

SHOALS MIDDLE SCHOOL

www.shoals.k12.in.us
7900 US Hwy 50 Shoals, IN 47581
Phone 812-247-1313 Fax: 812-247-2278

ADMINISTRATIVE STAFF

Superintendent Ms. Kindra Hovis
High School Principal Mr. Josh Mullis
Middle School Principal..... Mr. Bryson Abel
Elementary Principal..... Mrs. Audrey Gibson
Athletic Directors..... Mrs. Danielle Cornett and Mr. Bryson Abel

SCHOOL BOARD

President..... Mr. Drexel Turpin
Vice-President Mrs. Eva George
Secretary..... Mr. Jerry Braun
Member..... Mrs. Jennell Hoffman
Member..... Ms. Annette Taylor

Shoals Middle School, in cooperation with parents and community, provides a safe and supportive learning environment with high expectations effectively meeting the needs of our students and helping them reach their individual academic goals.

SCHOOL SPIRIT SONG

Shoals High School
Shoals High School
Fight for Blue and White
Down to the floor to raise the score
Come out and show your might
Yea, Team, Fight

Onward, Jug Rox
Onward, Jug Rox
Fight on for your fame
Fight fellows, fight and
We will win this game
J-J-JUG, R-R-ROX
J-U-G R-O-X GO BIG BLUE!

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Dear Parents, Guardians, and Students:

The wonderland of education is both a sandbox for creativity, and a springboard for the future. During your child's time at Shoals Middle School, we want each moment to be educationally, socially, and psychologically relevant to build a brighter and happier future.

Parents/guardians, each of us at Shoals Middle School appreciate that you have chosen to entrust us with your most precious treasure – your child. We promise to do our very best each day to keep them safe, happy, and challenged. On those days we succeed, let us know! On those days we mess up, let us know and help us be better.

Students, you are our number one priority and we will do everything in our power to make sure you believe it. This year, allow yourself to grow. Take risks. Open yourself to new adventures. Be prepared to fail...then learn...then succeed! Regardless of your journey, we will be with you every step of the way.

In your corner,

Shoals Middle School Principal
Mr. Bryson Abel

Disclaimer and Concerns

If it becomes necessary to add or change rules explained in this handbook, the new rules or regulations will be announced through the daily announcements, posted outside the principal's office and on the school website: www.shoals.k12.in.us

A student or parent who has a concern that arises out of actions, procedures or policies found in this handbook, or the lack thereof, has the right to request a conference through the high school office to address his or her concern.

All parts of this handbook have been adopted by the Board of School Trustees in their regularly scheduled meeting in July 2023. This handbook will be in effect for the 2023-2024 school year and the 2024 summer school term.

Faculty and Staff

| | | |
|----------------------------|----------------------|---------------------------|
| Mrs. Mary Ellen Baker | Mrs. Kari Goodman | Mrs. Cameron Sanders |
| Mrs. Kim Bridges | Miss Megan Hawkins | Mr. Brian Smith |
| Mrs. Charlene Breidenbaugh | Mrs. Jessica Hert | Mrs. April Sutton |
| Mrs. Bridgette Bush | Mrs. Heidi Hoffman | Mrs. Allison Taylor |
| Ms. Brittney Bushey | Mr. Ben Kent | Miss Reva Troutman |
| Miss Erin Cage | Mrs. Sarah Knepp | Mrs. Diana Turpin |
| Mrs. Danielle Cornett | Ms. Amy Money | Mrs. Crystal Tyler |
| Mr. J.D. Emerick | Mrs. Cassie Phillips | Mrs. Kelley Wellman-Covey |
| Mr. Scott Fishback | Mrs. Precious Rhea | Mrs. Raysha Wininger |

Personnel

| | |
|---|---|
| Darla Holt |Corporation Admin Asst/Deputy Treasurer |
| Tammy Cooper | Cafeteria Manager |
| Samuel Dahlen | Technology Assistant |
| Chase Butler |Director of Technology |
| Kendra Wright |Corporation Treasurer |
| Melissa Grogan/Jocelyn Harder/Deanna Hert | Cafeteria Asst Managers |
| Allison Taylor |Middle School and Athletic Secretary/Treasurer |
| Amy Money | High School and Guidance Secretary/Attendance |
| Doug Wagoner | Director Maintenance/Custodial |

Bus Driver Route and Contact Information

The Shoals Community School Corporation will be operating 13 school bus routes for the 2023-24 school year. Listed below is an abbreviated description of the areas each bus route will cover as well as the name of the contracted bus driver and a contact telephone number for each driver. For a complete description of any school bus route, please contact Amanda Heckard, Corporation Secretary, by phone at 812-247-2060 ext. 700 or by email at amanda.heckard@shoals.k12.in.us.

| | | | |
|-----------|-------------------|----------|---|
| Route #1 | Kimberly Albright | 709-9233 | Huron, West Shoals, Circle Drive, State Forest, Red School Rd. |
| Route #2 | Earl Tedrow | 247-3288 | Weisbach, Willow Valley, Deep Cut Lake Rd, Ironton Rd. |
| Route #3 | Paul George | 653-2771 | Trinity Springs, Mt. Olive, County Farm Rd, Hickory Ridge Rd. |
| Route #4 | John Gore | 388-5612 | Indian Springs, Cale, Hwy 450, Dover Hill, DH Gate Rd. |
| Route #5 | Keith Emmons | 936-2393 | Emmons Ridge, Rusk, Windom, Ridge Rd, Spencer Hollow |
| Route #6 | Ted Emmons | 936-7558 | Hwy 150, Rusk, Powell Valley, Coal Hollow, Butler Bridge, Peggy Hollow, Anderson Rd. |
| Route #7 | Miranda Albright | 276-6106 | Frogeye, Boyd Hollow, Progress School, Simmons Creek |
| Route #8 | Todd Wininger | 296-0431 | Waggoner Chapel, Pleasant Valley, Abel Hill, Jackman Hill, West Shoals East of Hwy. 50 |
| Route #9 | Bethann Hembree | 296-7212 | Rama Dye Rd, Hwy 50 West, McCormick Hill, Capitol Ave, Mobly Rd, Killion Mill Rd. |
| Route #11 | Gerald Montgomery | 247-2810 | Fairview Church, Doe Run, Nachez, Roland |
| Route #12 | Cecil Ragsdale | 709-0182 | East River Rd, Chicken Farm Rd, Hwy 50 East, Lil-Critters Daycare |
| Route #13 | Eva George | 388-5698 | Padanaram Village, Graded Rd, Kent Farm Rd, Low Gap Rd, West River Rd., A&J Kiddie Barn Daycare |

SHOALS COMMUNITY SCHOOL CORPORATION

2023-2024 MIDDLE SCHOOL CALENDAR

First Semester

| | |
|----------------------|--|
| August 1 | First Teacher Day |
| August 3 | First Student Day |
| September 4 | Labor Day – No School |
| October 6 | End of 1 st Nine Weeks |
| October 9-13 .. | Parent/Teacher Conferences – No School for Students |
| October 16-20 | Fall Break – No School |
| November 10 | Beta – No School |
| November 22-24 | Thanksgiving Break – No School |
| December 20 | End of 1 st Semester/2 nd Nine Weeks |
| December 21-29 | Winter Break |

Second Semester

| | |
|-------------------|--|
| January 1,2 | Winter Break |
| January 3..... | First Day 2nd Sem |
| February 12..... | Snow Day #1 |
| March 8 | End of 3 rd Nine Weeks |
| March 18-22..... | Spring Break – No School |
| March 29..... | Good Friday – No School |
| April 8 | Eclipse Day – No School |
| May 17..... | End of 2 nd Semester/Last Student Day |
| May 17..... | End of 4 th Nine Weeks |
| May 20..... | Last Teacher Day |

*Make-up days will go in the order they are numbered.
Additional make-up snow days will be added after May 17th to meet the 180 day requirement

School Closing

Please listen to local radio stations for school information. We will call the following radio and TV stations for school closings, information and athletic cancellations or rescheduling. **Please do not call school officials, unless it is essential.** Telephones must remain open for emergency communications. If school is canceled due to weather, the general philosophy is all school activities are canceled for that evening. The only possible exception is varsity athletic events where rescheduling is sometimes next to impossible. Playing a varsity athletic contest on a day when school is canceled will still depend on road and weather conditions at the time of the event. If school is dismissed early due to weather, all school activities are canceled for that evening.

| | | | | | | | |
|-------------|------|----|-------|-------------|------|----|-------|
| Paoli | WUME | FM | 95.3 | Terre Haute | WTWO | TV | CH 2 |
| Corydon | WKLO | FM | 96.9 | Terre Haute | WTHI | TV | CH 10 |
| French Lick | WFLQ | FM | 100.1 | Louisville | WDRB | TV | CH 41 |
| Washington | WWBL | FM | 106.5 | | | | |

Grades and Grading System:

The school year is divided into four grading quarters. There will be a mid-term grade report for each of the grading periods. In order to create uniformity with grading practices, all teachers will use a common grading scale. The following scale will be used to represent the values of letter grades when contacted by outside agencies. All teachers will use the following scale:

| | | |
|-----------------------|-----|--|
| Excellent or superior | A+ | 100-98 — Classroom work only (before extra credit) |
| | A | 97-93 |
| | A- | 92-90 |
| | B+ | 89-88 |
| Above average | B | 87-83 |
| | B- | 82-80 |
| | C+ | 79-78 |
| Average | C | 77-73 |
| | C- | 72-70 |
| | D+ | 69-68 |
| Below average | D | 67-63 |
| | D- | 62-60 |
| Failure | F | 59 and below |
| Withdrawn | WD | |
| Withdrawn Failure | WF | (Withdrawn after the drop/add period has passed or withdrawn because of behavior problems) |
| Incomplete | INC | |

Semester Grades

The two nine week grades and final exam will be used to compute the semester grade. Each grading period will have equal value.

To figure semester grades take the total of each nine weeks percent multiplied by .40 and the final exam percent multiplied by .20. The semester grade will be assigned based on the average of the two nine weeks grading period percentages, not the nine week letter grade.

Semester grades are recorded on permanent records and the credit is recorded at the end of the semester.

The following percentage scale will be used to assign semester grades:

| | |
|------------------|------------|
| A+= 100-98 | C+= 79-78 |
| A = 97-93 | C = 77-73 |
| A- = 92-90 | C- = 72-70 |
| B+= 89-88 | D+= 69-68 |
| B = 87-83 | D = 67-63 |
| B- = 82-80 | D- = 62-60 |
| F = 59 and below | |

Finals—Final exams will be given to all students at the end of each semester. A space has been provided on the student report card where the final exam grades will be registered.

Honor Roll

The counselor will compile an honor roll after each grading period and the semester. Shoals Middle School honor roll will be computed on all courses that meet for at least one semester including physical education.

The following levels of honors will be computed:

| | | |
|---------------|------------------------------------|---|
| All A's | 4.00 | All A's in all subjects including F&P classes |
| Distinguished | 3.7-4.00 GPA and no failing grade | |
| Honor Roll | 3.00-3.69 GPA and no failing grade | |

Class Rank and Grade Point Average

A student's rank in class is computed by dividing the total number of grade points earned in all classes for which credit is given, starting with the first high school semester grades, by the total number of credits attempted. Algebra I taken in the eighth grade will be computed in the total.

When a course is taken more than one time, both grades will be used in the computing of grade point average.

Differential weighting will be used as a means of assessing the difficulty of classes when figuring GPA. Points will be assigned to regular classes on the following basis:

| | | | |
|----|-------------|----|-------------|
| A+ | 4.3 points | | |
| A | 4.00 points | C | 2.00 points |
| A- | 3.7 points | C- | 1.7 points |
| B+ | 3.3 points | D+ | 1.3 points |
| B | 3.00 points | D | 1.00 points |
| B- | 2.7 points | D- | 0.7 points |
| C+ | 2.3 points | F | 0.00 points |

Incompletes

An incomplete grade (I) is occasionally given when, because of illness or other unusual circumstances, work cannot be completed by the end of a grading period. Upon return to school, the student must make immediate arrangements as to how and when the work may be made up. Incomplete grades must be made up within two weeks after the end of a grading period unless other arrangements have been made with the teacher, counselor, and principal.

If not completed or arrangements for extension are not approved, the grade will become an automatic "F" after two weeks.

Incomplete grades for a grading period must be made up within the first two weeks of the next grading period. The exception to this will be for a senior in the last grading period. All work for a senior must be complete by the last day of school or the student will receive a "0." When a nine weeks grade has been finalized (either all work has been turned in or the 2 week period for make up work in the previous grading has ended) students may not make up any work from the previous grading period.

The only exception to this rule would be: Changes may be made due to the school or teacher error. The changes could be made only if:

1. the change would help the student's grade
2. both the teacher and principal must agree on the change.

Changing or Dropping a Class

Only rarely will students be permitted to make a course change after school starts, except in cases of error, change of placement, or other reason approved by the counselor. The deadline for such changes will be 5 school days after the start of the semester. A grade of WF (withdrawal failure) is recorded for a course dropped after this one week period. WF is equivalent to an "F" when GPA is calculated.

Middle School Retention

Retention of students in grades 6 through 8 will be determined by recommendations made to the principal by the counselor and the classroom teachers involved with that student. Students who receive two or more failing grades for the semester in their core subjects (not including F&P/P.E., etc) may be eligible for retention.

BEHAVIOR

The Shoals Community School Corp. Board of School Trustees recognizes that certain standards of behavior are necessary to insure that an environment conducive to learning can be maintained. This environment should first come from self-discipline and consideration of the rights of others. If self-discipline fails, regulations for school behavior must be outlined by those responsible for the operation of the school.

The Indiana Legislature has established rules which regulate the school's rights and responsibilities in dealing with student behavior in school, at school activities, and the school's rights and responsibilities in dealing with out-of-school activities which affect a student's right to participate in school and school related activities.

I.C. 20-33-8-8

- a) Student supervision and the desirable behavior of the students in carrying out school purposes are the responsibility of a school corporation and the students of a school corporation.
- b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
- c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

The Board of School Trustees of the Shoals Community School Corporation has this legal responsibility. The Board, in turn, has set policies and authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY—TEACHER: With principal permission, a Shoals Middle School teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL OR PLACEMENT IN THE CASS PROGRAM—PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. EXPULSION: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the

remainder of the current semester plus the following semester, with the exception of a violation of rule 13 under the grounds for Suspension and Expulsion in this policy.

| Infraction | Penalty |
|--|---|
| Bus Misconduct | (see pgs. 42-44) |
| Hallway/Cafeteria Misconduct | 1st=2 LD 2nd=1 TS 3rd=1 ISS |
| Attack (not yet fighting) | 1st= 1-2 ISS 2nd= 3 ISS/CASS 3rd= 3-5 OSS |
| Cell phone | 1st=Faculty/Staff Claim & Pickup Arrangements Made & 1 LD 2nd=Faculty/Staff Claim, Pickup Arrangements Made, & 2 LD 3rd=Faculty/Staff Claim, Pickup Arrangements Made, & 1 TS 4th=Faculty/Staff Claim, Pickup Arrangements Made, & 1 ISS Each violation thereafter= 1 ISS |
| Vandalism Cutting Class/Wrong Location | 1st= 1 ISS & Restitution Each violation thereafter= 1 ISS & Restitution 1st=2 LD 2nd=1 TS 3rd=1 OSS/CASS 4th=2 OSS |
| Leaving Class Without Permission | 1st=2 LD 2nd=1 TS 3rd=1 OSS/CASS 4th=2 OSS |
| Defiance/Disrespect/Insubordination | 1st=2 LD 2nd=1 TS 3rd=1 OSS 4th=2 OSS |
| Dress Code Violation | 1st=Warning/Student asked to change clothing 2nd=1 LD/Student asked to change clothing 3rd=2 LD/Student asked to change clothing 4th=1 TS/Student asked to change clothing 5th=1-2 ISS/Student asked to change clothing 6th=1-2 OSS/Student asked to change clothing |
| Display of Affection | 1st=Warning 2nd=1 LD 3rd=1 TS 4th=1 OSS/CASS |
| Profanity/Unacceptable Language | 1st=1 LD 2nd=1 TS 3rd=1 ISS 4th=1-2 OSS/CASS |
| Tardiness (to any class period, detention, or Thursday School) | 3rd (in one period)=Warning Letter Sent 4th=2 LD 5th-7th= TS 8th=CASS/ISS/OSS |
| Threatening/Intimidating Language/Action toward a faculty member | 1st=1 ISS 2nd= 2 CASS 3rd=2 OSS |

| | |
|--|---|
| Throwing Objects | 1st=2 LD 2nd=1 TS 3rd=1 ISS 4th=1-2 OSS/CASS |
| Academic Misconduct | 1st=F on Assignment 2nd=F on Assignment 3rd=2 ISS/OSS & F for 9 Weeks |
| Alcohol/Drug Possession and/or Use | 10 Days OSS & Recommendation for Expulsion |
| Major Disruption in Class | 1st=1 TS 2nd=2 TS 3rd=2-3 OSS/CASS 4th=4-5 OSS |
| Failure to attend Thursday School | 1st=2 TS 2nd=1 OSS/CASS 3rd=2 OSS/CASS 4th=3 OSS |
| False Alarm | 1st=2 OSS/CASS 2nd=5-Expulsion |
| Fighting | 1st=5 OSS/CASS 2nd=5 OSS 3rd=5 OSS-Expulsion |
| Hazing/Harassment | 1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5 OSS-Expulsion |
| Bullying | 1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5 OSS-Expulsion |
| Inciting, Videoing, and/or Promoting Fight | 1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5-10 OSS |
| Theft | 1st=1-3 OSS & Restitution 2nd=3-5 OSS & Restitution 3rd=5 OSS-Expulsion & Restitution |
| Inappropriate Use of Device/Network | Loss of Privilege and Possible OSS |
| Tobacco Possession and/or Use | 1st=1 OSS/CASS + Referral to Law Enforcement 2nd=2 OSS/CASS + Referral to Law Enforcement 3rd=3 OSS + Referral to Law Enforcement |
| Gum | 1st= Warning/Student asked to dispose of gum 2nd= 1 LD/Student asked to dispose of gum 3rd= 2 LD/Student asked to dispose of gum 4th= 1 TS/Student asked to dispose of gum 5th= 1 ISS/Student asked to dispose of gum 6th= 1 OSS/Student asked to dispose of gum |
| Threat | 1st= 1-3 OSS/CASS 2nd= 3-5 OSS 3rd= 5 OSS/Expulsion |
| Threat with a Weapon | 10 Days OSS & Recommendation for Expulsion |
| KEY: LD=Lunch Detention; TS=Thursday School; ISS=In-School Suspension OSS=Out-of-School Suspension; CASS=Court Approved School Suspension *=Faculty Handled | |

Lunch detention will be served for 30 minutes in an assigned, supervised location, away from peers, during a student's lunch time.

Students in ISS will be given his/her daily assignments and credit for work completed. No more than a total of 6 TS per semester. No more than 3 CASS Program experiences per school year. **As OSS may be substituted with the CASS Program at the administrator's discretion. An administrator may decrease or increase punishment in any given situation, as well as notify law enforcement, depending upon the facts of the situation.**

CASS (Court Assisted School Suspension)

Students who have violated school rules and are subject to an out-of-school suspension may participate in the Court Assisted School Suspension (CASS) Program. CASS is a program in which the Martin County Circuit Court, Martin County Community Corrections Department, Martin County Probation Department, and Shoals Community School Corporation work together to provide an educational alternative to an out-of-school suspension. The CASS Program is comprised of two (2) programs: the CASS classroom and the CASS field service program.

The CASS classroom is located within the Shoals Community School building. On the days of the suspension, the student will report to school as usual; however, he or she will be required to go directly to the CASS classroom and remain in said classroom throughout the school day, to include lunch. The student's parent and/or legal guardian is required to agree to the student's placement in the CASS classroom for the period of his or her suspension. **If the student complies with the CASS classroom rules and cooperates with the daily lessons, the student will not be counted absent during the suspension period and will be allowed to complete his or her regular school work and receive credit for that work.**

If the student does not comply with the CASS classroom regulations, he or she will be placed in the CASS field service program during regular school hours for completion of the school suspension period. The Martin County Community Corrections Department has developed partnerships with non-profit organizations throughout Martin County to provide assistance for those organizations when needed.

Although the preferred track for the student is to successfully complete his or her suspension time in the CASS classroom, the CASS field service program will be utilized, if necessary, during the remaining time of the student's suspension. Please be aware that the CASS field service program will require the student to perform a working service for an organization deemed appropriate for the student's age and abilities. Like the CASS classroom program, the student will report to school as usual. The student will be returned to the school by the Martin County Community Corrections Department prior to the end of the school day for utilizing his or her regular mode of transportation home.

Grounds for Suspension or Expulsion (IC 20-33-8-14)

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative, and not limited, of the type of conduct prohibited by this rule.

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, "Molotov cocktails," or other explosive or incendiary devices.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
 - f. Through any means of communication including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property. This includes by way of example such conduct as threatening "to get" the person, creating a "hit list" of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one's car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school and/or private property
 3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 5. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. "Any object" includes any item that is considered a weapon but is not a firearm.
 6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine based pill, methcathinone, tobacco product or nicotine delivering product such as electronic cigarettes, intoxicant or stimulant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 7. Engaging in the unlawful selling of a controlled substance in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference

with school purposes or an educational function.

9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established under Indiana law, including but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, synthetic drugs, bath salts, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind (IC 35-48-4-10);
 - e. possessing, using, transmitting, selling or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes.
 - g. 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 laws.
 - h. What is not protected freedom of speech under the first amendment is threats of harm to persons, their relatives, or their property, as well as deliberately or recklessly false statements that damage reputation – IC 20-33-8-15.

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- 1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
 - 2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may or may not be attending classes or other school functions.
11. Possessing a Firearm
- a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive —the frame or receiver of any weapon described above —any firearm muffler or firearm silencer —any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel 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
 - any combination of parts either designed or intended for use in con-

verting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational or cultural purposes
- c. The penalty for possession of a firearm: 10 days suspension and expulsion from school for one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

Grounds for Expulsion

(IC 20-33-8-15) Any student may be expelled from school in the following circumstances, subject to the procedural provisions of this chapter:

1. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This includes conduct off school property if the student's presence in school would constitute an interference with an educational function or school purposes.
2. If the student's legal settlement is not in the attendance area of the excluding school corporation, if no transfer has been granted by the school corporation or has been ordered by the state board of education, if no agreement has been made to pay cash tuition or no tuition has been paid under an agreement, and if no other governmental entity is obligated to pay transfer tuition to the excluding school corporation.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. (IC 20-33-8-15)

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

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

Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence will be presented; and,

- c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedures

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

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

Legal reference: 20 U.S.C. 8001 20 U.S.C. 8002 I.C. 20-33-8-1 et seq.

Student Due Process Code

In order to clarify the State Code and School Board Policy it is a violation of this student handbook if any conduct interferes with school purposes. This conduct includes but is not limited to the following:

1. insubordination—(failure to follow teacher request, defiant attitude, being disruptive, not doing class work), failure to come to class prepared by not bringing books, paper, pen/pencil, Chromebook, and other necessary items.
2. hallway disruptions
3. possession or use of any tobacco, alcohol product, or drug—this includes glue sniffing and anything used for the consumption of a tobacco product such as a lighter, matches, or rolling papers
4. leaving school or class without permission
5. threats to or intimidation of another student or staff member
6. fighting
7. cafeteria disruptions
8. throwing objects while in class or on school grounds
9. improper attire
10. reckless driving
11. cheating/plagiarism — **Cheating** is any work that is not your own. It is not acceptable to copy another student's homework, workbook answers, answers to textbook questions, essays, projects, tests, quizzes, or any assignment given by the teacher. This is not cooperative learning; it is cheating. Students caught cheating will receive a zero on the assignment, project, essay, quiz, or test. **Plagiarism** occurs most often in writing assignments. Plagiarism is considered any portion of the writing assignment that is not your own work or ideas and is not properly cited. This applies to direct quotes as well as paraphrasing. When in doubt, CITE the information. Punishment for plagiarism is a zero on the assignment. Unusual circumstances will be considered on a case-by-case basis.
12. water pistols—having possession or use
13. vandalism—negligence
14. vandalism—intentional —including staff members' property during or after school hours —defacing or damaging school property
15. threat, use, or possession of a weapon—including but not limited to any type of knife, gun, or any object represented to be a knife or gun; or any other object that could be used to injure another person
16. physical, written or verbal attack of a staff member
17. theft
18. public displays of affection
19. possession or use of fireworks
20. setting off a false alarm
21. false reporting
22. forgery
23. inciting others to violence or disobedience
24. tardiness to class or school
25. possession or use of a remote control device to disrupt class
26. engaging in speech or conduct, including clothing, jewelry, or hair style, which is profane, indecent, lewd, obscene, vulgar, or offensive to school purposes
27. engaging in voluntary or consensual sexually related contact with another person
28. harassment – including verbal, written, physical, or sexual to any student or staff member
29. any unlawful conduct off of school grounds that interferes with school purposes including but not limited to: telephone harassment, damage to staff mem-

- ber's property or harassment of any kind
- 30. possession of any materials that could be used for gambling, including but not limited to dice
- 31. leaving school or skipping school
- 32. any gang related activity
- 33. racial slurs
- 34. knowingly possessing or using on school grounds during school hours an electronic paging device
- 35. It is a violation of school rules for students to have cell phones in their possession during the school day. Cell phones are to be left at home or locked in a locker. At no time during the school day are cell phones allowed to be carried by students in their pockets, purses, jackets or backpacks. Consequences:
 - a. 1st = Parent/Guardian/Designee Picks Up
 - b. 2nd = 1 LD and Parent/Guardian/Designee Picks Up
 - c. 3rd = 2 LD and Parent/Guardian/Designee Picks Up
 - d. 4th = 1 TS and Parent/Guardian/Designee Picks Up
 - e. Each violation thereafter=1 TS
- 36. Possession of condoms is prohibited on school grounds. If within the first (10) ten minutes of the school day, a student realizes he/she has a prohibited article on their possession, they may ask their teacher to be excused to come to the office to self report the situation to an administrator. Self reporting can greatly reduce the punishment for possession of prohibited articles.
- 37. possession or use of a laser pointer
- 38. The teacher's edition of a textbook should never be purchased by a student.
- 39. External audio equipment such as headphones or ear buds are not to be used during passing periods. They may be used at lunch and during after-lunch free time. They may be used with specific teacher permission in the classroom.

Parent/Guardian Participation

A parent (including a guardian or custodian) of a dependent student at the discretion of and upon proper notice by a school official shall be required to participate in any disciplinary action involving the student's behavior which is authorized under the Student Due Process Code, I.C. 20-33-8, as well as the student discipline handbook of this school corporation.

Parent participation includes but is not limited to meetings, conferences, hearings, supervising after-school home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary.

When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

1. Telephone contact by a school official at least five days in advance of the meeting, conference, or hearing, followed by a letter of confirmation by regular or certified mail; or
2. Personal delivery of written notice of the required attendance at the meeting, conference, or hearing by a school official at least three days beforehand.

The superintendent, principal, or their designee shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse intervention by a licensed agency if such testing, counseling, or evaluation is reasonably necessary to help any student, to further school purposes or

to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 20-33-8-26).

Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

Thursday School Rules

The purpose of Thursday School is to reduce in-school and out-of-school suspensions. Students who have been assigned Thursday School will be given at least 24 hours notice for parents to make transportation arrangements. Thursday School is 3:05 - 5:00 p.m. **After six Thursday Schools, a student will receive a CASS Program experience, an in-school suspension or an out-of-school suspension, at the discretion of the administration.**

Students who are absent from school on the day of an assigned Thursday School may reschedule one (1) time per semester, unless it is a certified absence. If additional Thursday Schools are missed as a result of being absent from school, the student will be assigned up to two days of CASS Program suspension, in-school suspension or out-of-school suspension, at the discretion of the administration. The administration will take into consideration doctor/dentist notes that accompany a student who is not in school on the day of the assigned Thursday School. **Students who refuse to report for their Thursday School detention will receive either a CASS Program experience, an in-school suspension or an out-of-school suspension, at the discretion of the administration.** Thursday School assignment sheets will be available for students to pick up or delivered before their first period class on the Wednesday before they are to serve their Thursday detention. It is the student's responsibility to take the assignment sheet to each of his or her teachers.

Students must bring books, materials, study guides, etc. that are needed to complete assignments. If the assignment sheet has been completed then the student may read materials at the discretion of the teacher in charge.

Additional rules that must be followed include, but are not limited to, the following:

1. Arrive by 3:05 or additional detention will be added.
2. No talking.
3. Sit in assigned seat.
4. No cell phones.
5. No visitors.
6. Cannot leave the building.

Search and Seizure—Procedure—Use of Evidence

As used in this section, "reasonable grounds" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the stu-

dent handbook.

2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.
3. Evidence of violation of Indiana Statute

All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search. (I.C. 20-33-8-32)

Lockers shall not be used for the storage of the following items:

1. Any controlled substance, including any narcotic or hallucinogenic drug, amphetamine, barbiturate, or marijuana; the possession, use or sale of which is prohibited by the laws of the State of Indiana or of the United States.
2. Tobacco or tobacco related products.
3. Firearms or other weapons or ammunition.
4. Firecrackers or other explosives.
5. Stolen property.
6. Any other materials which may constitute a health or safety hazard or which in any way disrupts the orderly conduct of school business.
7. Pin-up posters that could be considered lewd, obscene or offensive in nature.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by, or approved by, the principal of the school in which the locker or storage area is located. Unapproved locks will be removed and destroyed

1. The principal, or his/her designee, may search a locker and its contents when they have reasonable grounds of the locker and its contents. When the locker is being searched the student who is assigned to that locker shall be notified, if possible, and given the option to be present at the search.
2. The principal, a member of the administrative staff, or a teacher may search a desk or other storage area on school premises other than a locker when the person conducting the search has reasonable grounds.

The principal, or his/her designee, acting at the direction of the principal, may search the person of a student during school or a school activity if the principal, or his/her designee, has reasonable grounds of that student. Persons doing the search shall be limited to:

1. searches of the pockets of the student
2. any object in the possession of the student such as a purse or a briefcase
3. a "pat down" of the exterior of the student's clothing

The search of a student which requires removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. A person of the same sex as the student being searched shall conduct the search of a student in a private room. At least one but not more than three additional persons, of the same sex as the student being searched, shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student, designated by the student, and reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle, and the parent/guardian to allow the search of the vehicle when there is reasonable grounds of that motor vehicle. Refusal by any of the parties to provide or allow access to a vehicle on school premises at the time of the request to search the vehicle

shall be cause for termination without further hearing of the privilege of bringing a vehicle on school premises. The principal, or his designee, may request a law enforcement officer to search a vehicle on school premises.

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards or state statute contained in the student handbook may be:

1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or his designee until it is presented at the hearing.
2. returned to the parent/guardian of the student from whom it was seized.
3. destroyed if it has no significant value.
4. turned over to any law enforcement officer.

Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. returned to the parent/guardian of the student from whom it was seized.
2. destroyed or turned over to any law enforcement officer.

The principal or his designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any vehicle on the school premises.
2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.
3. School Officials can conduct random unannounced school searches using the assistance of K9's from law enforcement agencies.

Violations or Abuse of Drugs/Alcohol/Tobacco

It is a violation of the student behavior policy to:

1. possess, provide or transmit to another person, use, receive, be under the influence of and/or purchase: any item which contains or is represented to be a tobacco product, alcohol, marijuana, stimulant, steroid, intoxicant, narcotic, depressant, anti-depressant, hallucinogen, amyl or butyl nitrate, barbiturate, phenylpropanolamine (PPA), caffeine based product, methcathinone, or controlled substance whether prescription or sold without a prescription or any substance represented by the provider to be any of the listed substances
 - a. on school grounds at any time
 - b. at any school sponsored activity at any location including the school bus
2. possess, receive from any person or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulant, steroid, intoxicant, narcotic, depressant, anti-depressant, hallucinogen, amyl or butyl nitrate or phenylpropanolamine (PPA), tobacco products, caffeine based pills, methcathinone or any controlled substance
 - a. on school grounds at any time
 - b. at any school sponsored activity at any location including the school bus
 - c. examples of items not to be possessed or provided to another person include but are not limited to: pipes, rolling papers, clips, or any device

- deemed inappropriate for school purposes
- d. glue sniffing (IC 35-46-6-1)

Dress Code

Students are expected to dress in an appropriate manner. It is not the intent of the Shoals Community Schools to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which slander social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also prohibited.

The final determination on whether a student's clothing conflicts with these guidelines is at the discretion of the school administration.

Pants:

- Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.
- Pants and shorts must be worn above the hips.
- No sagging pants.
- Pants that cannot be worn properly on the waist will require a belt.
- Holes cannot be worn in pants without a sewn-in patch or another piece of fabric under it. Excessive holes, rips, and/or torn pants of any type are prohibited (discretion of administration).
- No holes in the pants above the knee will be permitted without a sew-in patch or another piece of fabric under it.
- Leggings are considered undergarments (extremely thin or tight pants are considered leggings) and are not allowed to be worn without adequate coverage, i.e. dress, shorts, pants that are no more than 2 inches above the knees - all the way around.
- No pajama pants.

Shirts:

- Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.
- The stomach and chest (midriff and cleavage) may not be exposed.
- Students are required to wear shirts and blouses that are at least waist length.
- Off-the-shoulder shirts are not appropriate.
- Shirts or garments that partially cover the upper body, such as halter-tops, tube tops, tank tops, mesh tops, strapless tops, or tops with spaghetti straps will not be permitted.
- Sleeveless garments excluding tank tops are acceptable if they do not have a scoop neckline.
- No picture of a gun/knife that is pointed outwardly as if it were aimed at someone that could be deemed as a threat will be allowed.

Skirts:

- Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.
- Skirts may not be shorter than fingertip-length all the way around.

Shorts:

- Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.
- Shorts may not be shorter than fingertip-length all the way around.
- No biking shorts are allowed.
- No transparent fabric is allowed.

Shoes:

- Shoes must be worn at all times.
- House slippers and bedroom shoes/slippers are prohibited.
- Shoes with wheels (Wheelies) are not allowed to be worn in school.

Hats:

- Hats will be permitted based on teacher discretion, however, students will be expected to remove hats during presentations of any kind during school hours. Hats cannot advertise alcoholic beverages, sex, tobacco, obscene, crude, or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which slander social or ethnic groups are also prohibited. "Fake" alcohol or drug advertisement is also prohibited.
- Caps, hoods and other head coverings may not be worn in the building at any time (unless authorized by the principal). This includes ALL head coverings (i.e. knitted hats, etc.)
- Headbands and bandanas may not be worn in the building at any time. A headband is permitted if it is worn above the forehead as part of a hairstyle. Medical exceptions shall be granted or authorization by the principal or his/her designee.
- Fish hooks are not permitted in the school. This includes attaching them to your hat.

Coats:

- "Duster Coats" (or coats that conceal the entire body) may not be worn in the school.

Accessories:

- No jewelry with reference (either directly or indirectly) to gangs, drugs, hate, violence or sex is allowed.
- No wallet chains, chains on belts and items with spikes are permitted.
- Sunglasses may not be worn indoors, except for valid medical reasons.

Piercings:

- Ear piercings and small studs in the nose are allowed.
- Tongue, lip, eyebrow and nasal septum piercings are absolutely prohibited.

All students are expected to follow the Shoals Middle School Dress Code. It must

be remembered that the learning environment must be as free as possible from distractions/interruptions. With this in mind, the administration will try to address all dress code violations as soon as possible. As it is with a speeding motorist, not all dress code violators are caught. Consistency will be the goal in enforcing the dress code. The administration asks that parents and students check clothing choices **BEFORE** students leave for school. Dress and grooming which disrupts the educational process will not be allowed.

Note: The school system/administrator reserves the right to punish behavior, which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.

Personal Electronic Devices (PED)

The use of personal electronic devices (phone, tablet, hand-held gaming device, music player, etc) is prohibited (consequences on page) from 8:00am-3:00pm with a few exceptions:

1. Specific permission from administration.
2. Specific permission from classroom teacher.
3. Cell phones will be prohibited during Lunch/Recess.

Without specific permission from administration or classroom teachers, students are prohibited from taking pictures or video with a PED during school hours or on a bus ride both before and/or after school.

Traveling to Another Part of Campus

Aside from traveling to Band, P.E., or an F&P class during passing periods, when leaving the Middle School (any area passed the cafeteria) all students must sign out in the Middle School office (for example: to see the nurse, speak to a teacher in the High School, or speak to the Athletic Director).

Walking or Riding Bicycles

Due to the rural location, it shall be the policy of the Shoals Community School Corporation not to allow any student to walk or ride bicycles to and/or from the school complex from any location off the school campus without pre-arranged written approval and authorization from the building principal in charge and the parent/guardian of the students.

All students attending school or any school related event will be transported to and from school on a regular or ECA school bus or by a legal motor vehicle as arranged through and approved by their Athletic Director/Principal.

Guided Study Classes (formerly known as *Study Hall*)

Shoals Middle School is revamping the idea of study hall. What was formerly known as *study hall* will now be known as *Guided Study*. In all Guided Study classes, students will be given time to complete assignments to cut down on homework. Each class will have an instructor with the expectation of providing help for assignments. The constructive use of guided study time can be a very valuable part of a student's education. Guided study is not a place for relaxation and play. They should be a place of quiet where all students may study. The following guided study rules should be enforced:

1. Students will begin to work immediately when the bell rings.

2. Students should remain silent except when given specific permission otherwise.
3. Students are to have all necessary materials for the study hall period with them: Chromebook, books, pencils, paper, etc. No student should come to study hall without a book or materials.
4. If a student has no specific homework, it is expected that students quietly read, write, or draw.
5. There will be a seating chart for each student.
6. No student should be out of his or her seat without the consent of the guided study teacher.
7. There will be NO sleeping in guided study.
8. No food, drink, or personal electronic devices are allowed unless specifically approved by the Guided Study teacher.
9. Any disruptive behavior in study hall will be treated exactly as a classroom disruption from any other class.

ATTENDANCE

Each student enrolled in the Shoals Community School Corporation is expected to attend school on a regular basis and to be punctual to all classes. The State Compulsory Attendance law requires that each student under the age of 18 years of age to be present and on time each day that school is in session, unless he/she is physically unable to be there or unless there is a serious illness or death in the family. Students and parents should conform to this state law.

When a student is absent from Shoals Middle School, he/she will follow the following procedures:

1. Admission to school after absence: A Middle School student who has been absent must present a written excuse from the parent/guardian/doctor or a parent/guardian/doctor must make contact with the attendance office.
2. Failure to comply with the above rule will result in an unexcused absence.
3. The decision concerning excused or unexcused absences will be made only by the designated school officials.
4. If the reason for the absence cannot be confirmed by a note from a parent/guardian/doctor or parent/guardian phone call, the student will be admitted to class but the absence will still be considered unexcused.

Attendance Policy:

Attendance in school is compulsory as provided in Indiana Code 20-33-4. Failure to attend school even one day without excuse is truancy under Indiana Code. Under Indiana Code any student who withdraws from school for any reason except financial hardship may be defined as a truant and have his/her license revoked by the Bureau of Motor Vehicles.

Students will be allowed a maximum of eight (8) absences in each class per semester. If a student is absent more than eight (8) times in a semester from any class, he/she may lose credit in that class and receive a grade of "F".

Failure to comply in several classes may result in the student being withdrawn from all classes, receiving no credit in any class for the semester, due process proceedings for expulsion being started and reported to the Welfare Department or Probation Officer, and loss of driver's license. Any absence above #8 must be accompanied by a doctor/

dentist note in order for the absence to be counted as excused.

Extended absences due to injury or chronic illness will be considered individually. Parents/guardians are requested to consult with the school. Arrangements may be made for homebound instruction with proper medical documentation.

The principal may grant an extension for the maximum eight (8) allowed days because of an unusual or extenuating circumstance.

As the student progresses toward the maximum eight (8) allowed days of absence, the following notification system will be conducted by the school:

1. Fifth absence—letter to the parents/guardians.
2. Eighth absence—Letter to the parent or guardian and a phone call to the parent/guardian and an attendance contract.
3. 10-12th absence—Submitted to Martin County Probation Department and/or DCS and potential loss of credit.

Classification of Absences

There shall be no academic penalty for such absences provided the student makes arrangements to make up work with the teacher and fully completes the work within an arranged time period. It is the student's responsibility to contact the teacher and make up the work missed. Students who arrive or depart during the school day are responsible to turn in assignments and/or to request assignments for all classes.

Certified Absences

(will **not** count toward the 8 allowed days of absence)

1. Any illness which requires a physician's care and is verified by a signed statement from the physician. A signed statement from the dentist or doctor's office must verify medical and dental appointments. A student sent home by the school nurse is also an excused absence..
2. Any student, who by reason of mental or physical incapacity is unable to attend school (must have documented, written verification from the physician indicating the incapacity).
3. Funerals of members of household or immediate family which include mother, father, sister, brother and grandparents. (must have a memorial card or newspaper clipping)
4. Court related appearances or appointments; written verification from the court is needed. 20-33-2-16.

Excused Absences

(**will** count toward the 8 allowed days of absence)

1. School sponsored activities.
2. Page at State Legislature – must have verification from an official of the General Assembly.
3. Absences with unique or extenuating circumstances of which the principal approves.
4. Exhibiting at the Indiana State Fair.
5. Driving test (behind the wheel).
6. In the nurse's office with an illness or injury.
7. Religious observation requested by the parents and church officials.
8. Failure of bus driver to pick up a student because of adverse road conditions

with verification by the bus driver.

9. High water in which the student is isolated with verification from the bus driver.
10. A written excuse or phone call from a parent/guardian indicating that their student is sick. Reminder: Students are allowed a maximum of 8 absences per semester before they are placed on doctor's note only.
11. Students have one day to make up work for each day they are not in school if the absence is excused.
12. Rules for makeup work will be in effect for all of the above types of absences except for #8.

Family Education Trips During the School Year Absences

(will) count toward the 8 allowed days of absence)

Every educational study of attendance and its effect upon achievement in school recognizes that there is a positive correlation between regular attendance and achievement. With schools being evaluated by the state and federal government on their attendance rate, it has become imperative that local schools place greater emphasis on student attendance.

In order for a student to be excused for any trip in which the student will be absent from any class, the trip must meet the following standards:

1. It must be an exceptional educational opportunity for the student. The administration reserves the right to decide if the trip will provide an exceptional educational opportunity. Without specific exception detailed in written form to the building principal, family vacations will not meet the standard of an exceptional educational opportunity.
2. Arrangements must be made in advance (2 weeks is strongly recommended) for the student to complete all classroom work either prior to the trip or within an agreed number of days when the student returns to classes. The administration reserves the right to decide if anything short of 2 weeks in advance is agreeable.
3. The student must travel with his/her parents or a recognized travel group.
4. The student must provide reports to his/her classes through e-mails or other electronic resources while on the trip, or a written report describing the trip and the educational opportunity it provided upon his/her return. The form and contents will be agreed upon prior to the trip with the administration and the classroom teacher.
5. Students who do not comply fully with the requirements will be unexcused for any future trips. The days the student missed, on the trip in which he/she did not comply, will be counted as unexcused.

Unexcused Absences

An absence for reasons not stated in attendance laws or permitted by school officials will result in an unexcused absence. No credit will be given for daily assignments missed during an unexcused absence with the exception of a classroom examination. If the student is on doctor's excuse only, the Indiana Department of Education Certificate of Child's Capacity may be required to be filled out by a doctor within six days after a student returns to school or the absence will be unexcused and the proper authorities will be notified.

Here are some, but not all, examples:

1. Truancy
2. *Suspension/Expulsion
3. Oversleeping
4. Car trouble
5. Parents/guardians' failure to notify the school of an absence as outlined in these attendance procedures.
6. Failure to prearrange absences as outlined under the Excused Absences section.
7. Failure to prearrange a college visit.

*** Students who are suspended out-of-school (does not apply to CASS) receive zeroes for all class work (including assignments, quizzes, test, etc) missed for credit. Suspended students are not permitted to return to school, attend any home or away school-affiliated or sponsored events, or come on to school property for any reason until the morning following the final day of the suspension. This includes all athletic activities and all other scheduled activities during and after school hours.**

Leaving School Early

Any student who is leaving school at any time other than regular dismissal time must have the approval of the principal or his/her designee. The student must have a note from home or phone call stating the reason for leaving school before the student will be dismissed. Depending on the reason for leaving school, the student will receive either an unexcused or excused absence.

Tardiness

At Shoals Middle School, tardiness is considered arriving late to or leaving early from school or class. Tardiness to school or class is a negative habit that is easy to develop. A student is considered tardy to class if they are not in their seat when the bell rings. This is at the discretion of the classroom teacher. A student arriving to school after the beginning of first period will be considered tardy to school. It will not be treated as a classroom discipline problem, but will be handled by the office. Students who miss first period four (4) times during a semester without their absence being excused will be assigned a Thursday school. Each additional unexcused absence to first period will result in an additional Thursday school.

Tardiness to class will be considered a classroom discipline problem. Consequences for tardiness can be found on page:

Attendance and After School Activities

When a student has been absent from school he/she should not return for an after school activity. A student must be in attendance for at least one-half of the regular school day on the day he/she plans to participate in an extracurricular activity. Exceptions to this rule will be made at the discretion of the principal. If a student is absent on Friday, administrative approval must be given in order for this student to participate on Saturday.

Educational Neglect

Educational neglect is defined as a parent's failure to send a child to school. If it is determined that a student's poor attendance has a negative effect on the child, the

Martin County Prosecutors Office and the Department of Child Services will be notified, and they will be provided a copy of the student's attendance record. Referral to the Probation Department will also take place.

GENERAL BUILDING DETAILS

Teams/Cohorts

To facilitate the heightened academic rigor of state expectations, Shoals Middle School is incorporating a team component to the academic school day. All students will be selected into cohorts or teams and will travel from class to class together as well as compete all year long for rewards and privileges.

Teams will earn rewards and privileges all year based on (but not limited to) attendance, GPA, random acts of kindness, improvement, lack of disciplinary referrals, etc. There will be an ultimate winner at the end of the year culminating in a special class field trip.

Each Team/Cohort will have a faculty sponsor who will lead the team and be in charge of points, guidance, and morale.

Morning Middle School Block

Periods 1-6 will be strictly Middle School classes. Middle School students may not travel to other parts of the building during this block without permission. The Middle School will have a set schedule but will have the freedom and flexibility to make changes without interrupting or changing the High School schedule.

During this morning block, there will be bells, but there will be no passing periods. Students will have 2 minutes to travel to their next class as a cohort without visiting their locker or restroom. Teachers will allow 5 minutes during the next period for classes to visit their locker or use the restroom/get a drink. This 5-min break will occur in a staggered manner to alleviate hallway congestion.

School Counseling

Shoals Middle School, in cooperation with parents and community, provides a safe and supportive learning environment with high expectations effectively meeting the needs of our students and helping them reach their individual academic goals. To achieve this goal, school staff, parent/guardians, and students may request counseling.

All students may seek counseling for (but not limited to):

- Coping strategies for life changes
- Self-esteem
- Academic progress/difficulties
- Relationship and social skills
- Conflict resolution
- Stress management
- Fear or worries
- Bullying
- Motivation and study skills
- Depression
- Thoughts of suicide

These services are available at no cost. They are not a replacement or substitute for psychological counseling, diagnosis, or medication. Long-term or more intense services

may be recommended.

To ensure trust between the counselor and student, the counselor will assure confidentiality of the student with few limitations.

Confidentiality may be broken if:

- a student reports that they are being harmed or harming someone else
- are at risk for suicide
- involved in a crime
- suspicion of child abuse or elder abuse
- if the counselor is mandated or ordered by the court
- if the student gives the counselor permission to disclose the information

Nurse Visit

Students should receive permission from the classroom teacher to go to the Middle School office. Students will sign out at the Middle School office, and then receive a tag or pass to see the nurse. If a student is not sent home for illness by the nurse, he/she will return to the Middle School office to sign back in, and return their tag or pass before going to class. A parent or guardian will be notified if the student is sent home for illness.

Lost and Found:

Lost and found articles should be turned in to the office. It will be beneficial to each student if a few basic rules are followed prior to the loss of an article:

1. Have your apparel marked with your name.
2. Write your name in your textbooks. Remember, if you lose a textbook, you must pay its replacement cost.
3. Leave articles of value or money at home.
4. If you must bring articles of value or large sums of money, deposit them at the office for safekeeping.
5. If you do lose something, check at the office to see if it has been returned to the office.
6. Lost items will be retained in the office for as long as room is available. Once per 9-weeks, all items left in the Lost and Found will be donated to a charitable organization.

Lunch:

Shoals Middle School is considered a closed campus, which means all students must use school facilities for lunch. No one will be allowed to leave the school grounds for lunch. During lunch, Shoals Middle Students may not enter the cafeteria lobby or High School without specific permission.

Shoals Middle School students may go outside after lunch, weather permitting. On days of inclement weather, Middle School students may go to the multi-purpose room according to a posted schedule. While Middle School students are outside, they are to stay away from the road, away from the elementary building and out of the mud. Due to shared facilities, additional rules for outside activities may be needed.

Due to problems in the past, NO visitors will be allowed during the lunch period. No drinks may be brought to school with the exception of drinks in aluminum cans to be consumed with lunch. No drinks may be brought to school during an extracurricular activity. Students should not have opened cans, chip sacks, etc. in their lockers.

Prepaid Lunch:

Money is to be deposited into your account in the mornings if you plan on buying anything at lunch. Your money must be in an envelope with your name on it and the amount of money you are depositing. You will step up to the cash register in the lunch line and enter your nine digit STN number on a keyboard and the money will be deducted from your account automatically. There will be no money accepted at the cash registers for any lunch or snacks. If you are on free lunch, you do not have to deposit money unless you are buying snacks or a la carte items. You can deposit money for the entire week, month or school year at anytime in the mornings.

Other Rules and Regulations:

1. Students are not permitted to sell or trade personal items at school.
2. No student shall enter or be in the building at any time school is not in session without the presence of a faculty member who is responsible for that student.
3. Personal electronic devices should not be brought to school or used by students in hallways, gym or other areas. Students are not allowed to record a teacher or class without the teacher's prior permission. Students are not allowed to photograph or video record other students and staff members without prior permission.
4. Students are not allowed in the teachers' workrooms without the permission of a teacher, or sent to use the copy machine.
5. Students attending basketball games are not to leave the building unless the teacher in charge gives permission. Once you leave the game you cannot return. Students are to stay in the gym unless using restrooms or concession stand. Student may not hang out in the halls. Violators will be barred from basketball games.
6. No food or drink should be in the classroom without teacher approval.
7. If it becomes necessary to add or change rules explained in this handbook, the new rules or regulations will be announced through the daily announcements and posted outside the principal's office.
8. Opened beverages may not be brought into the school. Unopened beverages may be brought into the school and consumed during lunch.

Sales to the Elementary School:

1. No student may go to the elementary school without permission from the office.
2. If a group wishes to sell to the elementary school, teachers should be notified at least one day in advance. This notification should be placed in the teacher's mailbox and should include when the sales will occur, i.e. time of day.

Telephones:

Students will be called to the office phone from class only in emergency situations. Use of the phone will be limited to passing periods and lunch.

Unwanted Textbook Policy

In accordance with I.C. 20-10.1-10-3, prior to destruction of outdated textbooks and library books, the school will provide one copy of each book to any parent of a child enrolled at Shoals at no cost. The requests for these books will be addressed on a

first come, first serve basis, and will be subject to availability of the books. If any books remain, any resident of the school corporation can request them. These requests should be made at the Jr/Sr High School office.

Media Center/Library: Library Fines:

Students will be fined 10 cents per day for each book that is overdue, until book(s) are returned to the Media Center. Fines will accrue up to, but not exceed, the replacement cost of the materials overdue. Students may not check out additional books from the library if they have overdue book(s).

Visitors:

Parents are always welcome to visit our school at any time. Students are not to invite or to bring guests to school.

All visitors who wish to visit the Middle School must report to and sign in at the High School office. The Middle School office will be called to see if the visitor's requests can be accommodated. When a visitor wishes to talk with a student, that student, if circumstances warrant, will be brought to the office. When the visitor wishes to talk with a teacher, the teacher shall have the discretion of the meeting time and place.

Educational Programs:

Each year students and schools receive information/literature that is designed to enrich a promoter at the expense of students or their parents. Some are disguised as honors or educational programs and charge membership fees of up to \$50. Our school participates only in sanctioned activities approved by the national and state principal's associations. If you have questions regarding the authenticity of any programs, please feel free to contact the school counselor.

Shoals Jr/Sr High School will not present certificates at Honor's Night from groups who charge a membership fee. Some examples of associations who charge membership fees are Who's Who in American High School Students, The National Society of High School Scholars and National Honor Roll. Shoals Jr/Sr High School will also not present any awards to students at Honor's Night that have been purchased by parents.

Physical Education Dress Code

This makes up a portion of the students overall grade in the class:

1. Each student is required to wear a T-shirt
2. Athletic shorts or sweatpants
3. Non-marking athletic shoes

Class Officer/Club Officer/Student Council Member Guidelines

The conduct of any club, class, or student council officer should be above reproach at all times. Any class, club, or student council officer will be expected to resign his/her office if he/she brings discredit upon himself/herself, the class, the club, and/or the school. Officers may be impeached if the organization's constitution provides for impeachment.

Dances

1. Student must sign in at the door.
2. No student may leave without signing out.

3. Any student who has left cannot return.
4. A student may leave to check about their ride if accompanied by an adult or sponsor.
5. The floor must be mopped, trash put in the dumpster and all chairs wiped off and put back in the cafeteria in the correct color combinations.
6. The sponsor may not leave until the DJ has left and all students have been picked up.
7. Students should not be in any other part of the building except where the dance is being held.
8. Sponsors: Male and female sponsors must be present (minimum of 4 total)
 - One or two at the door, one in the JHS hallway (sponsor may open the teacher workroom for students to call for rides).
9. Money should be:
 - counted and a slip with the total put in the drop bag
 - turned in to the principal or his designee prior to leaving and
 - must be put in the drop bag and deposited in the night deposit until the school treasurer picks it up
10. Arrangement must be made for a police presence at the dance.
11. If any student commits any infraction of school rules they should be removed from the dance, signed out, parents called, and a report made to the office the first school day following the dance.
12. All dances are closed dances. Only Shoals students may attend with their guest and any guest must have a guest pass or he/she cannot be admitted.

Extracurricular Activities Eligibility

The Board of Trustees of the Shoals Community School Corporation recognizes that extracurricular activities are important enrichment experiences. However, it is the position of the Board that participation in such activities is a student privilege and not a student right. Therefore, students must be in good academic standing and have good citizenship before they devote time to extracurricular activities. The following eligibility requirements must be met before a student can participate in activity clubs, athletics, student council, overnight trips, and/or trips consuming class time with the exception of authorized class field trips.

Extracurricular activities are defined as those activities that students participate in outside the regular school day that are not mandatory to meet course requirements. The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.

Co-curricular activities are defined as activities that students can be involved in order to partially fulfill the requirements of a particular course. The student's grade may be determined in part by participation in the activity.

In order to participate in the above mentioned extracurricular activities, a student must be in good standing with the school in an academic and behavioral sense. This means:

1. To participate in academic extracurricular activities such as Spell Bowl and Academic Team, a student cannot have any failing grades on their report card. If a student does not meet this standard, he/she will not participate in extracurricular activities during the next grading period. A student not meeting this standard during the last semester of a school year will not participate in extracurricular activities during the first grading period of the next school year.

Eligibility will be determined at the end of the first 9-week grading period, the semester grades at the end of the semester; at the end of the second 9-week grading period and the semester grades at the end of the second semester. F&P Classes will count as one of the five full credit subjects at the Jr. High level.

2. Any student who is assigned to Thursday school for any disciplinary reason, shall not be permitted to participate in extracurricular activities if they fail to attend the Thursday school on the date set by the school.
3. Any student who is suspended out of school, placed in the CASS program, or expelled from school shall not be permitted to participate or attend extra-curricular activities until the day following their suspension.
4. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extracurricular activities for one grading period following his/her return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school. Students returning in the fall from spring semester expulsion will not be permitted to participate in extracurricular activities for the first grading period of the new school year.
5. None of the above is seen as a forfeiture of the right and responsibility of the school administration to protect the image of the school by removing a student from participation in any extracurricular activity at any time that the student's participation is not in the best interest of the School Corporation.
6. None of the above is seen as a forfeiture of the right of coaches or sponsors of extracurricular activities to set additional approved rules which regulate participation of students in extracurricular activities.

Field Trip Eligibility

To be eligible for a field trip, the following guidelines must be met:

1. The permission form must be submitted no later than 8:30am the day of the field trip. Student who do not submit the necessary permission form will not be eligible to attend.
2. Student with eight (8) or more unexcused absences will not be eligible to attend a field trip during the given semester. Those accumulated absences will start over at the beginning of the next semester.
3. Any student who has had more than eight (8) Thursday School assignments, and/or has served three (3) CASS/OSS will not be eligible to attend the trip.

PBIS

PBIS – POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS

PBIS is a program being used in schools across the country to reduce discipline problems and increase instructional time. It is focused on teaching and rewarding pro-social behavior while dealing with anti-social behavior immediately and consistently. The program is ultimately a school-wide culture-change that seeks to prevent anti-social behavior from occurring by allowing students to earn points and win prizes for meeting behavior expectations.

SHOALS JUNIOR / SENIOR HIGH SCHOOL



POSITIVE RESPECTFUL IMPROVING DISCIPLINED ENGAGED

| | POSITIVE | RESPECTFUL | IMPROVING | DISCIPLINED | ENGAGED |
|-----------|---|---|---|--|--|
| EVENTS | I WILL: <ul style="list-style-type: none"> - smile and have fun. - respond appropriately to others. - show interest and enjoy learning. - praise others. | I WILL: <ul style="list-style-type: none"> - recognize the personal space of others. - use kind words and actions. - help others when possible. | I WILL: <ul style="list-style-type: none"> - be a role model by setting a good example. - use time wisely. | I WILL: <ul style="list-style-type: none"> - take responsibility for my actions. - use appropriate language. | I WILL: <ul style="list-style-type: none"> - participate. - follow directions. |
| RESTROOMS | I WILL: <ul style="list-style-type: none"> - smile. - respond appropriately to adults and others. | I WILL: <ul style="list-style-type: none"> - use kind words - recognize the personal space of others - use equipment properly | I WILL: <ul style="list-style-type: none"> - be a role model by setting a good example. | I WILL: <ul style="list-style-type: none"> - not disturb others. - use appropriate language. - take responsibility for my actions. | I WILL: <ul style="list-style-type: none"> - wash and dry my hands. - properly dispose of trash. - return to class. |
| BUS | I WILL: <ul style="list-style-type: none"> - respond appropriately to adults and others. - smile | I WILL: <ul style="list-style-type: none"> - use kind words. - recognize the personal space of others. - properly use and car for bus equipment. | I WILL: <ul style="list-style-type: none"> - will be a role model by setting a good example. - make safe choices. - ask driver for help. | I WILL: <ul style="list-style-type: none"> - take responsibility for my actions. - follow directions and use appropriate language. - talk softly. | I WILL: <ul style="list-style-type: none"> - stay seated - ask the driver for permission to move, open windows, etc... - follow directions |
| CAFETERIA | I WILL: <ul style="list-style-type: none"> - smile. - respond appropriately to others. | I WILL: <ul style="list-style-type: none"> - use kind words - recognize the personal space of others. - help others. - use good manners. | I WILL: <ul style="list-style-type: none"> - be a good role model by setting a good example. - make healthy choices. | I WILL: <ul style="list-style-type: none"> - take responsibility for my actions - clean up my area and use appropriate language - talk softly | I WILL: <ul style="list-style-type: none"> - eat my lunch using good manners - not be wasteful - follow directions |
| HALLWAY | I WILL: <ul style="list-style-type: none"> - smile. - respond appropriately to adults and others. | I WILL: <ul style="list-style-type: none"> - use kind words - recognize the personal space of others - help others | I WILL: <ul style="list-style-type: none"> - be a good role model by setting a good example. | I WILL: <ul style="list-style-type: none"> - take responsibility for my actions. - move quietly and use appropriate language - get a pass if needed. | I WILL: <ul style="list-style-type: none"> - walk on the right side. - follow directions. |
| CLASSROOM | I WILL: <ul style="list-style-type: none"> - smile - respond appropriately to others | I WILL: <ul style="list-style-type: none"> - use kind words - recognize the personal space of others - help everyone | I WILL: <ul style="list-style-type: none"> - do my best work - ask questions when I need help - learn more everyday | I WILL: <ul style="list-style-type: none"> - bring all necessary materials to class and arrive on time - complete work and submit it on time - use time wisely - use appropriate language | I WILL: <ul style="list-style-type: none"> - share and participate - listen and pay attention - follow directions |
| DEVICES | I WILL: <ul style="list-style-type: none"> - use my device appropriately. - respond appropriately to adults and others. | I WILL: <ul style="list-style-type: none"> - respect the privacy and individual work of others. - properly use my device. | I WILL: <ul style="list-style-type: none"> - be a role model by setting a good example with my device usage. - make safe choices by the way I use my device. | I WILL: <ul style="list-style-type: none"> - appropriately use my device at all times - keep track of my device and assignments. - use my device to further my education. | I WILL: <ul style="list-style-type: none"> - participate. - share my thoughts, ideas, and projects. - follow directions. |

PBIS at our school looks like this:

SHOALS COMMUNITY SCHOOLS

We have JUG ROX PRIDE !!

We are:

Positive

Respectful

Improving

Disciplined

Engaged

We are the MIGHTY JUG ROX !!

PBIS MISSION STATEMENT

We are a community of learners supported by a caring staff.

We come to school to be our best selves.

We study hard and become good citizens in a safe, helpful, friendly environment.

PBIS SCHOOL-WIDE EXPECTATIONS

BE SAFE- do no harm

BE RESPONSIBLE- work hard, be accountable

BE RESPECTFUL- treat others how you want to be treated

SCHOOL BUS

Shoals Community School Corporation

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

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

School bus transportation is a privilege and is not guaranteed for you by law. Transportation is available; however, it can be taken away if students choose to disobey or violate any of the safety and conduct rules. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school. You may not ride a different bus if you have been suspended from your regular one.

TO PROMOTE A SAFE, ORDERLY, EFFICIENT AND ENJOYABLE BUS RIDE TO AND FROM SCHOOL, THESE RULES MUST BE FOLLOWED.

At the Bus Stop

1. Be on time. Board and leave the bus only at your regularly assigned stop, unless you have received special permission in advance.
2. Stay out of the street and away from the road.
3. Help protect surrounding property while waiting for the bus.
4. Wait to enter until the bus comes to a full stop and the driver has opened the door. Take your turn and do not push when entering or leaving the bus.

On the Bus

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.

3. Keep all books and materials on your lap or contained in a backpack or sack.
4. Be courteous and use no profane language.
5. Speak in low tones.
6. Never push, shove, scuffle or horseplay; that is always unacceptable and a serious safety hazard.
7. Keep your head, hair, hands, feet and all belongings inside the bus and to yourself.
8. Never smoke, it is a serious safety hazard.
9. Never fight, it is unacceptable and a serious safety hazard.
10. Never throw objects inside or outside the bus.
11. Do not eat or drink on the bus.
12. Treat bus seats and equipment with care and respect.
13. Keep the bus clean and orderly. Deposit trash in the containers at the front of the bus upon leaving.

Leaving the Bus

1. Students are to stay on the bus until the 8:00 AM bell rings. Only students with medical exceptions are exempt from this rule. If there is an early morning school activity that requires students to get off the bus early, the drivers will be notified by a school official through the radio.
2. Take your turn and do not push when leaving the bus.
3. Once off, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across.

THANK YOU FOR DOING YOUR PART FOR SAFETY'S SAKE.

When you obey the rules:

- you keep the privilege of riding the bus and
- it is a safer ride for everyone

When you disobey the rules:

- you could cause an accident
- you could be denied the privilege of riding the school bus

Bus Driver

Student Behavior Management Plan

- Clearly explain the Rules and Consequences •
 - Stress “Safety Is the Issue” •
- Explain the Consequences for choosing to misbehave •

4 Step Plan For Minor Safety Violations

Step One

The students will be given a verbal warning. If the student continues to choose to misbehave...

Step Two

The driver will take one of the following actions: change the student's seat, conference with the student, have the student do a written acknowledgment and apology, have the student clean up the mess or take other appropriate action. If the student still does not stop the inappropriate behavior...

Step Three

Two actions will be taken:

- 1) the driver will have his/her log verified by the Principal's Office, and
- 2) a letter will be mailed to the student's home; the driver will contact the parents. If the student still chooses to misbehave...

Step Four

The driver will submit an Incident Report to the Building level Administration Office.

For Major Safety Violations

Step Four

The driver will submit an Incident Report to the school office. STEPS ONE THROUGH THREE will be by-passed. Incident Reports for major safety violations will be kept on file.

General Procedures

The bus driver will distribute three copies of the Incident Report in the following manner:

1. Keep one for driver's records
2. submit one to the parents, and
3. submit one to the Principal.

DEVICE AND TECHNOLOGY

Student Device Expectations and Electronic Resources/ Computer System Usage Policy

1. **Are students and families responsible for the device?**
 - a. Our students are competent and worthy of our trust; we trust that they will act responsibly and maturely with such important personal learning devices. Students will be responsible for the care, security, and safety of the devices. When being transported devices are required to be carried in a student's school provided bag or other administrator approved bag to and from all classes and secured in lockers when not in use.
 - b. As with any other instructional material, the student is responsible for his or her device. Teachers will work with students on responsible use and safekeeping of their device. Each device comes with a protective bag for safekeeping. Students are required to report a lost or stolen device immediately to the office.
2. **Can I remove the provided hard shell or remove the device from the bag?**
 - a. No, doing so will void the accidental insurance. For the safety and protection of the device, only the technology director may remove the device from the bag and remove the shell from the device.
3. **While the device is at home, may the parent or other family members also use it?**
 - a. It is our intention the device is to be used solely by the assigned student, however parents/guardians are free to monitor the device and assist when needed.
4. **May students install software or apps on the device?**
 - a. Students must request and receive permission for the software application

they wish to install on their device. The district is not responsible for programs purchased by students or parents/guardians. Should the device malfunction or become infected with a virus, all existing programs and files will be wiped completely off the device, and original settings will be installed.

5. If students lose their device due to disciplinary actions, where will they be kept?

- a. Those devices are kept in the office and the students pick them up in the morning before school begins and return their device before leaving.

6. Who is responsible for loss, theft, or damage?

- a. We ask our students to treat the device with care and respect. Parents/ guardians and students will be held fiscally responsible for damage or loss of the device both on and off school grounds.
- b. All physical damage to the device must be reported as soon as possible, but no later than the next school day. Damages will be evaluated by the technology department to determine whether or not they can be repaired. A loaner or new device will be issued as needed. The parent/guardian/student is responsible for all accidental damages to the district issued device and subject to the cost of the repair or replacement. If parents/guardians pay the insurance fee, damage to their device will be covered. If parents/ guardians choose not to pay the school provided insurance fee, the parent/ guardian will take sole responsibility of the device repair/replacement cost.
- c. Loss and theft that occurs will be the responsibility of the student and parent/ guardian. In cases of legitimate theft, students and parents/guardians must report the theft to the police and provide a police report of the incident.

7. Will the district provide support and maintenance for the devices?

- a. The Corporation provides technology support and maintenance on all school issued student devices. If a device needs to be repaired, the corporation may loan students a device to use until it's returned. Under no circumstances should anyone take the device to a third party for repair or assistance. Corporation personnel are the only individuals who should attempt repair on the devices.

8. What if a student moves or transfers during the school year?

- a. Each device is the property of the Corporation.
- b. If a student changes schools, withdraws from school officially, or is absent (unexcused) for 10 days in a row, they must return the device, charger, and bag to the Corporation. If the device and accessories are not returned, the Corporation will contact appropriate law enforcement authorities to recover the district device.
- c. All devices are returned to the school at the end of each school year.

Electronic Resources/Computer System Usage Policy

1. Policy Statement:

It is the objective of the Board of School Trustees of the Shoals Community School Corporation to provide electronic and communication resources to its school community for the purpose of promoting student achievement and the efficient operation of the School Corporation, while protecting confidential information from disclosure to unauthorized persons.

In the pursuit of this objective, the Board expects school community members per-

mitted to utilize the School Corporation's electronic and communication resources to do so in a manner consistent with this policy.

2. Scope of this Policy:

This policy applies to all users of wired and wireless telephone service, internet access, voice mail, e-mail, truck mail, facsimile transmission and receipt ("fax") and wired or wireless computer based research and communication provided by the School Corporation.

3. Definition of Terms Used in this Policy:

"Communications Resources" as used in this policy means "electronic resources" as defined below and "truck mail" services provided by the School Corporation.

"Confidential Information" as used in this policy means information that is declared confidential by state or federal law or Board Policy on access to public records.

"Electronic Resources" as used in this policy includes wired and cellular telephone, two-way radio, voice mail, e-mail, internet access, wired or wireless computer access, facsimile transmission and receipt, and other computer resources whether used for research or communication.

"Network Administrator" as used in this policy means the School Corporation employee assigned by the Superintendent to oversee the operation of the School Corporation computer network.

"Proprietary information" as used in this policy means information in which a person or entity has recognized interest such as a registered copyright.

"School Corporation" as used in this policy means the Shoals Community School Corporation.

"Board" means the governing body of this School Corporation.

"Truck Mail" as used in this policy means paper and package intra-school corporation routing and delivery services provided by the School Corporation without U.S. postage affixed.

"User" as used in this policy means a person using the School Corporation's communication resources and includes but is not limited to students, employees, volunteers, and independent contractors retained by the School Corporation.

4. Penalties for Violation of this Policy:

Negligent, knowing, and intentional violations of this policy will have significant consequences such as denial of access, suspension or expulsion of a student or volunteer, and discipline including suspension without pay and discharge of an employee.

5. Ownership of School Corporation Electronic Resources and Information stored on Them

School Corporation Ownership. The electronic resources provided by the School Corporation and all information contained in or on them and all information transmitted on or stored on them are at all times the property of the School Corporation, subject to any proprietary interest existing before the entry of the information on the School Corporation electronic resources, such as properly identified and registered copyright interest. In no case are these electronic resources or the information stored on or in them owned, rented, loaned, or leased by users to the exclusion of authorized School Corporation administrators. Documents and other data created or stored on School Corporation electronic resources may be protected by copyright by the author and re-

produced by a duly authorized licensee, but this ownership interest shall not be utilized to deny access to information stored or reproduced through School Corporation electronic resources.

No Expectation of Privacy. No user shall have an expectation of privacy in any information created, received, or stored on the School Corporation's electronic resources. If a user transmits or receives messages on the School Corporation's electronic resources such as e-mail, voice mail, or facsimile, the content of such a communication is subject to investigation, search, retrieval, and review in accordance with this policy. Confidential communications shall not be transmitted on School Corporation electronic resources except where the confidential or privileged communication is on behalf of the School Corporation and not an individual user.

Information as Public Records. Users of School Corporation's electronic resources are on notice by this policy that messages and other information transmitted, stored, or received on the School Corporation's electronic resources may become a "public record" under the Indiana Access to Public Records Act, Indiana 5-14-3 ["APRA"]. Messages and information are subject to disclosure by the School Corporation pursuant to APRA request without further notice to the user.

No User Installed Password Barrier or Encryption. A user of the School Corporation's electronic resources who makes use of a password, code or encryption device or restrict or inhibit access to a School Corporation electronic resource shall provide immediate unlimited access to this data when requested to do so by the User's supervisor, if an employee, or teacher or principal, if a student. A user's supervisor (if an employee) or principal or teacher (if a student) is authorized by this Policy to override, void, or destroy any code, password, or encryption device to access any information stored on or accessible through a School Corporation electronic resource.

Disclosure of Password. Except as provided above, no person shall request or require that a user reveal a password or access code for any School Corporation electronic resource. A supervisor, principal, or teacher with a legitimate school need to review the electronic resource usage of a user shall contact the administrator of the electronic resource as provided for in Section Seven [7] of this Policy for access rather than request that the user reveal the user's password or access code.

6. Procedure for Inspecting the Communication Resource Usage of a User:

In cases where electronic messages, documents, files or other communication resources must be accessed or read, the person who desires access to such materials shall notify the administrator and the employee's immediate supervisor (or student's teacher and principal) explaining the reason for the request. The supervisor (teacher, principal) shall submit a request to review the communication resource usage of a user in writing or by e-mail to the Network Administrator. The Network Administrator shall forward each request to the Superintendent with a recommended disposition and the Superintendent shall have the authority to grant or deny the request for access.

7. Appropriate & Prohibited Uses of Communication Resources:

General Rule Use. Any use of the School Corporation's communication resources must be consistent with the educational mission and objectives of the School Corporation. Misuse of communication resources may result in denial of access to those communication resources. The Network Administrator shall monitor the use of all School Corporation communication resources and shall be authorized to immediately suspend any

user's access to a communication resource pending review of any alleged misuse by the appropriate supervisor. "Appropriate Supervisor" for purposes of this section means the principal of the building to which an employee or student is assigned or the Superintendent in the case of an administrator.

Student Internet Access. Students will be permitted access to the Internet through School Corporation electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" for the current school year.

Examples of Unacceptable Uses. The following shall not be accessed, created, transmitted, or stored on School Corporation's communication resources:

- a. Obscene, pornographic, or sexually explicit materials.
- b. Information that enable or support the commission of a crime or an act that would endanger the user or others or damage property.
- c. A message from a person not authorized to use School Corporation communication resources. Offers to buy or sell goods or services from an individual or private business or entity.
- d. Jokes, comments, or messages that contain content that is demeaning to a group of people, defamatory, harassing, threatening, objectively offensive, or disruptive to the intended recipient. Examples of information that violate this provision include harassment in violation of board policy, sexual comments, or images, pornography, and racial, ethnic, disability, or religious slurs.
- e. Information that hides or attempts to hide the identity of the sender, or misrepresents the identity of the sender.
- f. Information that would enable a user to obtain access to the information or e-mail of others without authorization.
- g. Messages or information not related to School Corporation business.
- h. A computer virus or other message that is known by the sender to have a capability to damage or impair the operation of a School Corporation electronic resource or another person or organization's communication resource.
- i. Logging into the network with another user's name and password.
- j. The use of any software/hardware not networked or provided by the School Corporation (this includes but not limited to computer games, public domain software and portable devices), which has not been authorized for use by the Network Administrator.
- k. Obtaining access to any part of the computer system that is not available through your log-in. Examples include but not limited to the use of systems disks, system key shortcuts.
- l. Downloading or listening to audio and movie clips unless used for educational purpose. Examples included but not limited to MP3, Real Audio, WAV, MPEG, AVI, etc.
- m. Electronic & Communication Resources are for school education related purposes. Game playing, shopping, surfing, etc. for personal use is not authorized for students, but is allowed for staff prior to 8:00 a.m. and after 3:00 p.m.
- n. The Electronic & Communication Resources are not to be used for economic gain. Examples include but not limited to home business, stock trading, auctions, items for sale, etc.
- o. Information in support of a candidate or group of candidates for elected office at the local, state, and national level other than information about how to register to vote.
- p. Downloading, uploading, possessing or using pirated or illegal software, plug-

ins, etc.

It shall not be a violation of this policy for an employee to use School Corporation electronic resources to communicate concerning an organization consisting solely of employees of the School Corporation, except for the purpose of campaigning in a representation election conducted pursuant to Ind. Code 20-29-5-3.

Limited Use for Employee Personal Messages. In recognition of the desire of School Corporation employees to communicate with each other concerning issues of common interest that are not related to School Corporation business, the School Corporation has created a separate distribution list called the “opt-in list” that includes all School Corporation employees who have indicated a willingness to receive non-school information. An employee wishing to send a personal e-mail to School Corporation employees must send the proposed e-mail to the principal for review and distribution. Messages about births, deaths, illness, marriage, relocation may be distributed by the principal using the “opt-in list.” A message that does not meet the standards for messages in the Section other than the requirement that the message be relevant to School Corporation business will not be posted by the principal.

8. Use of School Corporation Resources by Exclusive Representative of Employees:

Use for Union Business. School Corporation employees are authorized to use School Corporation Truck Mail to conduct School Corporation business. For purposes of this section “School Corporation business” does not include communication relating to the business of a “school employee organization” as defined at Ind. Code 20-7.5-1-2(k).

Limitation on Use in Representation Election Campaign. No person shall use School Corporation communication resources or permit School Corporation communication resources to be used by another person to further the interests of one employee organization in a representation election. During a representation election campaign, School Corporation communication resources may be used to communicate information about the time, manner, location, and results of voting if the content of the message is prepared or approved in advance by a representative of the Indiana Education Employment Relations Board.

9. Confidentiality & Copyright Protection:

Confidential Information Stored or Transmitted. Users of the School Corporation’s communication resources are expected to protect the integrity of proprietary and confidential information maintained by the School Corporation. “Confidential information” as used in this policy means information declared confidential by the Board’s policy on Access to Public Records or by State or Federal law. Confidential information shall never be transmitted or forwarded to a person not authorized to receive the information.

Creation & Use of Lists. Any distribution list created by a user may be reviewed by the Network Administrator for relevance to School Corporation business and compliance with this Policy. The practice of using electronic resource distribution lists to send information shall not excuse the unauthorized disclosure of confidential information by a user. Users shall determine if a distribution list is current and review each name on any list before sending confidential information including but not limited to personally identifiable student records protected by the Family Educational Rights and Privacy Act.

Monitor Protection. Messages containing confidential information should not be left visible on the monitor when a user is away from his or her computer.

Change of Passwords. E-mail, voice mail, and network sign-on passwords shall be changed on a schedule established by the Network Administrator. Failure to change a password shall result in suspension of access to the communications resource until the password is changed.

Protection of Copyright Interests. Users should not copy or distribute through the e-mail system any copyrighted material of the third party (such as software, database files, articles, graphic files and downloaded information) unless the user has confirmed in a paper or electronic form in advance that the School Corporation has a license or other right to copy or distribute the material. Violation of the rights of a copyright owner will result in discipline of a student or employee.

10. Security of School Corporation Electronic Resources:

Isolation of Problems. Security on any School Corporation electronic resource is a high priority when the resource involves many users and contains proprietary and confidential information. A user shall immediately notify the Network Administrator if a security problem is identified on any School Corporation electronic resource. The problem shall not be demonstrated to other users.

Use of Another User's Password. A user shall not attempt to obtain or use another user's password, sign-on, or account without written permission from that user and a Network Administrator. An unauthorized attempt to log onto any electronic resource as a Network Administrator will result in discipline including termination for employees and expulsion for students.

Denial of Access. A user identified as a security risk based upon one or more violations of this policy may be denied access to all School Corporation electronic resources.

User Notes

- With the renewed interest in access to public records generated by the creation of a Public Access Counselor, this policy reminds users that their electronic communications ***even when deleted*** can be requested under the Indiana Access to Public Records Act, Ind. Code 5-14-3.
- This policy supports a "search" of e-mail and other stored information by telling users that they should not have a "legitimate expectation of privacy" in any information stores on school district resources. This policy will be "Exhibit A" in a disciplinary action resulting from a search of Electronic & Communication Resources.
- This policy permits the use of e-mail, voice mail, and truck mail to communicate concerning the business of employee organizations such as a teacher union, except during a representation election campaign to determine which union will represent a group of employees. It does provide that computer resources shall not be used to store records of such an organization.
- This document creates a presumption that a student's parent/guardian agrees to a student having access to the Internet and other Electronic & Communication
- Resources. If the parent/guardian objects to this access, they must file a written objection annually.
- By using the Shoals Community Corporation Electronic & Communication Resources you, the user, agree to and will abide by the Shoals Community Corporation Electronic & Communication Resources Usage Policy.

MEDICAL INFORMATION

Hearing Screening

Indiana State Law requires that each school year, students in grades 1, 4, 7, and 10 receive a hearing screening. In addition, students new to the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screen a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-pathologist prior to the screening. A signed note should be sent to the school to decline the screening.

Administration of Medication

A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers either:

1. A non-prescription medication in compliance with the written permission of the pupils parent or guardian; or
2. A prescription drug, in compliance with the written order of a physician; to a pupil is not liable for civil damages as a result of administration except for an act of omission amounting to gross negligence or willful and wanton misconduct. The school shall keep on file the written permission of a pupil's parent or guardian and the written order of a physician.

Incompliance with the above (Indiana code 20-8.1-5.1-7.5, 34-4-16.5-3.5 as amended), it shall be the policy of The Shoals Community Schools: to wit:

1. No school employee will supply students with any internal medication.
2. A physician's order and a parent's note explaining the exact time and means of administering the prescription and non-prescription medicines must be on file before medications will be administered.
3. All medications are to be brought in the original container. Prescription medication is to be labeled by the pharmacy or by the doctor.
4. Only enough medication for a week is to be brought to school if it is possible to divide the medication.
5. All medications must be left in the respective principal's offices or the nurse's office and shall be distributed from same.
6. In grades seven (7) through twelve (12) all medications are to be maintained by the nurse or office personnel and the student is responsible for reporting to the office to take same. In grades Kindergarten (K) through six (6) all medications are to be maintained by either the nurse or the elementary office and may be distributed to the student by the nurse or office personnel.
7. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or medical condition as long as the parent has filed a written authorization with the principal. The authorization must include a physician's order stating that the student has an acute or chronic condition, or medical condition that the emergency medication is prescribed for, and that the student has been instructed on self-administration of the medication. The above information must be filed annually.

8. The Board expressly recognizes that the statute allows, but does not require, the school to supervise or administer medication. Therefore medication will be administered or supervised only under the conditions here in set out. The Board also recognizes that school personnel may refuse, within their rights, to administer or supervise the medications.
9. The Board also recognizes that some students may maintain their own medication and not make school officials aware of such medication. In these cases, the students are not in compliance with school rules nor Board Policy, and neither the school nor the Board accepts any responsibility for such student. The burden of notifying the school must, of necessity, lie with the student or their parents, as it regards medication or other health problems.
10. This medication policy, in no way, limits school officials from administering emergency first aid when such is deemed necessary.

Naloxone / Narcan Policy

1. PURPOSE

The purpose of this policy is to establish guidelines and procedures governing the utilizations of the opioid antagonist naloxone administered by members of the Shoals Community School Corporation.

2. POLICY

It is the policy of the Shoals Community School that all public middle schools, high schools, and nurse office shall provide and maintain on-site in each school facility opioid antagonists. To treat a case of suspected opioid overdose in a school setting, a Registered Nurse, and any trained staff member may administer an opioid antagonist, during an emergency, to any student or staff suspected of having an opioid-related drug overdose whether or not there is a previous history of opioid abuse.

3. TRAINING

Any employee that is expected to provide emergency care to an individual will successfully complete the training from an Approved Affiliate on Naloxone/Narcan administration.

4. PROCUREMENT OF NALOXONE

The Director of Schools Health Services/Administration Director or designee will be responsible for the procurement of Naloxone/Narcan. The County Health Physician shall prepare standing orders and update annually.

Intranasal Naloxone/Narcan Procedure

The purpose of this document is to establish written guidelines and procedures governing the utilization of Naloxone/Narcan.

Location/Placement

The location/Placement of the Naloxone/Narcan is to be determined by each school. The Naloxone/Narcan should be placed in the most accessible location. If the Naloxone/Narcan is contained in a closed cabinet, the cabinet will be clearly marked as containing the medication.

Training Requirements

Any employee that is expected to provide emergency care to an individual will successfully complete the training from an Approved Affiliate on Naloxone/Narcan administration.

Indication for Use

Naloxone/Narcan is an opioid antagonist, which means it displaces the opioid receptors into the brain and can therefore reverse an opioid overdose. An opioid is a medication/drug that is derived from the opium poppy or that mimics the effect of an opiate (a synthetic opiate). Opioid drugs are narcotic sedatives that depress activity of the central nervous system, reduce pain, and induce sleep. Naloxone/Narcan is not a scheduled drug, and it has no euphoric properties and minimal side effects. **If it is administered to a person who is not suffering an opioid overdose, it will do no harm. Naloxone/Narcan** can be administered to any child greater than a month old if needed. Do not administer to infant less than a month old.

Procedure for the Use of Intranasal Naloxone/Narcan

1. Assess scene for safety
2. Use universal/standard precautions for protection from blood borne pathogens and communicable diseases. Wear Gloves.
3. Determine if the individual is unresponsive. If unresponsive, yell for help and Call Emergency Response Team. Have someone call EMS (911) and get an AED, **Start CPR if the person is not breathing**, and Provide First Aid if needed.
4. Recognizing an Overdose
 - a. Unresponsiveness to yelling or stimulation, like rubbing your knuckles on the breast bone.
 - b. . Slow, shallow or no breathing
 - c. Turning pale, blue or gray (especially in the lips and fingernails)
 - d. Choking sounds
 - e. Reasonable suspicion of ingesting opioids
5. **Administer intranasal naloxone/narcan (4mg/0.1ml)** If the person is not breathing/stops breathing, and begin CPR per training.
 - a. Squirt vial into nostril. Push the applicator fast to make a fine mist, and note time.
 - b. Stay with the person and keep him/her breathing.
 - c. Continue giving mouth to mouth (with a barrier) breathing if the person is not breathing on their own after administration of Naloxone/Narcan.
 - d. **Give a second dose of intranasal Naloxone (4MF/0.1 ML) After 2-5 minutes if the person does not wake up and breathing less than 10-12 breaths a minute. Squirt a second dose into the other nostril, and note time.**
 - e. Check for breathing (If not breathing or only gasping, continue **CPR Per Training**)
 - f. **Place the person on their side if he/she is breathing on their own**
 - g. **Wait for EMS/911** personnel to arrive, and inform EMS personnel about the treatment and condition of the person.

Replacement of Naloxone/Narcan

Damaged Naloxone/Narcan and First Aid Equipment will be reported to the Health Services Director (School Nurse) for Replacement. A written statement will be required

in the event the needed replacement was due to damage or being lost. If available, used, expired or damaged doses will need to be exchanged/replaced.

Records and Reporting

1. Following Naloxone/Narcan use, notify the school principal or designee and the health Service Director (School Nurse) who will also notify the Administrator of the Schools, and the Martin County Health Department.
2. The Intranasal Naloxone/Narcan Use Reporting Form will be completed after any incident requiring usage of the Naloxone by the initial responder. Copies will be provided to the designated school and district staff.
3. The Health Service Department (School Nurse) will maintain an inventory documenting the quantities and expirations of Naloxone replacement supplies, and keep copies of the Naloxone/Narcan Use Reporting Forms that are submitted.

Immunizations

When a child enters the Shoals Community Schools for the first time or any subsequent time at any level, his/her parents or guardians must show that the child has been **immunized** by filing a physician's statement that includes a schedule of immunizations, or file a parental objection to immunizations based on religious grounds. **No child shall be permitted to attend school beyond the first date of his/her enrollment without furnishing a written statement of immunization unless:**

1. The school gives the parent/guardian of a child a waiver not to exceed 15 days.
2. The local health department or a physician determines that the student's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the student's first day of school. In this case the parent/guardian shall furnish a written statement and a time schedule approved by a physician or the local health department, for the completion of the immunizations.

Students entering the Shoals Community Schools for the first time are required to have a physical examination. Forms for physical examinations may be obtained in any school office or are available at offices of physicians in the area. At the discretion of the school, a waiver of fifteen (15) days may be granted as per Sec. 1 under immunizations.

Immunization and Vision Test Requirements

For students enrolled at grades 7-12 and for students in ungraded classrooms who are ages 11 or older on August 1 of the current school year are as follows:

- Five (5) doses diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus (DT) vaccine (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- Four (4) doses of any combination of IPV or OPV by age 4-6. (3 doses are acceptable if the 3rd dose was administered on or after the 4th birthday.)
- Three (3) doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).

- Two (2) doses of measles (rubeola) vaccine on or after the first birthday.
- Two (2) doses of mumps vaccine on or after the first birthday.
- One (1) dose of rubella (German measles) vaccine on or after the first birthday.
- Two (2) doses of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- One (1) dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- One (1) dose of meningococcal conjugate vaccine (MCV4).
- Two (2) doses of hepatitis A recommended

Indiana State Law Section 1. IC 20-34-3-12, requires that the governing body of each school corporation shall conduct a vision test each school year for each student enrolling in or transferring into:

1. either kindergarten or grade 1;
 2. grade 3;
 3. grade 5; and
 4. grade 8;
- and for each student suspected of having a visual defect.

The vision test for students in kindergarten and grade 1 shall be conducted using the modified clinical technique. The modified clinical technique shall be performed by and ophthalmologist licensed as a physician under IC 25-22.5 or an optometrist licensed under IC 25-24. Parents will only be contacted should their child not pass the screening. All students shall be required to take the vision screening unless written objection by a parent or legal guardian is submitted in writing to the school nurse prior to the screening.

Textbook Rental Charges and Refunds:

1. Charges

The amount of charges will be based on the number of grading periods remaining at the time the student is enrolled.

| Enrolled During: | Amount Of Refund: |
|-------------------------|--------------------------|
| 1st nine weeks | Full Amount |
| 2nd nine weeks | 3/4 of Total |
| 3rd nine weeks | 1/2 of Total |
| 4th nine weeks | 1/4 of Total |

Charges refer to textbook rental only. Workbooks, etc. will be charged at full price unless used copies are available.

2. Refunds

The amount of refund will be based on number of grading periods remaining in the school year.

Enrolled During:

1st nine weeks
2nd nine weeks
3rd nine weeks
4th nine weeks

Amount Owed:

Full Amount
3/4 of Total
1/2 of Total
1/4 of Total

After the first week of summer school, if a student withdraws there will be a 50% refund and after the classroom portion ends there will be no refunds.

3. Students are financially responsible for lost or mutilated textbooks. General rules for repayments are:
 - a. Lost/damaged beyond use -Cost of book
 - b. Damaged binding or cover -\$20.00
 - c. Writing/minor damage -\$1.00-\$10.00
4. Financial assistance is available for textbook rental. Certain guidelines must be met in order to be eligible. Guidelines and application forms are available in the office.

OFFICIAL POLICIES

Anti-Bullying Policy

(IC 20-33-8-.02)

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this policy, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar 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 targeted student and create for the targeted student an objectively hostile school environment that:
 - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - b. has a substantially detrimental effect on the targeted student's physical or mental health;
 - c. has the effect of substantially interfering with the targeted student's academic performance; or
 - d. 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.
3. Bullying does not include the following:
 - a. participating in a religious event;
 - b. acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
 - c. participating in an activity consisting of the exercise of a student's freedom of speech rights;

- d. participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
 - e. participating in an activity undertaken at the prior written direction of the student's parent; or
 - f. engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
4. This rule may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 5. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has the responsibility for all investigations of student misconduct including bullying. A student may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously using the box located across the hall from the elementary and high school offices.
 6. The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this policy. Such investigation will be expedited and must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. Information relating to the investigation will be gathered using means including, but not limited to the following: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. Investigations will be initiated immediately and will ordinarily be completed within thirty (30) calendar days. The parents of the bully and the targeted student(s) shall be notified initially of the reported behaviors and subsequently notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 7. The principal will be responsible for working with the school counselor and other community resources that may be available to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the principal and school counselor will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement. The school principal is also responsible for reporting any incidents of bullying to Child Protective Services that constitute abuse as dictated by current law.
 8. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions (including suspension and/or expulsion) if the investigation of the report finds it to be false.
 9. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

10. Failure by a school employee who has a responsibility to immediately report bullying to the principal or any other appropriate administrator or to investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
11. 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 bullying.
12. Educational outreach training will be provided to school personnel, students and volunteers concerning the identification, prevention, and intervention in bullying.
13. 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.

Criminal Gangs and Criminal Gang Activity in Schools

The Board of School Trustees of the Shoals Community School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior. The following definitions apply to this policy: Criminal Gang means a group with at least three (3) members that specifically either:

- a. promotes, sponsors, or assists in; or
- b. participates in; or
- c. requires as a condition of membership or continued membership;

the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal, superintendent, or other authorized administrator. The principal, superintendent, or authorized administrator may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible,

but not later than five school days from the date of the report of the alleged incident of criminal gang activity. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner. As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation. School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs. LEGAL REFERENCE: IC 20-26-18 IC 20-33-9-10.5 IC 35-45-9-1

Martin County Anti-Truancy Program Policy Statement

The Martin Circuit Court developed the Anti-Truancy Program (the "Program") to help school corporations deal with student truancy and absenteeism. The Program reflects the combined ideas and efforts of the Martin County Court Judge and staff, the Martin County Probation Department, the Martin County Prosecutor and staff, the Martin County Office of Family and Children, the Loogootee School Corporation, and the Shoals Community School Corporation. The Program has undergone several revisions since it was first announced, but the goals underlying the Program have remained unchanged. the Program is based on the following principles:

1. Education of our children is of paramount social and economic importance.
2. Our schools can provide maximum educational opportunities to a child only if the child is in school throughout the school year.
3. Absenteeism disrupts a child's ability to reach full learning potential and diverts the school's human and fiscal resources to non-educational activity.
4. Peer pressure among children and inconvenience and economic loss among adults are often highly motivating forces that may be useful in effectuating changes in behavior.
5. Truancy may be prevented by addressing early signs of absenteeism.
6. The judicial system has coercive power that may be applied to early intervention

in a pattern of student absenteeism.

7. While parents (and guardians) are ultimately responsible for their child's (ward's) attendance at school, a child usually has assumed some personal responsibility for his or her school attendance by age twelve (12).

The purpose of the Program is to deal with student absenteeism "early-on," before absenteeism becomes an educational problem or results in student failure or expulsion. For the Program to have an impact, all legal and educational authorities must cooperate.

While the "time table" for action contained in the Program outline is not, and cannot be, an absolute schedule to be followed in all cases, the parties involved in the legal system have made a commitment to meet that "time table" and to give absenteeism and potential truancy high priority.

Martin County Anti-Truancy Program

1. The terms "absent" or "absence," for purposes of the Martin County Anti-Truancy Program (the "Program"), shall include tardiness as well as failure to be in any class, or any other portion of a school day, for any reason, unless specifically stated otherwise.
2. If, during either of the two prior semesters, a student had eight (8) or more absences of any kind, the student should be reported to the Martin County Probation Department within two (2) days after the student accumulates his or her fifth (5th) absence of any kind.
3. When reporting absence pursuant to the Program, the school should provide to the Martin County Probation Department the following minimum information, if available:
 - A. Student's name
 - B. Student's address
 - C. Student's age and date of birth
 - D. Name(s) or parent(s) or guardian(s)
 - E. Home telephone number(s) or parent(s) or guardian(s)
 - F. Place of employment of parent(s) or guardian(s)
 - F. Dates of student's absences
 - G. Reason for each absence, if known, and whether each absence was excused, unexcused, valid, or invalid.

The School is encouraged to report any other information pertinent to the student's educational progress, including prior absences, as well as attendance, discipline, family, or medical problems.

4. Within three (3) days after receiving an absence report from a school, the Martin County Probation Department, to the extent practical, shall contact the student's custodial parent(s) or guardian(s) and shall schedule a meeting with the parent(s) or guardian(s) within seven (7) days, if practical.
5. The student shall attend any meeting with the Martin County Probation Department. If both parents or co-guardians are in the student's home, both will be requested to attend. If only a custodial parent is in the student's home, the non-custodial parent will be sent a copy of the notice.
6. At the meeting, the Probation Officer will conduct a preliminary inquiry to determine whether the case should be handled by the Martin County Probation Department or should be referred to the Martin County Office of Family and Chil-

dren. As referred to hereinafter, "Legal Agency" shall mean either the Martin County Probation Department or the Martin County Office of Family and Children, depending on which entity will handle the student's case.

7. Once a preliminary inquiry has been completed and the case has been referred to the appropriate agency, the student will be placed on a six-month informal agreement/adjustment. As part of the six-month informal adjustment, the legal agency shall provide to the parent(s) or guardian(s) and the student the following information:
 - A. In the event of further absence(s) as a result of illness or other medical problems, either the student must file a completed Indiana Department of Education's Certificate of Child's Capacity with the school or legal agency or the student must be sent home from the school by the school nurse.
 - B. If the student has (1) or more unexcused or invalid absence or three (3) or more absences of any kind during the semester, legal action shall be filed in Juvenile Court.
 - C. If the student ultimately is determined by the Martin Circuit court to be a child in Need of Services or a Juvenile Delinquent:
 - 1) The student shall be ordered to attend school and not be absent.
 - 2) The parent(s) or guardian(s) shall be ordered to:
 - a. See that the said student goes to school each day.
 - b. See that the said student arrives at school on time each day.
 - c. Accompany and attend all class periods, including lunch period, with said child for one school day of each week for four (4) weeks, follow all rules and regulations of the school while in attendance and not be disruptive, in any manner, for any class period; and
 - d. Attend all parent-teacher or administrative conferences requested or scheduled by any of the student's teachers or any school official.
 - 3) The parent(s) or guardian(s) also shall be informed that responsibility for the student's and parent's attendance at school may fall on both parents or guardians, whether or not both parents are in the home (i.e. custodial parents), unless the non-custodial parent resides in a county other than Martin, Dubois, Daviess, Greene, Lawrence, or Orange.
8. If the student has any further absence or if the parent(s) or guardian(s) fail(s) to follow any order of the Court issued after a Court finding or CHINS or Delinquency, either parent (whether or not custodial) or guardian(s) may be held in contempt and sentenced to a term of imprisonment in the Martin County Jail.
9. If, after the informal adjustment conference with the legal agency, the student has (1) one more unexcused or invalid absence or three (3) more absences of any kind, the school should report the absence(s) immediately.
10. Within three (3) days after the legal agency is notified, appropriate legal action (CHINS or Delinquency) should be initiated in the Martin Circuit Court and an Initial Hearing will be scheduled within fourteen (14) days.
11. In the event that a legal agency receives an absence report on a student in two (2) consecutive semesters, the agency shall initiate appropriate legal action (either CHINS proceedings or Delinquency proceedings).

Sexual Harassment Policy

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

1. are directed at a person because of his or her sex,
2. are unwanted, unwanted or unwelcome,
3. cause a person to feel uncomfortable or offended,
4. create an environment that makes learning difficult,
5. may be repeated or may be very offensive on a one-time basis.

Types of sexual harassment:

- a. Physical sexual harassment is any unwanted sexually oriented physical act.

Examples include but are not limited to:

- 1) grabbing or touching someone,
- 2) tearing or pulling at a person's clothing,
- 3) purposely bumping or rubbing against a person,
- 4) kissing or holding a person against his or her will,
- 5) impeding a person's movements or preventing a person from moving freely.

- b. Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. Examples include but are not limited to:

- 1) comments about body parts or rating peoples' bodies
- 2) sexual suggestions or threats,
- 3) spreading sexual rumors or stories,
- 4) sexual jokes,
- 5) using sexual orientation as an insult.

- c. Nonverbal sexual harassment includes but is not limited to:

- 1) staring or pointing at a person's body or body parts,
- 2) making obscene gestures,
- 3) displaying obscene sexual material or placing it in someone's locker, computer, or in that person's possessions,
- 4) writing someone's name along with sexual remarks, suggestions, or drawings in public places.

Sexual harassment will be dealt with according to school policy and Indiana statute. Students who engage in sexual harassment could receive the consequences outlined in later sections of this handbook or reported to the civil authorities.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploration" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/ student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/ student to possess a photograph, motion picture, digitalized image, or any picto-

rial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- “Sexting” is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law. Any student taking, disseminating or sharing obscene, pornographic, lewd or illegal images or photographs will be disciplined under the student discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

Notification of Availability of Asbestos Management Plan

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K-12 grades) to identify asbestos containing building materials. After the inspection, an Asbestos Management Plan was developed to safely manage the identified asbestos in each school facility.

To ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every 6 months by trained school personnel and that these materials be re-inspected by an IDEM accredited inspector every three years for as long as the materials remain in the building.

The six month periodic surveillance inspections are routinely being conducted and the second triennial asbestos re-inspection of all school facilities has just been completed. The surveillance and re-inspection reports can be found in the Record keeping Section of the Asbestos Management Plan.

Anyone wishing to view a copy of the Management Plan for an individual school will find it available in the Principal's office of each school. The Management Plan for all of the schools in the school corporation is available for your viewing in the Superintendent's Office. The Management Plan may be copied at a nominal fee of 10¢ per page, during regular business hours by notifying the school in advance to prevent scheduling difficulties.

Pest Control Policy

The Shoals Community School Corporation is committed to providing students a

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

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least two years of any pesticide applications. The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include name or address of the school, applicator information, the date and time of the pesticide application, pests being targeted, the general area where the pesticide is to be applied, pesticide(s), and the amount of pesticide.

Advanced notice is not required for the following pesticide applications: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellants when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides; 4) immediate student health threat situations (i.e. stinging wasps and bees); 5) areas completely away from student-occupied buildings and areas; 6) those made more than 48 hours before a scheduled school day.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation. The Superintendent shall prepare and disseminate regulations for the implementation of this policy. To be included in the notification registry, contact the Superintendent's Office at 812-247-2060.

School to Work Policy

A limited number of students may be selected for this program by the internship committee if the student maintains a GPA of 1.67 or above, has excellent attendance, good citizenship, a valid drivers license, reliable transportation and scheduling with work & school is possible. We will try to provide as many work sites and work areas as possible. The number of students scheduled will be dealt with on an individual basis.

The student is required to keep a daily logbook of his/her activities and will submit

a final report highlighting his/her experiences as an intern.

Work Permits

By Indiana State Statute, all students must have full class schedule; hence students may not be granted early release for the purpose of working except those students on an approved vocational program. All students between the ages of 14 and 18 must have a work permit.

The first step in securing a work permit is to get an “intention to employ” card to be filled out by the prospective employer. These cards may be secured in the Middle School office. The “intention to employ” card is taken to the employer, who fills it out by listing the student’s name, address, and kind of work that he/she will do. The name of the business, address and signature of the employer are also written on the card. The student and one of his/her parents must also sign the card. The second step in securing a work permit is that the student bring the “intention to employ” card, filled out, and his birth certificate to the Middle School office. The birth certificate must be seen and recorded by the person issuing the work permit. You must have a new card if you switch employers.

The process for obtaining a card during summer vacation periods will be done through the central office.

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation’s standards or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been significant decrease in the student’s grade point average or attendance after he/she begins work. When it appears that a job is detrimental to a student’s academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student’s education remains the primary focus.

Therefore, it is important for students, parents, and employers to know the guide lines that accompany the responsibility of being a working teen.

Grades

1. A student must pass five credit classes before a work permit will be issued.
2. If a student does not pass five credit classes after a work permit has been issued the student’s parents and employer will be sent a letter and the student’s work permit will be revoked.
3. The work permit will be reissued to the student when they are passing all five credit classes.

Attendance

1. A student may not be absent from school more than ten days in a semester. Medical reasons will be addressed on an individual basis.
2. If the student’s record of unexcused absences is more than the allowed ten in a semester, the student’s employer and parents will be sent a letter and the student’s work permit will be revoked.
3. The work permit will be reissued if the student’s attendance reaches an acceptable level during the semester.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student and he/she will be allowed to work during the summers while school is not in session. However, such students will lose their work permit at the

start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school principal in writing.

Family Rights and Privacy Act

Shoals School Corporation in compliance with the Family Rights and Privacy Act of 1974 will release directory information, without prior written consent of the parent or student, to various associations, alumni groups, propriety and/or trade school, military recruiters, etc. Directory information is defined as:

1. Name of Student
2. Address
3. Telephone Number(s)
4. Major Field of Study
5. Participation in Officially Recognized Activities and Sports
6. Height and Weight of Members of Athletic Teams
7. Hair and Eye Color
8. Dates of Attendance ("from and to" dates of enrollment)
9. Degrees and Awards Received
10. Most Recent Previous School Attended
11. Date of Birth
12. Photograph
13. Videotape Not Used in Disciplinary Matter
14. Student Work for Display at the Discretion of the Teacher (no grade displayed)

Parents or students of age who object to the release of directory information may sign a statement to prevent the release of any part of or all directory information. These statements are located in the principal's office.

Student Surveys (IC 20-32-7)

A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, opinions, beliefs, or feelings concerning:

1. political affiliations
2. religious beliefs or practices
3. mental or psychological conditions that may embarrass the student or the student's family
4. sexual behavior or attitudes
5. illegal, antisocial, self-incriminating, or demeaning behavior
6. critical appraisals of other individuals with whom the student has a close family relationship
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)

without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evalu-

ation, or survey shall accurately reflect the contents and nature of the personal evaluation, analysis, or survey.

Title IX, Title VI and Section 504 Policy

It is the policy of the Shoals Community School Corporation not to discriminate on the basis of race, color, religion, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Shoals Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or natural 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 procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Civil Rights Compliance Coordinator who is Dr. Candace Roush, Shoals Community School Corporation, 11741 Ironton Road, Shoals, IN 47581, Phone 812-247-2060. Dr. Roush is also the Title IX Coordinator.

The Section 504 Coordinator for grades 6-8 is Mr. Bryson Abel, Shoals Middle School, 11741 Ironton Road, Shoals, IN 47581, Phone 812-247-1313.

Admission From Private Schools

According to the Shoals Community School Corporation Board Policy Handbook, the following policy will be followed before a student from a private school will be allowed to enroll in the Shoals Community Schools:

1. Credits from private schools will be accepted at face value if the private school is commissioned by the Commission on General Education of the State of Indiana.
2. Credits from non-accredited private schools will not be accepted at face value. The Superintendent shall require a battery of tests from the Shoals Community School Corporation assessment program to determine grade placement, or she/he shall require evidence of credit equivalency. The evidence for equivalency may include an evaluation of teachers' licenses, a course of study from the private school and results of nationally normed standardized achievement tests.
3. The final decision regarding matters of student grade placement will be the responsibility of the public school officials.

Policy For Exchange Program

Number of International Exchange Students:

Shoals Middle School will accept no more than five exchange students per year.

Timing of Placement Process:

- Shoals Middle School asks that organizations contact the school each year to indicate an interest in placing exchange students.
- Exchange organizations should submit student and host applications as early as possible or up to two weeks prior to the school's start date.

- Host families should schedule an appointment with the school counselor the week prior to registration to complete enrollment paperwork for exchange students.

Selecting Student Exchange Programs

- Shoals Middle School reserves the right to work with exchange organizations that have proved their commitment and responsiveness.
- The school will also be open to new organizations that demonstrate a commitment to the school and community.

School Expectations for Student Exchange Programs:

Shoals Middle School reserves right of final approval on all student placements. Each individual student exchange program must:

- Be listed in the most current Council on Standards for International Educational Travel (CSIET) Advisory List (for a current list visit www.csiet.org).
- Maintain a network of qualified and trained local representatives living in or near the community, with responsibility for each student. Also, provide orientation and ongoing support for both the host family and student.
- Provide continuing monitoring of student selection and preparation, selection and screening of host families, ongoing contact with host family and student, and communication with school officials.
- Receive school enrollment authorization for individual student placement each year prior to contacting potential host families. Follow school policy on timing and requirements. The school should receive a complete student applications packet to review prior to enrollment authorization.
- Arrange host family placements before exchange students leave their home country. Exchange students are expected to be in their host family and school placements by the first day of classes.
- Personally interview and screen all potential host families, matching student and family interests and personalities.
- Provide proof that the student has sufficient language ability to function in an American classroom.
- Provide necessary medical history, including proof of immunization as required by the school district, and medical/physical restrictions and a recent physical exam with proof of required immunizations.

School Expectations for Exchange Students:

- Each exchange student must be qualified to participate in regular classes and maintain a typical schedule. This means an acceptable level of proficiency in the English language, a commitment to treat course work as important, and the social skills to enjoy participation in social and extra-curricular activities.
- Exchange students and host families are expected to know and must follow all school policies and rules.
- Exchange students must have medical and accident insurance that exceeds the U.S. Department of State guidelines.

Exchange students will understand that they will not be granted diplomas; however they may participate in commencement ceremonies.

Senate Bill 65: Instruction on Human Sexuality

Requires each school corporation to make available for inspection to a parent of a student instructional material used in connection with instruction on human sexuality. Provides that, before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction. Provides that a consent form provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. Provides that the parent of the student or the student, if the student is an adult or an emancipated minor, may return the consent form indicating that the parent of the student or the adult or emancipated student: (1) consents to the instruction; or (2) declines instruction. Provides that, if the parent of the student or the student, if the student is an adult or an emancipated minor, does not respond to the written request provided by the school within 21 calendar days of receiving the request, the school shall provide the parent of the student, or the adult or emancipated minor student, a written notice requesting that the parent of the student, or the student, if the student is an adult or an emancipated minor, indicate whether the parent of the student or the adult or emancipated student: (1) consents to the instruction; or (2) declines instruction. Provides that the parent or the adult or emancipated student may subsequently opt out of the instruction.

Drug Policy

Rationale

The use of drugs and/or alcohol is a serious problem with legal, physical, and social implications for the entire community. Students using illegal drugs or alcohol while participating in extracurricular activities or operating a motor vehicle on school property pose a threat to their own health and safety, as well as to that of other students. As the public education institution of this community, the school should strive to prevent substance abuse and help substance abusers with proper education. The goal of this drug testing program is to be an incentive or reason for a student to say no to negative peer pressure that promotes alcohol or drug use. Our commitment to maintaining the extra-curricular activities as a safe and secure educational environment requires a clear policy relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities.

Purpose

As a deterrent to use of illegal drugs and alcohol, a random drug and alcohol testing program is hereby established for students and volunteers participating in voluntary extracurricular activities and student drivers operating motor vehicles on school property. This program shall be non-punitive in nature, and no adverse disciplinary or academic action will be taken as a result of random testing, other than suspension of the privilege or participation in school sponsored extracurricular activities, and the operation of a motor vehicle on school property as hereinafter provided. The purposes of

the program are:

1. To provide safe and secure educational and extracurricular environments for students, faculty and staff by preventing students with drug or alcohol residues in their bodies from participating in school sponsored extracurricular activities or operating a motor vehicle on school property;
2. To deter illegal drug or alcohol use by students, and to prevent the risks to health, safety, and welfare caused by such use;
3. To educate, help and direct students away from drug and alcohol abuse and toward a healthy, drug and alcohol free lifestyle;

This policy applies to all students and/or volunteers of Shoals High School who wish to participate in extracurricular activities and to students who operate motor vehicles on school property.

Legal Obligation

Indiana Code 20-8.1-7 sets forth measures to be governed by school officials. Most specifically, IC 20-8.7-2 (sic) (IC 20-8.1-7-8) establishes the responsibility of schools to assist children found to be ill or in need of treatment.

I.C. 20-26-3, I.C. 20-26-5-4, I.C. 20-30-15-6, *Linke v. Northwestern School Corporation* (763 N.E. 2nd 972)

Testing Procedures

This policy applies to all students in grades 9-12 who want to participate in extra-curricular activities that are approved by the Shoals Community Schools. Each student will be assigned a number. The principal will maintain the cross-reference list of names and numbers. The selection of students to be tested will be done randomly on Monday through Friday throughout the school year. If the toxicology service does not utilize a random selection company, the building principal will utilize www.randomizer.org to select random numbers.

All students will remain under school supervision until they have produced an adequate urine specimen. If still unable to produce a specimen by the end of the school day, the student will be treated as if the test was given and the results were positive for alcohol/drugs.

A student who is taking a prescribed medication shall inform the collector at the time of collection of this fact. This information may require confirmation from the parent and/or a physician if requested by the administration.

When students' test results are complete, the principal compiles the results of each test by the identification numbers on the samples. The specific test results or any test shall not be made known to anyone else other than the student, the student's custodial parent(s) or guardian(s), the principal, and the administrative assistant. The fact of testing and the results of testing of any student shall not be made known to any school official other than stated. The coach/sponsor will be notified of any suspension resulting from a "positive" result.

If the results of the test are "positive", that is, if they show drug-residue substances and/or alcohol the principal will so advise the student and the student's custodial parent(s) or guardian(s) in person. At this meeting, the student and student's custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a positive test can be satisfactory explained. If not, the parent/guardian will be given names of agencies that can be of help to the child. The principal will also notify the student of any disciplinary action,

based on the policies/procedures as outlined in this program.

Financial Responsibility

The Shoals Community School Corporation will pay for the initial random drug tests. A request on APPEAL for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

Consent Form

It is mandatory that each student is within the scope of drug testing policy sign and return "consent form" prior to their participation in any of the activities covered by the program. Failure to comply will result in non-participation and/or loss of driving privileges. The consent form shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program.

Consequences

First Occurrence:

Athletics/Cheerleading/Dance - Suspension from 25% of sport contests

Activities/Clubs - Suspension from activities for 90 scheduled school days

Driving - Suspension from driving on school property for 90 scheduled school days

Second Occurrence:

Athletics/Cheerleading/Dance - Suspension for 365 days from infraction date

Activities/Clubs - Suspension from activities for 365 days from infraction date

Driving - Suspension from driving on school property for 365 days from infraction date

Third Occurrence:

The student will be denied participation in all of the above categories for the remainder of his/her high school career if a third offense involving drugs or a felony infraction occurs.

1. The rules or regulations in this code shall apply to any violations, on or off school premises, 365 days a year.
2. A student under suspension shall be officially ineligible for participation in all extra-curricular activities associated with the sport(s) and/or club organization(s), as well as driving on school property.
3. Number of games suspended in athletics will be based on the percentage from the regularly scheduled season contests in that particular sport. In cases of cheerleading and dance, all competitions as well as basketball contests count in determining the total number of games suspended. Furthermore, an athlete will not be allowed to participate in a scrimmage or jamboree while under suspension. The athlete will be allowed to attend practices.
4. If the suspension falls near enough to the end of a season that the full penalty of the suspended contests cannot be assessed, the penalty shall carry over into the next sport season in which the athlete participates. If the student is not participating on an athletic team at the time of the violation, the student shall be removed from the percentage of the contests of the first athletic season in which the student would normally participate.
5. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extracurricular activities for the re-

mainder of the school year, including driving on school property.

Self-Report Clause

In order to encourage honesty and develop responsibility for a student's own actions, any student who voluntarily reports on himself/herself as to a violation of this policy before being reported by other means will be permitted leniency. When this occurs, the student has the opportunity to pay a lesser penalty than stated above (suspension numbers cut in one-half). However, these students must report it directly to their coach/sponsor and principal immediately (defined as within 24 hours of the occurrence). This self-report clause can be used only once and only during the first occurrence during the student's career at Shoals High School. Any future occurrences or infractions would be handled according to the established policy listed above.

Refusal

Should a student or parent/guardian of a student enrolled in the testing program refuse to provide or have their student provide a sample when randomly selected to do so, the student will be treated as a positive result and subject to the offense chart listed above.

Other Rules

Shoals Community Schools also reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug or alcohol use. Reasonable suspicion may arise from the following action:

- a) A student's behavior indicating the possibility that the student is in possession of alcohol, marijuana, or any other behavior altering substance.
- b) The student possesses drug paraphernalia, alcohol, marijuana, or any other controlled substance.
- c) Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other prohibited substance. Any such report will be investigated by the school's administration and will be substantiated by other physical indicator or physical appearance, if deemed necessary. **If the student is found to be under the influence of drugs they will be subject to the offense chart listed in the student handbook.**
- d) If such information is reported to an administrator, the student will be assessed by a medical personnel, such as a school nurse, or a law enforcement officer, who will then determine if testing should be conducted.

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath or urine. The cost of one school initiated breath or urine test will be paid for by the school/corporation and will be used for disciplinary action. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in the administration's proceeding as if the test were positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her child, disciplinary action may be taken as if the test were positive.

If a parent chooses to have the student retested at a health facility, the school/

corporation is not responsible for any of the costs. The school's retest form must be completed before retesting is done and the student will be suspended from school until the retest results are provided to the administration. All drug testing original data from any reputable health facility must be presented to the administration as proof of positive or negative testing before the student will be readmitted to school. If the retest is not completed on the same day as the school's drug and alcohol test and if the results are not provided within one school day, due process procedures for suspension pending expulsion may be initiated by the administration.

Definitions

Club: a club is defined as any school sponsored group that meets in a non-curricular fashion either inside or outside the regular school day. A complete list of extra-curricular clubs will be kept on file in the principal's office for reference to this policy. Examples of this category include, but are not limited to student council, Beta, Foreign Language Clubs, and SADD Club.

Athletics: an IHSAA officially recognized athletic team or group, including cheer-leading and dance team, which represents the Shoals Community School Corporation outside of the regular school curriculum.

Activities: Activities are defined as groups of students or individual student activities where Shoals Community School is represented outside of the regular 8AM- 3PM school day. Examples of this category would be band, choir, academic teams, and drama productions. Grades that are assigned for co-curricular participation would have to be based on classroom performance, not performance outside the school day for any individual who would be in violation the Substance Abuse policy.

Cafeteria Policy

Shoals Community Schools participates in the National School Breakfast Program and National School lunch program. These programs require school food authorities to establish written administrative guidelines and procedures for purchasing meals.

Student Accounts

Student accounts are prepaid debit accounts, not charge accounts. There are envelopes available in the Elementary, Middle School, High School Offices, and the cafeteria for breakfast and lunch money. Each office has a deposit money box available for students to turn in breakfast and lunch money. Funds will also be accepted at the serving lines in the cafeteria. Please write the students' full name and grade on the envelope.

Free and Reduced Meals

Free and reduced price meals are available to those families who meet the income guidelines. Applications are available at your school office. You may also contact the cafeteria treasurer for questions concerning the lunch program application process at extension 706.

Milk/A la Carte

A reimbursable tray contains all items that are required by state standards, including one milk. Extra milk is purchased separately as an a la carte item. Those students who bring a lunch supply their own drink, or purchase a milk. Free milk is only included with a reimbursable tray.

A la carte items are available to students in grades 3-12. Each student must have

funds in their account to purchase extra items. A la carte items are priced according to current food cost.

Returned Check Policy

Any check that returns Non-Sufficient Funds, (NSF), to the cafeteria will be handled in the following manner.

1. A letter informing the issuer that they will have two weeks to return payment in the form of a cashier's check, money order or cash, designated to cover the returned check plus any fees.
2. If the money is not returned within the two weeks time period, the amount of the original deposit will be debited from the students lunch account.
3. If the money is returned in a two week period, the account remains credited.

Food Balances

All cafeteria purchases are to be prepaid. A student or staff member may charge up to \$12.00 as long as they establish and maintain a history of making payments on their food service account. Students with a negative balance may not charge a la carte, including extra entrees. There is an automated email system that will notify parents/guardians for low or negative balances. Letters may also be sent to remind parents/guardians of negative balances. The cafeteria treasurer will coordinate communications with parents/guardians to resolve unpaid meal charges.

No Gum/Glass Bottles

Gum will not be allowed in the cafeteria during breakfast, lunch, or any other time that a student is in the cafeteria. Disciplinary actions will be taken.

Glass bottles will not be allowed in the cafeteria during breakfast, lunch, or any other time that a student is in the cafeteria. Disciplinary action will be taken.

Shoals 2023-2024

| July 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| July |
|------|
|------|

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| January 21 days |
|-----------------------------|
| 1-2 Winter break |
| 3 First day second semester |

| August 2023 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| August 21 days |
|---------------------|
| 1 First teacher day |
| 3 First student day |

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| February 26 days |
|------------------|
| 12 Snow day #1 |

| September 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| September 20 days |
|-----------------------|
| 4 Labor Day no school |

| March 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| March 15 days |
|--|
| 8 End of third nine weeks |
| 18-22 Spring break |
| 29 Good Friday - No School/Snow day #2 |

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| October 17 days |
|------------------------------|
| 6 End of first nine weeks |
| Oct 9-13 PPT Conference Week |
| Oct 16-20 Fall Break |

| April 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| April 21 Days |
|---------------|
| 8 - No School |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| November 18 days |
|---|
| 10 No school - Beta Convention/Teacher In-Service Day |
| 22-24 Thanksgiving break |

| May 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| May 13 days |
|--|
| 17 End of second semester/Last student day |
| 17 End of fourth nine weeks |
| 20 Last teacher day |

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| December 14 days |
|-------------------------------|
| 20 End of first semester |
| 20 End of second nine weeks |
| 21-29 Winter break |
| 90 total days in the semester |

| June 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| June |
|--|
| Make-up days will go in the order they are numbered. |
| Additional make-up snow days will be added after May 17th to meet the 180 day requirement. |
| 90 semester days/ 180 total days |