+	89-88 B+	79-78 C+	69-68 D+
97-92 A	87-82 B	77-72 C	67-62 D
91-90 A-	81-80 B-	71-70 C-	61-60 D-

### 4.2 12.0 to 4.0 GPA Conversion

12.0 GPA Conversion					4.0 GPA Equivalent				
A+=12.0	B+=9.0	C+=3.0	D+=3.0	F=0	A+=4.0	B+=3.33	C+=2.33	D+=1.33	F=0
A=11.0	B=8.0	C=5.0	D=2.0		A=4.0	B=3.0	C=2.0	D=1.0	
A-=10.0	B-=7.0	C-=4.0	D-=1.0		A-=3.66	B-=2.66	C-=1.66	D-=.67	

### 4.3 Weighted Grades

SHS strives to offer a challenging curriculum with opportunities to prepare for post-secondary success through Advanced Placement (AP) and Dual Credit classes. Since these classes are taught at a collegiate level, academic success may not be as high as another class. To encourage the benefits rigorous classes, students are awarded the benefit of weighted grading in these courses.

For all grades above a C-, students will be awarded three (3) additional GPE for each weighted class when calculating the GPA. This is equivalent to the boost of one full letter grade (i.e. B to A). Weighted grading only applies to AP/Dual Credit classes taught at the Middle-Senior High level at SHS. Weighting will not be applied to grades earned in AP/Dual Credit classes below a C- (D+, D, D-, F). **Example: The grade of an A+ in a weighted class would be calculated using a 15 instead of a 12.0.** The following classes apply:

- AP Calculus/IU MATH 215
- Pre-Calculus/IU MATH 125
- Trigonometry/IU MATH 126
- Adv US Hist/ Ivy Tech HIST 102
- Adv Comp/ IU W131
- AP Lit & Comp
- AP Lang & Comp
- English 9 & 10 Pre-AP
- Chemistry II/IU C101/121
- Physics/Ivy Tech PHYS 101

*The administration will continue to evaluate college level courses offered inside or outside of SHS to determine if weighted grading is appropriate.*

### 4.4 Curriculum Guide

Requirements and descriptions of all courses taught are board approved each school year and available to all students on the [Counseling website](#).

### 4.5 Scheduling Process

Students are asked to complete a full schedule of courses in consultation with the counselor and parent, including FOUR alternate electives in the event a class that is requested is not taught or

schedule conflicts occurs. Courses should be selected carefully, as changes will only be made under emergency circumstances as determined by the Principal.

#### 4.6 Graduation Requirements

##### I. Credits

- A. General Education: Minimum of forty-six (46) credits.
- B. Students with Special Needs: **HEA 1019 Provides that a student with a disability shall not be required to complete local requirements that exceed state requirements (40 Credits) to receive a diploma unless otherwise required as part of the student's individualized education program.**
- C. Specific departmental classes and optional elective courses have specific requirements to make-up the forty-six credits. There are also additional requirements for "Core 40" and "Indiana Academic Honors" diplomas. Please refer to the 2018-2019 Shenandoah Curriculum Guide for these requirements.
- D. Credits Per Year to be On Track to Graduate:

Freshmen	10	Junior	24-35
Sophomore	11-23	Senior	36-46

#### 4.7 Graduation Qualifying Exams

All Shenandoah School Corporation students need to demonstrate grade level academic competencies for Indiana's Academic Standards.

- A. Indiana Law requires that students must receive a passing score on both sections of the ISTEP+ (English and Math).
- B. If the standard score for passing on one or both sections is not met, the student must demonstrate five (5) of the following requirements to be eligible for a GQE Waiver for graduation:
  - 1. Student must take the exam each year they are eligible.
  - 2. Student must participate in one remediation activity each school year.
  - 3. Student must have an attendance rate of 95 % or better for their high school career. (Out of 180 days in the entire school year, students must not be absent more than 9 days).
  - 4. Student must maintain a minimum of a "C" average or the equivalent in the courses comprising the credits specifically required for graduation by rule of the State Board of Education.
  - 5. If the student has not met the GQE standard, they must have passed the corresponding class for that testing area and have demonstrated proficiency in the classroom setting as documented by a classroom teacher.

#### 4.8 Counseling Services

Shenandoah High School offers an array of guidance and counseling services through the SHS Counseling Department aimed at assisting students in the areas of academic, career, and personal guidance. According to Indiana State Code IC 20-28-10-17 all information shared between the student and counselor is strictly confidential with the exception of situations when a: (1) student says that they are suicidal (2) student says that they are homicidal (3) student reports being abused.

#### 4.9 Honor Roll & Academic Awards

The following criteria have been set for qualifying for the honor roll categories: Valedictorian, Salutatorian, and Top Ten Seniors will be established based upon 7 semesters. Valedictorian and Salutatorian must earn an Academic Honors diploma. The results will be listed in the New Castle Courier-Times, Anderson Herald Bulletin, Muncie Star Press, and Middletown News.

#### 4.10 Report Cards

Grade reports are issued on Harmony the Wednesday following the close of each grading period. Grades run from A+ (excellent) to F (failure) and include attendance and may contain teacher comments. If computer access is not available, a paper copy may be sent home, if requested.

#### 4.11 Minimum Classes for Enrollment

- I. All students at Shenandoah High School must be enrolled in a minimum number of six (6) "credit earning" classes. Students will be allowed to enroll in only one non-credit earning class per semester such as study hall, teacher aide, or office aide. Students may be placed into additional non-credit earning classes after the semester begins due to academic or disciplinary reasons. This placement is done by the administration.
- II. Occasionally, situations may warrant a reduced schedule – such circumstances might include:
  - A. Special education students whose IEP, as developed under 511 IAC 7, call for a shortened schedule.
  - B. Students receiving homebound instruction.
  - C. Students enrolled in college courses under the post-secondary enrollment program (IC 20-43-4).
  - D. Students enrolled in adult education programs.
  - E. Students enrolled in non-public schools, but who participate in school programs on a part-time basis.
  - F. Kindergarten students on a traditional half-day schedule.
  - G. Students participating in the School Flex Program (IC 20-30-2-2 3).
  - H. Students with unusual or extraordinary circumstances such as those who are:
    1. Pregnant or parenting
    2. Residing in a detention center.
    3. Participating in an alternative education program.
    4. Emancipated and have to work but are still of school age.
    5. Temporary medical condition but do not qualify for homebound instruction.
    6. Returning to complete their graduation requirements after having dropped out of school several years ago.
    7. Attending an alternative to suspension or expulsion program.

#### 4.12 Re-Taking a Class

If a student earns a passing grade in a class that is below the minimum 70% requirement to earn an Academic and/or Technical Honors Diploma, they will be allowed to retake a class for the sole purposes of maintaining eligibility for Academic and/or Technical Honors Diploma(s). Permission will be granted for this on a case by case basis as long as the following conditions are met:

1. No more than two classes may be retaken in the course of four academic years.
2. Student must take the class outside of the school building at their own cost.
3. Student must use an approved educational provider. Currently, SHS will only accept high school credit from the following distance learning providers. All other providers will be approved on a case-by-case basis:
  - Brigham Young University (BYU) Independent Study <http://is.byu.edu/site/>
  - Indiana University High School (IUHS) <https://iuhighschool.iu.edu/>
  - Indiana Online Academy (IOA) <https://indianaonlineacademy.org/>
4. Both classes with accompanying grades will be listed on the student's transcript.
5. Both grades earned will be included in the calculation of the student's Grade Point Average (GPA) and class rank using the following formula:

$$\begin{aligned} & (\text{Original grade}) \text{ Biology D+ (GPE Awarded) } 3 \times .5 \text{ credits} \\ & \quad + \\ & \underline{(\text{New grade}) \text{ Biology B+ (GPE Awarded) } 9 \times .5 \text{ credits}} \\ & 12 \text{ total GPE awarded} \div 2 = 6 \text{ GPE awarded} \end{aligned}$$

Below is an example of how this may impact a student's GPA:  
255 GPE ÷ 32 total credits = 7.979 GPA (Original Biology grade of D+ = 3 GPE)  
258 GPE ÷ 32 total credits = 8.0625 GPA (Average of D+ and B+ = 6 GPE)

*\*GPE stands for Grade Point Equivalence. For each semester grade earned a GPE is awarded based on a 12.0 scale. The total number of GPE is divided by the total number of semester classes taken to calculate the Grade Point Average (GPA).*

#### 4.13 Credit Recovery

Students who fail a class may be eligible to make up class credit by taking courses through PLATO Credit Recovery (or another approved program). Students must attempt the full course offered by Shenandoah High School before they are eligible for Credit Recovery. Additional guidelines will be provided to students and must be agreed upon before beginning the program.

#### 4.14 Homework

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Shenandoah HS staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. **Homework assignments include:**

- Practice** to follow classroom instruction
- Extension** of new skills/concepts to new situations
- Preview** for subsequent lessons
- Creative** activities to integrate skills

**Time:** Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are also encouraged to pursue non-assigned, independent, leisure reading.

#### Responsibilities of Students:

- Write down assignments in agenda
- Produce quality work.
- Set aside regular time for studying/homework
- Follow directions and turn in homework on time.
- Complete assignments independently
- Stay after school to complete missing assignments.
- Find a quiet, well-lit place to work.
- Be sure assignments are clear, ask questions.

#### 4.15 Academic Watch

The purpose of Academic Watch is to identify and monitor students who are failing a class or have missed 5 or more school days. Students who are failing a class and/or have been absent five or more days at the mid-term or quarter are placed on the Academic Watch List and are not eligible to participate in the following: Field Trips (including College visits), Wednesday Club Meetings, School Day Activities (Pep Sessions, convocations, etc...). Students will remain on the Academic Watch list until the next grading period (mid-term or quarter).

## SECTION 5 - MEDICAL INFORMATION

### 5.1 Medical/Emergency Information

Parents are asked to provide emergency information concerning students. The Emergency Information Form lists any medical problems and/or concerns, as well as persons to contact in the event of an emergency when parents cannot be reached, and other essential information. The emergency form should be filled out completely, with all phone numbers and addresses kept up to

date. Parents should notify the school office in the event of a change in the information previously provided on the student information form.

Health information is kept in each student's permanent record file and all State and Federal privacy laws are observed. Any health-related condition that could affect safety, performance, or participation in the classroom will be shared with our educational staff as needed, in order to protect your child and assist any staff member in recognizing any potential problems. Parents should inform the school nurse if any medical information should be kept confidential.

If your child is seriously injured or ill at school the parent will be notified immediately. If the parent/guardian cannot be reached, the emergency contact person listed on the student's emergency form will be contacted.

## **5.2 Health Services**

Any student who becomes ill during the school day is expected to report, with a pass from a teacher, to the Attendance Office. If it is necessary for the student to lie down in the nurse's office, they first must get permission from the Attendance Office. If it is necessary for the student to go home, the parents or an authorized adult will be contacted before a student can be sent home. Students who are ill cannot remain in a restroom.

## **5.3 Medications**

### **I. Medication at School**

- A. Signed parental or guardian written permission, including the reason for the medication, must be received by the school before any prescription or non-prescription (over-the-counter) medication may be administered.
- B. Prescription medication must have the actual prescription label on the container which includes:
  1. Name of student
  2. Name of medication
  3. Date medication ordered
  4. Prescribing physician
  5. Dosage and time to be given
- C. Non-prescription, (over-the-counter), medication may be administered to students only under the following conditions:
  1. Written instructions are delivered to the school office with the medicine
  2. Doses to be given at school are included with the manufacturer's original label with ingredients listed, the student's name affixed to the original package, the reason for the medication, and the dosage and time to be given.
- D. Non-FDA Approved Medications, homeopathic treatments, sample medication, and dietary supplements may be administered with a doctor's written authorization, and should follow the non-prescription procedures above.
- E. Parents/guardians may bring only enough medication for the doses to be given at school. Students on daily medication are permitted to have only a week's supply of medication. Empty bottles will be sent home with the students on Fridays.
- F. Inhalers, Epi-pens, and other emergency medications may be kept at school in the nurse's office as long as guidelines #1 and #2 are followed. These can be kept with the student only if a signed physician's order, as well as written permission from the parent, is on file in the nurse's office.
- G. The parents/guardians of the student will assume responsibility for informing the school nurse of any change in the student's health or change in medication.
- H. The school nurse will:
  1. Inform appropriate school personnel medication to be taken by the student.
  2. Keep a record of the administration of medicine.

3. Discard unclaimed medication at the end of the school year.

II. Transportation of Medication

- A. Parents and/or guardians are responsible for transportation of all medication.
- B. Parents are to bring all medication to school themselves. Parents should bring only a one-week supply, and are to report to the office where the medication is checked in. Students are not to transport medication of any kind to or from school.
- C. Parents and/or guardian coming to school to give medication to a student must report to the nurse's office and the medication will be given there. The medication given will be logged in the nurse's daily report.
- D. No medication will be sent home with students. Parents will be responsible for picking up unused medication. The student's name, the name of the medication, and the amount being picked up by the parent will be logged in the nurse's daily report.

## **SECTION 6 - CLUBS AND ACTIVITIES**

### **6.1 Corporation-Sponsored**

Curricular-related Activities shall enable students to explore a wider range of individual interests than may be available in the Corporation's courses of study but are directly related to accomplishing the educational outcomes for students. Curricular-related activities are defined as those in which:

- 1. The subject matter is taught or will be taught in a regularly offered course;
- 2. The subject matter concerns the Corporation's composite courses of study;
- 3. Participation is required for a particular course;
- 4. Participation results in academic credit.

No Curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

Curricular-related activities, as well as extra-curricular or activities not directly related to courses of study, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board, and directed by a staff advisor.

Corporation-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards. Whenever a student becomes a member of a Corporation-established student group or national organization such as the National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

### **6.2 Non-Corporation Sponsored**

An application for permission for noncorporation-sponsored, student clubs and activities to meet on school premises shall be made to the principal, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent/employee of the Corporation will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. non-school persons do not direct, conduct, or regularly attend the activity.



## **SECTION 7 – ATHLETIC HANDBOOK**

### **7.1 Purpose**

This athletic handbook is designed to explain and to inform athletes and their parents or guardians of the rules, regulations and policies relative to participation in interscholastic athletics at Shenandoah High School. Participation in high school athletics is a privilege which carries with it varying degrees of responsibility, sacrifice and honor. Since athletic competition on high school teams is a privilege and not a right, those who choose to participate will be expected to follow the guidelines established by the administration, and other specific rules for their sport. Authority for the conduct of athletics in Indiana is governed by the Indiana High School Athletic Association (IHSAA) via the principals of member schools. The principal is assisted by the athletic director and head coaches. As stated in the IHSAA By-laws: any school may establish their own set of guidelines above and beyond those set by the state. The athletic department and administration need and depend on parent/guardian help and cooperation to aid coaches and the athletic director in promoting a successful athletic program. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to SHS and the community.

### **7.2 Philosophy**

Shenandoah High School believes that interested students should have the opportunity to develop their potential as athletes in activities appropriate to their level of ability. In this spirit, SHS provides a program of interscholastic athletics which promotes participation for qualified students within the rules and regulations of the IHSAA and the SHS Athletic Department. It is a goal of our school to provide such opportunity as a further means of developing the intellectual, emotional and social maturity of our students, while at the same time teaching the importance and worth of teamwork and sportsmanship. SHS athletics also provide a unifying influence upon our student body and between our school and community. Finally, as is true in all aspects of education at SHS, our athletic program is committed to the pursuit of excellence, acknowledging that the quest itself is the most significant aspect of achievement.

### **7.3 Profile of Shenandoah High School Athletic Program**

Shenandoah High School has developed rich tradition in athletics. The entire school and community take pride in the accomplishments of our athletic teams. SHS athletics reflect our school's philosophy and commitment to excellence.

Boys are offered an eight-sport program including cross country, football, and tennis in the fall; basketball and wrestling in the winter; and baseball, golf and track in the spring. Girls are offered a seven-sport program including cross country, golf, and volleyball in the fall; basketball in the winter; and softball, tennis and track in the spring. If there is an interest by a student or students in participating in a sport that is not currently offered, it can be presented to the administration of SHS for discussion/investigation into the feasibility. All students with sufficient ability are eligible to participate provided they meet the scholastic standards and conduct requirements as established by Shenandoah High School and the IHSAA.

### **7.4 Participation**

Participation in school athletics is a privilege that carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school, and their community. The following rules shall apply to all student-

athletes, cheerleaders, blue-crew, student staff, or any other Shenandoah student associated with athletic teams in grades 6 through 12.

- A. **Enrollment** - A student is to be a regularly enrolled student whose residence has been established and verified according to the following IHSAA rules: Rule 12, Enrollment; Rule 19, Transfer; and Rule 20, Undue Influence.
- B. **Participation** - Participation in organized non-school sports competition during the authorized contest season, including the IHSAA tournament series in that sport will cause such student to become ineligible for their school in that sport for a period not to exceed 365 days as determined by the Commissioner (EX: during baseball season a baseball player cannot participate on his youth league team).
- C. **Consent for Participation, Athletic Physicals** - Between April 1 and the student's first practice in preparation for interschool athletic participation:
  1. The student shall have had a physical examination by or shall provide verification from a physician holding an unlimited license to practice medicine;
  2. The parent or guardian shall give written consent for such participation unless the student is emancipated; and
  3. The parent or guardian shall consent to the disclosure by the school, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the school including records which may concern or be related to the student unless the student is emancipated in which event the student will give such consent. The Consent and Release Form shall be on file in the principal's office prior to the first practice. This form may suffice for the entire year. This rule cannot be waived.
- D. **Conduct** - Athletes conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school (Ref. IHSAA Rule 8, Conduct, Character, Discipline) NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude contestants from representing their schools.

#### **Before the First Practice:**

- All athletes must have a completed IHSAA physical form **signed by a doctor with an unlimited license to practice medicine (MD or DO)** on file in the athletic office.
- All athletes must have a completed emergency information contact sheet and a signed head concussion acknowledgement form on file in the athletic office.

#### **Before the First Contest:**

- Athletes must meet IHSAA eligibility requirements.
- Transfer and foreign exchange students must complete proper paperwork for the IHSAA.
- Parent/Guardian consent and release form must be on file in the athletic office.
- Student Code of Conduct acknowledgement must be on file in the athletic office.

### **7.5 Code of Conduct**

Enforcement of the Code of Conduct - The principal and/or athletic director shall enforce all rules and regulations as described in the Code of Conduct for athletes/participants. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The coach of each sport will reinforce the code during the school year. Nothing in this policy shall be construed to require the school corporation to follow the Due Process and Pupil Discipline Statute (IC 20-8.1-5) in removing a student from participation in any extra-curricular activity. The Code of Conduct is in force twelve (12) months of the year for grades six through twelve.

- A. A coach may establish rules that exceed the high school rules provided that the principal and the athletic director approve the rules and that the signed acknowledgement letters are on file in the athletic director's office.
- B. Athletes must pass five (5) full credit subjects or the equivalent in the previous grading period. Semester grades take precedence. Second semester grades determine eligibility for fall sports.

Coaches may have higher academic requirements provided that the signed acknowledgement letters are on file in the athletic director's office.

- C. An athlete's failure to follow directives regarding specific guidelines established by a coach will be disciplined by that coach in a manner consistent with the rules outlined in the letter on file in the athletic director's office.
- D. Serious Violations - smoking, drinking, drug use, felony **or** misdemeanor **arrest** may result in an immediate suspension.
- E. **Any athlete suspended OSS will not be eligible to compete in an extracurricular event for the same number of days as their suspension upon return to school.**
- F. Drug Testing - Each participant must have on file in the athletic director's office the drug testing consent form in which he/she and his/her parents agree to participate in the athlete/cheerleader drug testing program as outlined in the School Corporation Policy.
- G. Awards - A student-athlete who earns twelve varsity letters will receive an athletic ring. A student-athlete who earns nine varsity letters will receive an athletic blanket. A student-athlete who is suspended for more than 25% of a season will not be eligible for a varsity letter. The student-athlete may appeal this process for awarding a letter to the principal, athletic director, head coach of his or her sport, and two head coaches appointed by the principal. A student trainer, statistician, video person, or manager will earn one-half a letter per season.

## 7.6 Athletic Department Policies

### Absence Due to Illness or Injury

An athlete who misses 5 consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and present this to the Athletic Director, trainer or coach before they may again become eligible for participation. These notes will be kept on file in the Athletic office. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury.

### Academic Eligibility

To be eligible for athletics a student must:

- Pass five full credit classes or the equivalent during the previous grading period, with semester grades taking precedence (all freshman are eligible the first grading period)
- Be and remain enrolled in five full credit classes or the equivalent (Audits and Incompletes **CANNOT** be counted towards meeting these requirements).

### Academics

Student athletes should manage their time so as to not miss practices, competitions, or school to participate in athletics and achieve successfully in academics. If this cannot be done, students should NOT be involved in athletics. Academics must always be a higher priority than athletics.

### Acknowledge of Risks

When participating in any type of athletic activity, there is always a possibility that an injury can occur. Statistically, an athlete will suffer at least one injury during their athletic career that requires he or she misses a number practices and/or games. Sport specific cautionary statements will be given to athlete and parent at the parents meeting conducted by the head coach. A copy of these cautionary statements is available in the athletic office.

There are several types of injuries that can force an athlete to miss practices and/or games. Some of the more common injuries that occur in athletics are strains (stretching or tearing of muscle and tendon tissue), sprains (stretching or tearing of ligaments), and contusions (bruises of soft tissue or muscle tissue). These three types of injuries can vary in their severity. In the case of mild strains, sprains and contusions, the athlete will feel some discomfort but will be able to continue his or her participation in athletics. In severe cases of strains, sprains and contusions, the athlete may miss a

large amount of time participating in his or her sport. Some severe injuries may need to be surgically repaired and require an extended period of physical therapy.

Athletes can also experience more serious injuries such as fractures, dislocations, concussions, internal injuries, spinal injuries, or death. Fortunately, most of the injuries that occur with athletics are mild strains, sprains and contusions and the athlete misses little or no participation. It is important to remember that statistically other types of physical activity present a greater risk to its participants than athletics. Therefore, statistically, athletes are much safer than those who participate in riskier types of physical activity. Athletes can decrease their chance to be injured by the following:

- Refrain from risky behavior in locker room/on field.
- Condition properly to stay in condition.
- Get proper rest and nutrition.
- Stay tobacco, alcohol, and drug free.
- Use proper technique taught by coaches
- Wear proper fitting protective equipment.

Keep all protective equipment in working order. Athletic participation benefits people by teaching self-esteem, team unity, proper health and fellowship. Most people agree that the benefits of participating in athletics outweigh the risks. The coaching staff and athletic training staff (as provided by Henry County Sports Medicine) of Shenandoah High School want to be sure athletes and parents understand that there are risks involved with participating in athletics. The coaching staff will continue to teach and practice only those techniques that promote safe participation, but the staff realizes that some athletic injuries will continue to occur. The staff hopes that athletes and parents alike will take the time to learn more about athletic injuries and how to best avoid them. It will take a "team" effort from coaches, athletic trainers, athletes and parents to continue to provide safe participation for all of those involved. We hope that we can count on your support in this endeavor.

## Age

A student whose 20th birthday occurs on or prior to the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in that sport.

## Amateurism

Students shall not play under assumed names; accept remuneration directly or indirectly for athletic participation; or participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional athletic organizations, clubs or their representatives.

## Athletic Trainer and Reporting Injuries

The Shenandoah School Corporation will assume no responsibility of payment for medical treatment of an injury incurred during practice or contests. A state licensed trainer is available for the purpose of treating injuries that are not severe enough to be referred to a doctor. All injuries are to be reported to the coach and the athletic trainer.

## Attendance

Students must be in attendance at school by 8:05am to be eligible for extracurricular activities that day. Exceptions would be approved pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. **Students that are too ill to attend school are too ill to participate in practice or games.**

Student athletes are required to begin practice with the team on the first official day of practice as determined by the IHSAA. **Athletes that join a team after 4 days of practice have been conducted will not be allowed to participate at the varsity level.** There will be two exceptions to

this rule: 1) Student athletes moving into our district will be allowed full eligibility if it is granted by the IHSAA. 2) Prearranged absences approved by the coach and Athletic Director.

### **Cheerleaders/Blue Crew**

All requirements for participation which apply to other athletes apply equally to Cheer/Blue Crew.

### **Civility Policy**

Any parent/guardian/patron using obscenities or speaking in an abusive manner toward any person, player, coach or official will be asked by an administrator to immediately stop this abusive behavior. If the parent/guardian/patron does not correct the behavior, they will then be asked to leave the premises immediately and law enforcement will be called if necessary.

If a parent/guardian/patron is directed to leave by an administrator under such circumstances, the Superintendent or designee shall inform the person that he/she will not be allowed on any school property, except the Shenandoah School Corporation Administration Building for a meeting with the superintendent, for up to thirty (30) days or for seven (7) days if the person is a parent/guardian of a student attending the school. Parents/guardians/patrons may not be allowed on any school property for up to one year if they are involved in physical violence. The superintendent or designee, after conferring with the parent/guardian/patron, may modify the restriction regarding access to school facilities.

### **Code of Conduct Violations**

Athletic team members in any capacity (athlete, cheerleader, blue-crew member, athletic training student assistant, student manager, or statistician) must assume responsibilities with being a member of a team and wearing the navy and gold. The student body, community and others judge our school by our student athletes' conduct and attitude on and off the field, in season, and out. Student athletes and athletic support personnel are role models and are expected to be positive examples in citizenship, scholastic effort, leadership, and in personal appearance. **All school rules are in effect for all participants in all school sponsored activities.**

Code of Conduct policies are in effect twenty-four (24) hours a day, twelve (12) months a year. Violations of the Code are cumulative from season to season and year to year throughout the athlete's high school career. Each coach may establish additional rules not covered by this handbook. These rules will be in writing so that there will be no misunderstanding on the part of the participants or their parents.

### **School Discipline Referrals**

The principal/designee has discretion to suspend/not suspend a student's right to participate in athletics due to discipline. However, the following step process will generally be used. For the use of this policy, "Offense" is defined as any discipline referral resulting in detention or in-school suspension. **During any given season:** 1<sup>st</sup> Offense-Verbal warning, 2<sup>nd</sup> Offense-1 day suspension from practice, 3<sup>rd</sup> Offense-Suspension from 1 game, 4<sup>th</sup> Offense-Removal from team. An athlete suspended out of school is not eligible to compete during the suspension and for a like number of days upon his/her return to school.

### **Vandalism and Stealing Penalty**

A student athlete shall not vandalize property at school, other schools, or have in their possession any stolen item from any source, including uniforms or equipment from SHS or other schools. Violation of this offense is an indefinite suspension until restitution is made. Once restitution is made

the following penalties apply: First offense-suspension for 50% of season. Second offense- one calendar year exclusion from athletics. Third offense-career exclusion from athletics.

### **Felony Conviction Penalty**

A student athlete who is found guilty or has acknowledged guilt of a felony by either formally pleading guilty or entering into a plea agreement, a pre-trial diversion agreement, or an informal adjustment agreement with the State of Indiana will face the following consequences: first offense is one calendar year exclusion from athletics and second offense is career exclusion from athletics.

### **Misdemeanor Conviction Penalty**

A student athlete who is found guilty or has acknowledged guilt of a misdemeanor by either formally pleading guilty or entering into a plea agreement, a pre-trial diversion agreement, or an informal adjustment agreement with the State of Indiana will face the following consequences: first offense is suspension for 25% of the season, second offense is one calendar year exclusion from athletics, and third offense is career exclusion from athletics.

### **Arrest Penalty**

A student athlete who has been charged with a crime will be suspended from competing with the team until a hearing with administration is conducted. The hearing will decide if the student will be suspended until his/her trial is concluded or if the suspension will be lifted before the conclusion of the trial. If the student athlete is found guilty or acknowledges guilt of a misdemeanor or felony by formally pleading guilty or by entering into a plea agreement, an informal adjustment agreement, or a pre-trial deferral agreement with the State of Indiana, then the appropriate penalty shall apply at the time of conviction or disposition of the case.

### **Substance Abuse Policy (Alcohol, Tobacco, Illegal Drugs)**

The following disciplinary action will be taken if a student-athlete is determined to be in violation by either the possession or use of alcohol, tobacco products of any kind or any illegal drug. Determination may be made by student admission, notification of arrest by law enforcement or a county probation department. It is the responsibility of the principal and athletic director to investigate allegations of substance abuse. Penalties may be imposed in situations where there is an overwhelming existence of evidence as determined by the appropriate investigation.

### **Disciplinary Action for Violation of Substance Abuse Policy**

#### **First Offense:**

1. Student will be prohibited from participating in athletics for one calendar year (365 days).
2. Penalty reduced to 25% of sports season if student athlete enters into approved substance abuse counseling, educational, or rehabilitation program. As soon as student enters approved substance abuse counseling, educational, or rehabilitation program, he/she may resume the athletic practices.
  - If a student cannot serve the full 25% penalty the current season, the remainder of the penalty will be served in the next applicable season.
  - Failure to complete (once begun) an approved substance abuse counseling, educational, or rehabilitation program is considered a second offense. The student must have a clean drug screen before returning to participation

#### **Second Offense:**

1. Student will be prohibited from participating in athletics for one calendar year (365 days).
2. The student must have a clean drug screen before returning to participation.

**Third Offense:** Student will be excluded from participating in athletics for the remainder of time at the high school.

*Note: An athlete who has received a permanent suspension from all athletic activities may apply with a written request for a review of his/her suspension. This appeal may not be filed until one year after the suspension was given. The appeals panel will consist of the principal, assistant principal, athletic director, and two head coaches selected by the athletic director.*

### **Conflicts in Extra-Curricular Activities**

Shenandoah High School recognizes that every student should have the opportunity for a broad range of experiences in the area of extracurricular activities. Students are also urged to use caution in attempting to “specialize” too much, thereby denying themselves a well-rounded high school career. Students, however, should be cautious about participating in too many activities. Interscholastic sports at the high school level require a substantial time commitment which usually extends Monday through Saturday from the first official day of practice until the end of the tournament series. A commitment to a high school athletic team indicates that all non-school conflicts will be resolved in favor of the high school team. This would not include such things as significant religious holidays, participating in a relative's wedding, a family member's funeral, etc. If a conflict **between school activities arises**, the student should notify the coach and/or sponsors involved and attempt to resolve the conflict as equitably as possible. If the conflict persists, the student may contact the Athletic Director for assistance. **Participation in IHSAA tournament competition always takes precedence in school related conflicts.**

### **Equipment Issue and Return**

Shenandoah High School endeavors to provide each team member with the best and safest equipment available. All equipment and uniforms issued to an athlete are expected to be returned in the same condition as when issued (except for normal wear and tear) or the athlete is expected to make restitution to the athletic department for the lost or damaged equipment. **Failure to return equipment/uniform or pay the replacement cost will prevent the athlete from participating in any activities involving another sport until the obligation is taken care of.**

### **Grooming and Appearance**

Shenandoah High School athletes act as representatives of the school and community and therefore are required to exhibit a well-groomed and appropriate appearance. The Principal, Athletic Director, and Coaches will determine Athletic Department guidelines as needed concerning the appropriateness of styles within the context of safety and accepted social norms.

### **Hazing/Abuse/Harassment**

Hazing is any form of physical, verbal, or emotional mistreatment, abuse or harassment of a student Athlete in connection with participation on an interscholastic athletic team. Hazing/Abuse/Harassment activities of any type are inconsistent with the goals of Shenandoah High School and are prohibited at all times, on or off school grounds and whether occurring during, prior to or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student athlete willingly participates. Shenandoah High School prohibits any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student-athlete.

If a student-athlete believes that they have been subject to hazing, abuse, or harassment the student-athlete must promptly report this incident to a coach, counselor or administrator. This information must immediately be brought to the attention of the administration. Consequences for hazing activities may include but are not limited to: team suspension or removal, school suspension or expulsion, and-or legal prosecution.

## Health Insurance/Student Accident Insurance

SHS administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. **Parents are strongly encouraged to have an insurance policy to cover athletic injuries and the cost of treatment.**

Hoosier Healthwise is a health insurance program for Indiana children, pregnant women, and low-income families. Health care is provided at little or no cost to Indiana families enrolled in the program. The enrolled member chooses a doctor to get regular checkups and health care for illnesses. Other health needs such as prescriptions, dental care, vision care, family planning services, and mental health services are also available as part of the Hoosier Healthwise program. Call 1-800-889-9949 to get information about the Hoosier Healthwise program.

In recent years the IHSAA has carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request. **NEITHER THE IHSAA NOR SHENANDOAH SCHOOL CORPORATION CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

## Health Issues

Parents needing information on the following health issues can ask the Athletic office or find information on the IHSAA website ([www.ihsaa.org](http://www.ihsaa.org)) pertaining to:

- Mrsa
- West Nile Virus
- Staph Infection
- Heat and Hydration
- Concussions
- Weather/Lightning
- Viral Meningitis

## IHSAA

Shenandoah High School is a member of the Indiana High School Athletic Association that has been the governing body of high school athletics since 1903. The control of the I.H.S.A.A. rests with the high school principals who elect a legislative body consisting of teachers, athletic administrators, principals and superintendents of member schools. Members are elected in each of the five IHSAA districts; Shenandoah is in District 2. All rules are found in the IHSAA Bylaws and Articles of Incorporation. The principal and athletic directors have copies of this book.

## Multiple Sport Participation

SHS does not support participating in more than one sport. Coaches should establish expectations "out of season" which would prohibit or restrict participation in another sport which is "in season."

## Dual Sport Participation – Same Season

While not encouraged at SHS, dual sport participation is permitted under the following conditions:

1. The athlete and his/her family are in favor of competing for 2 sport teams.
2. The coaches of the affected sports are in agreement that this is a desirable situation.
3. The coaches of the affected sports, athlete, and athletic director will meet to determine if a schedule for practices and competitions can be mutually agreed upon.
4. The athlete is expected to practice regularly in both sports.
5. Athlete will not be permitted to leave practice early to attend a practice in the other sport without the permission of both coaches.
6. Athlete will not be permitted to miss practices/contests in either sport w/out consent of one or both of the coaches.



7. A prioritized list of contest levels will be established before the first contest in either sport, such as the following: Contests take precedence over practices, IHSAA Tournament games, other tournaments (county, invitationals), Regular season games.
8. The athlete will determine his/her "Primary" and "Secondary" sports. This determination will be used only to resolve scheduling conflicts that arise after the start of the season.
9. If the lettering requirements for both sports are met, then the athlete will be eligible to receive letters and awards in both sports.
10. **Final authority regarding conflicts/clarification of policy shall be vested in the AD.**

## NCAA & Scholarships

NCAA & NAIA academic standards have been established for continued participation at the college level. Those athletes who are planning to pursue athletics at the collegiate level must see the Guidance Department for the newly published NCAA & NAIA guidelines. This information contains a detailed description of requirements for collegiate athletic participation. Student-athletes who wish to participate in collegiate athletics must meet NCAA and/or NAIA athletic eligibility requirements.

These requirements include but are not limited to:

1. Specific Grade Point Average in the Core Curriculum
2. Specific Scores on the ACT and/or the SAT
3. Must register with and be certified by the NCAA/NAIA Eligibility Center.
  - a. NCAA Eligibility Center visit: <https://web3.ncaa.org/ecwr3/>
  - b. NAIA Eligibility Center visit: <https://www.playnaia.org/eligibility-center>

The NCAA has rules governing both Division I and Division II member institutions that determine eligibility for freshmen athletes. See the guidance department for the most recent core course requirements and GPA/ ACT / SAT score requirements.

## Participation on Teams Outside of School Athletics

Athletes who participate as members of any similar teams in the same sport season, not under the direct supervision and management of their school, shall not be eligible for participation on the school team. Participation in other sports while participating on a school team should only be done with the knowledge of the high school coach.

## Physical Examinations

Students desiring to participate in interscholastic athletics must undergo a physical examination. The IHSAA form for this physical can be obtained online or in the Athletic office. The form must be signed by a doctor with an unlimited license to practice medicine (MD or DO) prior to the first practice or high school team camp of any sport. The doctor's signature must be dated after April 1 preceding the current school year. The student and parents or guardians must complete the medical history and sign it to be eligible for participation. **Please note: the physical may be performed by a nurse practitioner but still must be signed by an MD or DO.**

## Practices: Regular, Vacations, and School Closings

All team members are expected to attend all practices. Practice schedules during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practices when school has been closed due to weather are **voluntary and may be limited to varsity only**. Under no circumstances will an athlete be punished for not attending practice in this situation.

## Quitting a Team/Removal from Team

Any athlete that quits a team or is removed from a team for any reason during the season (A season begins with the first official day of practice set by the IHSAA.) will not be permitted to go out for any other team of that sport season or to participate in a practice, conditioning program or weight room

activity of any team preparing for an upcoming season. The athlete must wait until the current sport season is completed. The end of the sport season is defined as the day following the last scheduled contest for all teams other than varsity; for all IHSAA tournament roster teams, the date that a team is eliminated from the state tourney is considered the conclusion of a sport season. **An athlete that is cut may play another sport immediately.**

### **Social Networking**

Student-athletes are responsible for all information contained in written or electronic transmissions (i.e. e-mail) and any information posted on a public domain (i.e. Internet, chat rooms, blogs, Facebook, YouTube, Twitter, etc.). Inappropriate, embarrassing or disrespectful information or pictures should not be posted in any public domain. Student-athletes are not precluded from participation in online social networks, however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and Shenandoah High School.

Texting, tweeting and uses of other social networks to disparage/criticize the team, teammates, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Shenandoah High School student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Code of Conduct or any other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include but are not limited to depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol and tobacco (i.e. holding cups, cans, shot glasses, etc.)
2. Posting photos, videos and comments that are of a sexual nature. This includes links to websites of pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray personal use of marijuana and other illegal drug paraphernalia.
4. Demeaning other athletes and/or coaches, Shenandoah or otherwise.

For your own safety, please keep the following in mind as you engage in social networking:

1. Set your security setting so that only your friends can view your profile.
2. Do not post your email, home address, local address, telephone number(s) or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend on your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Consider how the above behaviors can be reflected in all social media applications.

Current and future employer and college admissions often access information you place online. Think about information you post which could provide an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

### **Summer Program Participation**

Summer participation is an opportunity to improve conditioning and skills. Athletes are encouraged to take advantage of these programs. To participate in summer programs, athletes must have submitted a completed pre-participation physical that is dated after April 1 of that participation year.

### **Sunday Activities**

The Corporation respects families need for time when school activities do not interfere or infringe. Sunday's are days of no school-sponsored or directed activities.

## **Transfer Students**

Parents of students who wish to participate in athletics at SHS but who did not attend Shenandoah School Corporation during their intended sport's season the previous school year are required to complete an Athletic Transfer Report Form. The transfer will be sent to the student's former school and to the IHSAA for approval. The student cannot become eligible for competition until approval has been granted by the IHSAA.

## **Travel**

SHS athletes are required to travel to and from athletic contests and special events in school-approved vehicles under adult supervision provided by SHS. Coaches must have signed permission from a parent if a student wishes to ride home from a contest with their parent.

## **Weight Room**

No student shall use the weight room facilities without the direct supervision of a coach or teacher. The weight room has teams regularly scheduled after school and during summer hours.

## **7.7 Athletic Awards**

### **Policy**

The school will award a varsity letter certificate for athletes that qualify in each sport. Athletes that do not meet lettering requirements will be awarded a participation certificate. Athletes must purchase letter jackets. The school will provide recognition for each year the athlete letters. The school will also provide a sport emblem that represents the sport lettered in for the letter jacket.

Patches for county championships and other awards can be purchased by athletes in the athletic office. The Athletic Department will provide patches to teams that win IHSAA sponsored tournaments. The Athletic Department will also provide patches for individuals that advance beyond the sectional level in IHSAA sponsored tournaments. The Athletic Department will also provide patches and or plaques for individuals that are awarded first team all-state status by their sports coaches association.

### **Rules Governing Awards**

At the end of each season, the head coach shall submit to the athletic director recommendations for awards. Throughout the season the coach will see that a careful record is kept for the participation of each athlete. IHSAA rules are to be followed. Athletes must successfully complete the season to be considered for an award. If a coach feels that an athlete would have met the requirements for a letter, but a serious injury during the season kept the athlete from doing so, the letter may be awarded upon the recommendation of the coach.

Athletes must be present at the awards program to earn and receive their awards. Under extraordinary circumstances where the athlete has notified the athletic director in advance this requirement might be waived. Athletes suspended from competition during any part of their season for Code of Conduct violations are not eligible for any special awards (plaques, all-county, all-state, etc...) They can earn a varsity letter or participation award as long as they complete the season with the team. The wearing or possession of all athletic awards is contingent upon proper conduct by a student. The recalling of any award purchased by the school is within the power of the school.

A maximum of one MVP trophy and five plaques will be awarded for all levels of each varsity sport. The principal or athletic director may waive this limit if a team has had an exceptional season.

## **Requirements for a Varsity Letter**

**Football:** Participate in 10 quarters.

**X-Country:** Participate minimum 4 Varsity meets.

**Tennis:** Starter in 25% of varsity matches played.

**Volleyball:** Participate in 8 matches and/or named to sectional team.

**Golf:** Attend all practices and matches unless excused by coach.

**Basketball:** Participate in 20 quarters and/or be named to sectional roster.

**Wrestling:** Participate in at least 5 Varsity meets.

**Baseball:** Participate in 25% of games played.

**Softball:** Participate in 25% of games played.

**Track:** Attend all practices and meets unless excused by coach.

**Student Manager/Trainer:** Comply with standards and requirements set by coach.