

# SHOALS HIGH SCHOOL

www.shoals.k12.in.us  
7900 US Hwy 50 Shoals, IN 47581  
Phone 812-247-2090 Fax: 812-247-2056

## ADMINISTRATIVE STAFF

Ms. Kindra Hovis.....Superintendent  
Mr. Josh Mullis..... High School Principal  
Mr. Bryson Abel..... Middle School Principal  
Mrs. Audrey Gibson..... Elementary Principal  
Mr. Bryson Abel and Mrs. Danielle Cornett..... Athletic Directors  
Mrs. Myrna Greene..... School Psychologist  
Mrs. Jessica Hert..... Guidance Counselor

## SCHOOL BOARD

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

## MISSION STATEMENT

Shoals High 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 FACTS

Enrollment 9 – 12.....200    Colors.....Blue & White  
Nickname.....Jug Rox    Conference..... Blue Chip

## 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!

Dear Parents, Guardians, and Students:

On behalf of the entire school corporation, I enthusiastically welcome our new and returning students to Shoals High School! Our primary focus is the pursuit of academic excellence, each and every day. We believe that high expectations are necessary for high achievement; that mutual respect is critical to the total learning environment; that family involvement in student education is not only welcomed, but expected because it contributes significantly to student success; and that students must be responsible and active participants in their academic experience.

The purpose of this handbook is two-fold: to provide a general overview of the academic and extracurricular opportunities that Shoals High School offers its students and to explain the rules and policies of the school for which each student is responsible. It is very important that parents, guardians, and students become familiar with the behavioral expectations of our school. The policies and procedures contained in this handbook are the results of a joint effort on the part of our entire educational community and we are thankful for their respective efforts.

Shoals High School strives everyday for a reputation of excellence, and we pledge to challenge our students to meet the goals which have been set, to carry on traditions from valued alumni, and to make our school ever better. Going forward, if you have any questions on any information provided in the Student Handbook, please do not hesitate to contact us. We genuinely look forward to working together with all students, parents, and guardians to make 2023-2024 the best school year possible at Shoals High School!

Together with our shared vision of excellence, we can realize each day how GREAT it is to be a Shoals Jug Rock!

Sincerely,

Mr. Josh Mullis  
High School Principal

### **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](http://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 June 2023. This handbook will be in effect for the 2023-2024 school year and the 2024 summer school term.

## Faculty and Staff

Miss Terra Boyd  
 Mrs. Charlene Breidenbaugh  
 Ms. Brittney Bushey  
 Mr. Chase Butler  
 Miss Erin Cage  
 Mrs. Danielle Cornett  
 Mr. Dennis Dahlen  
 Mr. Samuel Dahlen  
 Mr. Scott Fishback  
 Mr. Jeff Gee

Mrs. Brandi Gilbert  
 Mrs. Kari Goodman  
 Ms. Myrna Greene  
 Miss Megan Hawkins  
 Mrs. Jessica Hert  
 Mr. Jonathan Holt  
 Mrs. Theresa Holt  
 Mr. Ben Kent  
 Mrs. Sarah Knepp  
 Ms. Amy Money

Mrs. Precious Rhea  
 Mrs. Tina Rue  
 Mrs. Cameron Sanders  
 Mr. Brian Smith  
 Mr. Wes Stephenson  
 Mrs. April Sutton  
 Mrs. Allison Taylor  
 Miss Reva Troutman  
 Mrs. Diana Turpin

## Personnel

Amy Money ..... High School and Guidance Secretary/Attendance  
 Allison Taylor ..... Middle School and Athletic Secretary/Treasurer  
 Doug Wagoner ..... Maintenance/Custodian  
 Tammy Cooper ..... Cafeteria Manager

## 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](mailto: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

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# SHOALS COMMUNITY SCHOOL CORPORATION 2023-2024 HIGH 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 <sup>st</sup> 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 <sup>st</sup> Semester/2 <sup>nd</sup> 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 <sup>rd</sup> 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 <sup>nd</sup> Semester/Last Student Day
May 17 .....	End of 4 <sup>th</sup> 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

## Blue/White Block Schedule

Blue Days	White Days	Friday
Period 1 .....	Period 3 .....	Period 1 .....
Period 2 .....	Period 4 .....	Period 2 .....
Advisory .....	Advisory .....	Period 3 .....
Lunch .....	Lunch .....	Period 4 .....
Period 5 .....	Period 7 .....	Period 5 .....
Period 6 .....	Period 8 .....	Lunch .....
		Period 6 .....
		Period 7 .....
		Period 8 .....
		Advisory .....

## 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				

## **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 Mrs. Candace Roush, Shoals Community School Corporation, 11741 Ironton Road, Shoals, IN 47581, Phone 812-247-2060. Mrs. Roush is also the Title IX Coordinator.

The Section 504 Coordinator for grades 7-12 is Ms. Kindra Hovis, Shoals High School, 7900 US Highway 50, Shoals, IN 47581, Phone 812-247-2090.

## **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 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 High School will accept no more than five exchange students per year.

### **Timing of Placement Process:**

- Shoals High 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 High 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 High 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](http://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 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.

## **School Counseling**

Shoals High 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, parents/guardians, and students may request counseling.



Our school counseling services are to help students have the best quality education and effective socialization within our school community.

Students may seek counseling for:

- Coping strategies for life changes
- Self-esteem
- Academic progress or difficulties
- Relationship and social skills
- Conflict resolutions
- Stress management
- Fears or worries
- Bullying
- Motivation and study skills
- Depression or thoughts of suicide

These services are available at no cost. These counseling services 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, that someone is harming the student, if they are at risk for suicide, if they are involved in a crime, if there is suspicion of child abuse or elder abuse, if the counselor is mandated or ordered by the court, or if the student gives the counselor permission to disclose information.

### **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		

## Honor Roll

The counselor will compile an honor roll after each grading period and the semester. The senior high honor roll will be computed on all courses including physical education. Junior high 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

## Weighted Courses

ALL Dual Credit or Advanced Placement courses.

A+	5.3 points	C	3.00 points
A	5 points	C-	2.7 points
A-	4.7 points	D+	2.3 points
B+	4.3 points	D	2.0 points
B	4 points	D-	1.7 points
B-	3.7 points	F	0.00 points
C+	3.3 points		

## 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. Students will be exempt from final exams only in NON DUAL CREDIT/AP courses if they finish the semester with an average of 90% or higher.

## **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.

Late work will be taken and given credit only at the teacher's discretion

## **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.

## **Auditing a Class**

Auditing a class is defined as taking a class without credit. Although no credit is earned, all assigned work must be completed, all tests must be taken, and attendance is mandatory. No grade is given for the audited class and the audited class is not included in the students grade point average or class rank. The counselor and the principal decide whether or not a class may be audited with input from the classroom teacher. The final decision will be based on the needs of the student and the nature of the class audited.

Upon approval to audit, a contract must be signed by the student, the parent/guardian, the teacher and the principal.

## Grade Classification

To be classified by grade, high school students must have earned:

1. 10 credits to be in Grade 10
2. 20 credits to be in Grade 11
3. 30 credits to be in Grade 12
4. 40 credits are required to graduate

## Post-Secondary Credit

1. Any student in Grade 9 through 12 may enroll either full time or part time in a college or university program and earn credits toward graduation from high school as well as credits in the college program if:
2. Progress toward graduation is not delayed.
3. Shoals High School could not offer the course.
4. The course is a course for which credit can be given according to DOE regulations.

## Graduation Requirements:

Graduation from Shoals Senior High School requires that the student complete a minimum of 40 credits. Twenty-three shall be earned in required courses as listed and the remaining credits in electives.

Language Arts 8 credits

Social Studies 4 credits

Government (1 credit)

Economics (1 credit)

U.S. History (2 credits)

Mathematics 4 credits

Science 4 credits

Health and Safety 1 credit

Physical Education 2 credits

Interpersonal Work Relations 1 credit

Electives 16 credits

Students must complete additional credits from the above or in Technology Competency (2 credits).

Students after their freshman year will be required to follow a course of study in one of the following areas:

- |                    |               |
|--------------------|---------------|
| 1. Academic Honors | 3. Vocational |
| 2. College Prep    | 4. Tech Prep  |

## Indiana Core 40 Guide

1. Take 28 to 30 credits from this list:

Language Arts 8 credits must include Literature, Composition, & Speech

Mathematics 6 credits distributed as follows:

2 credits: Algebra I\*

2 credits: Geometry\*

2 credits: Algebra II,\*

(\*or complete integrated Math series I, II, and III for 6 credits) All students are strongly recommended to take math their senior year.

Science 6 credits distributed as follows:

2 credits: Biology I

2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics

2 credits: any Core 40 science course

Social Studies 6 credits distributed as follows:

2 credits: U.S. History

1 credit: U.S. Government

1 credit: Economics

2 credits: World History/Civilization or  
Geography/History of the World

Physical Education 2 credits (two semesters)

Health/Safety 1 credit (one semester)

2. Choose 5 credits in courses from the list above or the list below:

Foreign Language      Such as Chinese, French, German, Italian, Latin, Japanese,  
Russian or Spanish

Arts                      Art, Music, or Drama

Computers              Computer Applications, Computer Programming

Career Area             At least six credits in a logical sequence from  
technical career area

3. Choose 6 credits from any courses

### **Indiana Core 40 with Academic Honors (minimum 47 credits)**

For the **Core 40 with Academic Honors** diploma, students must also:

1. Earn 2 additional Core 40 math credits, and
2. Earn 6-8 Core 40 world language credits, and
3. Earn 2 Core 40 fine arts credits, and
4. Earn a grade of "C" or above in courses that will count toward the diploma, and
5. Have a grade point average of "B" or above, and
6. Complete one of the following:
  - a. Two Advanced Placement courses and corresponding AP exams
  - b. Academic, transferrable dual high school/college courses resulting in 6 college credits
  - c. One Advanced Placement course and corresponding AP exam and academic transferrable dual high school/college course(s) resulting in 3 college credits
  - d. Score 1200 or higher combined SAT math and verbal
  - e. Score a 26 composite ACT
  - f. An International Baccalaureate Diploma

### **Indiana Core 40 with Technical Honors (minimum 47 credits)**

For the **Core 40 with Technical Honors** diploma, students must also:

1. Earn a grade of "C" or above in courses that will count toward the diploma, and
2. Have a grade point average of "B" or above, and
3. Complete a career-technical program resulting in 8-10 credits, and
4. The student must earn a state-recognized certification or certificate of technical achievement in the career-technical program.

### **Graduation Notes:**

1. All students must be able to meet all requirements for a Certificate of Completion or Diploma by the final Friday before commencement of the current school

year to be eligible to participate in graduation exercises.

2. Any student who misses commencement practice, without valid reason, will not be allowed to participate in the commencement exercise.
3. The valedictorian of Shoals High School will be the student who has the highest accumulative grade point average among all students who are regularly enrolled as seniors at the end of their eighth semester as high school students. The salutatorian will be the student with the second highest grade point average seniors at the end of their eighth semester as high school students. The student must be enrolled a minimum of the last three semesters at Shoals prior to graduation.

## Graduation Policy

In order for a student to graduate from Shoals High School, the student must:

- I. Meet all Local and State educational requirements and meet the Indiana State Board of Education Pathway requirements and take the state standardized tests; **OR**
- II. If a student fails to meet all local and state educational requirements and meet the Indiana State Board of Education Pathway requirements, and/or fails the state standardized tests, a waiver process as stated below can be completed.
  1. The student must maintain a minimum attendance rate of ninety-five percent. Students who have experienced long-term medical problems will be considered individually.
  2. The student must complete remediation opportunities provided by the school. If a student is removed from in-school remediation class for disciplinary reasons, he or she cannot use this option as a means for graduation.
  3. The student must maintain a "C" average in the courses comprising the twenty-two credits specifically required for an Indiana High School diploma. (511 IAC 6-7-6)

Language Arts	8 Credits	Science	4 Credits
Social Studies	4 Credits	Health and Safety	1 Credit
Mathematics	4 Credits	Physical Education	1 Credit
  4. The student must take the graduation examination each time it is offered. Exceptions to this requirement will be determined on a case by case basis by the High School Principal.
  5. The student must obtain a written recommendation supporting a request for a waiver from a teacher of the student in the subject area or areas in which the student has not achieved a passing score.
    - a. The principal must concur with the recommendation.
    - b. The recommendation must be supported by documentation that the student is proficient in state targeted mastery skills at a freshman grade level in English and Mathematics.
      - Documentation may include classroom work or tests other than the graduation examination OR
    - c. The student will be considered proficient in these areas if the student:
      - successfully completes both semesters of English 9 or higher
      - successfully completes both semesters of a mathematics course of Algebra I or higher

6. The student must otherwise satisfy all state and local graduation requirements.
  7. For a student who receives special education services under 511 IAC 7:
    - a. The student's teacher of record, as defined in 511 IAC 7-3-50, shall, in consultation with the case conference committee, make the recommendation required above in number 5.
    - b. The student must otherwise satisfy all state and local graduation requirements.
    - c. The student's case conference committee shall:
      - decide how frequently the student will take the graduation examination, within the limitations in number 4; and
      - determine if the student has met the criteria to receive a diploma.
  8. No student shall be denied the opportunity to take the graduation examination once every semester beginning with the school year after the school year in which the student first takes the examination. (Indiana State Board of Education; 511 IAC 5-3-3).
- III. Starting with the graduation class of 2022, the students will be required to take state standardized tests.



## INDIANA STATE BOARD OF EDUCATION GRADUATION PATHWAYS PANEL (Finalized 11/7/2017)

The purpose for this Panel is to establish graduation pathway recommendations for the State Board of Education that create an educated and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors. To account for the rapidly changing, global economy, every K-12 student needs to be given the tools to succeed in some form of quality postsecondary education and training, including an industry recognized certificate program, an associate's degree program, or a bachelor's degree program.

These recommendations seek to ensure that every Hoosier student graduates from high school with 1) a broad **awareness** of and **engagement** with individual career interests and associated career options, 2) a strong foundation of **academic** and **technical skills**, and 3) **demonstrable employability skills** that lead directly to meaningful opportunities for postsecondary education, training, and gainful employment.

Students in the graduating class of 2023 must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

Graduation Pathway Requirements	Graduation Pathway Options
1) <b>High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
2) <b>Learn and Demonstrate Employability Skills<sup>1</sup></b> (Students must complete <i>at least one</i> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: <ul style="list-style-type: none"> <li>• <b>Project-Based Learning Experience;</b></li> <li>• <b>Service-Based Learning Experience;</b></li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• <b>Work-Based Learning Experience.<sup>2</sup></b></li> </ul>
3) <b>Postsecondary-Ready Competencies<sup>3</sup></b> (Students must complete <i>at least one</i> of the following.)	<ul style="list-style-type: none"> <li>• <b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma;</li> <li>• <b>ACT:</b> College-ready benchmarks;</li> <li>• <b>SAT:</b> College-ready benchmarks;</li> <li>• <b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military;</li> <li>• <b>State- and Industry-recognized Credential or Certification;</b></li> <li>• <b>State-, Federal-, or Industry-recognized Apprenticeship;</b></li> <li>• <b>Career-Technical Education Concentrator:</b> Must earn a C <u>average</u> or higher in at least 6 high school credits in a career sequence;</li> <li>• <b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a C <u>average</u> or higher in at least three courses;</li> </ul> <b>OR</b> <ul style="list-style-type: none"> <li>• <b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

- **Career Exploration:** The Graduation Pathways Panel recognizes the need for more robust career awareness and exploration for students throughout their entire academic lives. Students need greater exposure and understanding of the variety of employment opportunities to foster their postsecondary aspirations. The Panel recommends the inclusion of career awareness and exploration at the middle elementary (grades 3 thru 5) and middle school (grades 6 thru 8) levels. The Graduation Pathways—flexible through graduation—should be preceded by a series of purposeful activities during middle school and high school, including but not limited to: 1) **career exploration courses** (e.g., *Exploring College & Careers, Preparing for College & Careers*) 2) **career interest assessments** (e.g., *Indiana Career Explorer, Naviance, ASVAB Career Program*), and 3) consultations with school counselors.
- **Nationally-recognized College Entrance Exam:** The Graduation Pathways Panel recommends that the State adopt a nationally-recognized college entrance exam to be used for school accountability no later than 2021-22.
- **Alternative Diplomas:** Alternative Diplomas will be reviewed on a case by case basis by the High School Principal, School Counselor, Teacher of Record, and Corporation’s Director of Special Education.

### **<sup>1</sup>Learn and Demonstrate Employability Skills:**

Employability skills standards may include Indiana’s Employability Skills Benchmarks and other comparable character development benchmarks.

Demonstrations of employability skills are experiences that enable students to apply essential academic, technical, and professional skills and find engagement and relevancy in their academic careers through such means as project-based learning, work-based



learning, or service learning experiences.

Demonstrations of employability skills can occur over the course of a student's high school career.

Any demonstration needs to be validated locally by:

- Student work product AND
- School validation.

## **<sup>2</sup>Learn and Demonstrate Employability Skills - Graduation Pathway Options:**

**Project-based learning** allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge. The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make their project work public by explaining, displaying and/or presenting it to people beyond the classroom. Demonstrations include:

- Completion of a course capstone,
- Completion of a research project,
- Completion of Cambridge International Global Perspectives and Research,
- Completion of the AP Capstone Assessment, OR
- Other (with approval by the State Board of Education).

**Service-based learning** integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities. Demonstrations include:

- Participation in a meaningful volunteer or civic engagement experience,
- Engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year, **OR**
- Other (with approval by the State Board of Education).

**Work-based learning** is a strategy to reinforce academic, technical, and social skills learned in the classroom through collaborative activities with employer partners. Work-based learning experiences allow students to apply classroom theories to practical problems, to explore career options, and pursue personal and professional goals.

- Completion of a course capstone,
- Completion of an internship,
- Obtaining the Governor's Work Ethic Certificate,
- Employment outside of the school day, OR
- Other (with approval by the State Board of Education).

## **<sup>3</sup>Postsecondary-Ready Competencies - Graduation Pathways Options:**

National college-ready benchmarks are set by the College Board and ACT, in consultation with the Commission of Higher Education. The minimum scores on these tests cannot be set lower than the national college-ready benchmarks. For 2017, the college-ready benchmarks are:

- SAT: 480 in English and 530 in Math.
- ACT: 18 in English, 22 in Reading, 22 in Math, and 23 in Science.

These scores are fluid and are subject to change.

Apprenticeships are defined as intensive work-based learning experiences that provide a combination of on-the-job training and formal classroom instruction. They are intended to support progressive skill acquisition and lead to postsecondary credentials and, in some cases, degrees.

Co-Ops link academic programs with structured work experiences through which participants acquire professional and technical skills. Participants earn academic credit for work carried out over a limited period of time under the supervision of a professional mentor.

State- and Industry-Approved Credentials, Certifications, Apprenticeships, and Co-Ops will be determined by the State Board of Education, in consultation with the Department of Workforce Development.

College Level Exam Program (CLEP): A score of 50 on at least 3 subject area exams can satisfy this pathway. At least one subject area must be a core content.

Cambridge International (CI) Examinations: A score of G or higher on at least 3 Cambridge IGCSE Level Exams can satisfy this pathway. At least one subject area must be a core content.

At least one AP/IB/Dual Credit/CI course or CLEP exam must be in a core content area (e.g., English, math, science, or social studies) and/or be part of a defined curricular sequence.

Students must take any corresponding AP, CI, or IB exams for their courses.

A score of 3 or higher on an AP exam, a 4 or higher on an IB exam, or E or higher may satisfy the C requirement for one particular course.

## **Early Graduation Policy**

### **Seventh Semester Graduation**

It is advisable for students to complete eight (8) semesters of high school. However, graduation may be achieved after seven semesters if all forty (40) required credits have been completed. This must be planned when classes are being selected for the student's senior year. A mid-year graduate may participate in end-of-the-year senior activities. However, it should be noted that the student will not be eligible to participate in IHSAA athletics during the eighth semester in which they are not enrolled in classes. Participation in graduation exercises requires attendance at the scheduled graduation practice.

### **Sixth Semester Graduation**

Under special circumstances sixth-semester graduation is attainable. Students interested in sixth-semester graduation should see their counselor for specific details. In those instances, where sixth-semester graduation is being considered, parents are urged to contact their student's guidance counselor as soon as possible, preferably as early as their freshman year and no later than the end of their Sophomore year. Student's must obtain a 3.0 or higher GPA and will be required to take summer courses online.

## **Graduation Ceremony**

At the graduation ceremony students may only wear cords that are issued through school sponsored groups. Students may not wear cords that have been purchased by parents from educational programs.

## Internships

The privilege to participate in an internship program is an educational opportunity for the students at Shoals High School. In addition, an internship program can meet Graduation Pathways criteria. However, an internship through Shoals High School is a course with expectations for the students to complete. Students participating in the internship program are representing Shoals High School. Therefore, students must meet and maintain certain standards to qualify to participate in an internship program.

To participate in an internship program, students must meet the following qualifications:

1. The student must have the appropriate amount of credits to be on track to graduate.
2. The student must have a good attendance record.
3. The student must have a good discipline record with few infractions.
4. The student's internship program must meet the approval of Shoals High School administration.

A student who does not meet one of the above criteria may meet with the guidance counselor to explain the situation and present a plan to accomplish the criteria. Students may then be admitted to the internship program on a probationary basis.

As an intern, students must continue to meet expectations to remain in the program.

To maintain internship status, students must meet the following qualifications:

1. The student must continue to maintain good academic standing in all courses at Shoals High School to be on track to graduate.
2. The student must continue to maintain a good attendance record at Shoals High School and as an intern.
3. The student must continue to maintain a good discipline record at Shoals High School and as an intern.
4. The student must supply the Shoals High School staff member supervising internships with the appropriate internship records in a timely manner.

Shoals High School staff members will be in communication with the company supervisors of the interns and will make site visits as needed.

Students who do not maintain the qualifications of the internship program will be removed from the program and returned to a standard course schedule.

## APEX Policy

APEX is an online recovery that is used for students who have a failed a course or are behind in credits for graduation. It can be used in a situation where a student has been suspended or expelled for a period of time and he/she wishes to continue working on his/her education, just not in a school setting. Students who do not fall in one of the categories above and who wish to take an APEX class online versus taking the class at school with a teacher will be required to pay for the course. If the school does not offer a class that a student is interested in taking for credit, then the school will pay for the course. An APEX test will be reset no more than 3 times. After the third time, the highest grade received will be documented.

In regard to using APEX for Academic/Technical Honors - Students may use the APEX credit recovery program to improve their grade to maintain their Academic or

Technical honors diploma status grades 9-12. A student can make up any letter grade for courses taken during grades 9-11 to maintain their honors status during the regular school year, however, if a student needs to make up a grade from a senior course, that student will be required to attend summer school in order to maintain their Academic or Technical honors diploma, or he or she forfeits their honors diploma.

## **Expectations for eLearning Days**

In order to receive a grade, students must submit an assignment within 3 days upon returning. If the student does not have access to the Internet, a hard copy will be given to the student. Failure to submit the assignment on time will result in possible points being deducted. Failure to submit the assignment at all will result in a ZERO, which could ultimately lead to the student failing the course.

## **Withdrawal from School**

**IC 20-33-2-9** makes it more difficult for 16- and 17-year-old students to withdraw from school via the exit interview process. Added to the present law that requires the written consent of the principal and student's parent for the student to withdraw is the requirement that the withdraw must be due to:

- a. Financial hardship,
- b. Illness, or
- c. An order by a court that has a jurisdiction over the student.

## **Student 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:** A junior high or high 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.

## **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.

## **Hallway Passes**

Any student passing through the hall for any purpose except during passing periods or in the company of a teacher must have a signed pass. Students outside of class without a signed hall pass will receive the consequences as indicated for cutting class or wrong location.

# Consequences for Violation of the Shoals High School Behavior Policy

Infraction	Penalty
Attack (not yet to fighting) • <i>Depending on severity, penalty could be more harsh</i>	1st=1 TS or 4 LD 2nd=1 CASS/OSS 3rd=2-3 CASS/OSS
Bus Misconduct	(see pgs. 42-44)
Hallway Misconduct	1st=2 LD* 2nd=1 TS 3rd=1 ISS
Cafeteria Misconduct	1st=2 LD*/Assist with cleaning 2nd=1 TS 3rd=1 ISS
Cell phone	1st=Faculty/Staff Claim & Pickup Arrangements Made (Pickup will be at the end of the school day) 2nd=Faculty/Staff Claim, Pickup Arrangements Made, & 1 ISS 3rd=Faculty/Staff Claim, Pickup Arrangements Made, & 2 ISS 4th=Faculty/Staff Claim, Pickup Arrangements Made, & 1 OSS
Cheating	1st=Warning and possible 0 on assignment 2nd=0 on assignment, phone call to parents 3rd=0 on assignment, phone call to parents, 1CASS/ISS
Cutting Class/Wrong Location	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
Leaving School Property Without Parent Permission	1st=1 TS 2nd=1 ISS 3rd=CASS/OSS
Defiance and/or Disrespect	1st=2 LD* 2nd=1 TS 3rd=1 OSS 4th=2 OSS
Dress Code Violation (see page 37)	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 OSS/CASS 4th=2 OSS
Harassment (sexual and/or physical/verbal)	TBD by building administrator based on level of severity
Insubordination	1st=1-2 LD* 2nd=1 TS 3rd=1 CASS/OSS

Profanity/Unacceptable Language	1st=2 LD* 2nd=3 LD 3rd=1 TS or 4 LD 4th=1 CASS/OSS
Threatening/Intimidating Language TOWARDS a faculty member	1st = ISS/CASS 2nd – 2 ISS/CASS 3rd = 1 OSS
Threat with a Weapon	10 days OSS and Recommendation for Expulsion
Tardiness (also refer to page 42 for school tardy policy)	3rd (in one period)=Warning Letter Sent 4th=2 LD 5th-7th= TS 8th=CASS/ISS/OSS
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=2 TS 2nd=1 ISS 3rd=2-3 OSS/CASS 4th=4-5 OSS
Failure to attend Thursday School	1st=1 ISS 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	1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5 OSS-Expulsion
Bullying/Threat	1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5 OSS-Expulsion
Inciting 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	1st=Warning 2nd=Loss of Privilege for 1 week 3rd=Loss of Privilege for 2 weeks 4th=Loss of Privilege possibly through end of school year and 1 OSS/CASS
Throwing Objects	1st=Warning, possible LD* 2nd=2 LD 3rd=1 TS

Tobacco Possession and/or Use, including Vaping	1st=1 OSS/CASS/Law Enforcement Called - A Ticket will be issued 2nd=2 OSS/CASS/Law Enforcement Called - A Ticket will be issued 3rd=3 OSS/Law Enforcement Called - A Ticket will be issued
Violation of No Contact Agreement (based on severity)	1st=2 LD 2nd=1 TS 3rd=1 ISS 4th=1-2 OSS/CASS
Misconduct on a school trip	1st=1 ISS or OSS/CASS and possibly banned from attending future trips 2nd=Banned from attending future school trips for that school year
Vandalism of School Property	1st=1-2 OSS/CASS/Restitution 2nd=3 OSS/CASS/Restitution
<b>KEY:</b> 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 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.**

## 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 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.

## **Cafeteria Policies**

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, 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 Cart**

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 cart items are priced according to current food cost.

### **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.

### **Allergies**

If your student has food allergies please contact the cafeteria manager at ext. 711.

### **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 week 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 items, 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.

## **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.

PBIS at our school looks like this:

SHOALS COMMUNITY SCHOOLS  
We have JUG ROX PRIDE !!

We are:  
**P**ositive  
**R**espectful  
**I**mproving  
**D**isciplined  
**E**ngaged

We are the MIGHTY JUG ROX !!

## **OUR 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.

## **OUR 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

## **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

# SHOALS JUNIOR / SENIOR HIGH SCHOOL

# PRIDE

POSITIVE RESPECTFUL IMPROVING DISCIPLINED ENGAGED

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

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 state-

ments, 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

## **Shoals High School 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. 2<sup>nd</sup> 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](http://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 remainder 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 cheerleading 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.

## 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 must be fingertip length and below if worn in jeans. Excessive rips and/ or torn pants are prohibited.**
- 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, however shoulder cut-outs are permitted
- Shirts or garments that partially cover the upper body, such as halter-tops, tube tops, mesh tops, strapless tops, or tops with spaghetti straps will not be permitted. Tank top straps must be at least three fingers thick and no undergarment is to be exposed.
- Sleeveless garments excluding tank tops are acceptable if they do not have a scoop neck-line.
- No blankets are permitted

### Skirts:

- **Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.**
- Skirts need to hit fingertip length or longer.

### **Shorts:**

- **Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.**
- Shorts need to hit fingertip length or longer.
- No biking shorts are allowed.
- No transparent fabric is allowed.

### **Shoes:**

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

### **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.
- Fish hooks are not permitted in the school. This includes attaching them to your hat

### **Coats:**

- "Duster Coats" may not be worn in the school.

### **Accessories:**

- No jewelry with reference 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 High 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.**

## **Attendance Procedure:**

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 High School, he/she will follow the following procedures:

1. Day of Absence– make arrangements for any homework or assignments.
2. Admission to school after absence:  
—A High School student who has been absent must present a written excuse from the parent/guardian/custodian or doctor. If the student has no written excuse, a phone call will be made to confirm the reason for the absence.
3. Failure to comply with the above rule will result in an unexcused absence.
4. The decision concerning excused or unexcused absences will be made only by the designated school officials.
5. If the reason for the absence cannot be confirmed by a note or a phone call, the student will be given a “pending” excuse so he/she may be admitted to class. Failure to bring in the excuse within forty-eight hours will result in the absence being 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 potential loss of credit.

If a student has been submitted to Martin County Probation Department due to poor attendance, he/she is not able to participate in extra-curricular activities such as prom, field day, field trips, etc.

# Classification of Absences

## Excused Absences

There shall be no 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.

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. (Certified absences are not counted toward eight day policy).
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.
4. Court related appearances or appointments; written verification from the court is needed. 20-33-2-16.
5. School sponsored activities.
6. Page at State Legislature – must have verification from an official of the General Assembly.
7. Also, poll workers during election days – must have verification from the election officials and prior approval from the high school office. The student must be in grades 9-12. 20-33-2-17.
8. Absent while on suspension or expulsion. (Special education students, by state law, can make up their assignments while on suspension.)
9. Two approved college visit days before May 1 with prior arrangements made with the guidance department (juniors 1 day, seniors 2 days).
10. Absences with unique or extenuating circumstances of which the principal approves.
11. Exhibiting at the Indiana State Fair.
12. Driving test (behind the wheel).
13. In the nurse's office with an illness or injury.
14. Religious observation requested by the parents and church officials.
15. A senior entering the military will also have 2 days for tests and medical exams if all the proper arrangements have been made through the counselor's office.
16. Failure of bus driver to pick up a student because of adverse road conditions with verification by the bus driver.
17. High water in which the student is isolated with verification from the bus driver.
18. Active duty with the National Guard – copy orders to active duty and copy releasing the student from active duty must be presented. 20-22-2-17.
19. Three approved work days in which the student must make prior arrangements with the office and submit a signed time log. (Note: This is mainly for our farm kiddos.)

## Procedures

1. 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.
2. Students have one day to make up work for each day they are not in school if the absence is excused.
3. Rules for makeup work will be in effect for all of the above types of absences except for #8.
4. Students should submit make up work to teachers upon return to school even if they are not scheduled to be in the class on the day of the return.

## Family Education Trips During the School Year:

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

## Early Dismissal

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. Student drivers who have zero (0) unexcused absences and zero (0) tardies in a week will be eligible to leave 30 minutes early on the corresponding Friday during Rox Solid. The students who do not drive but have zero (0) unexcused absences and zero (0) tardies in a week will be eligible to play in the back gym for 30 minutes on the corresponding Friday during Rox Solid.

## Tardiness

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 the classroom at the time the bell rings or 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 five (5) 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. **A student who is tardy to school or class four (4) times or eleven (11) times overall during the semester will be assigned a Thursday school.** Each additional tardy will result in an additional Thursday school. A maximum of three (3) **future** Thursday Schools may be assigned with no more than a total of six (6) per semester. **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.**

## Partial Day Absences

A student arriving to school after the beginning of the 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 five 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.

## 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.



## **Vocational Attendance**

1. If Shoals is on a two (2) hour delay there will be no morning vocational school.
2. If Bedford is on a two hour delay and Shoals is not, then there is no morning vocational school.
3. If Shoals is on a two (2) hour delay schedule and vocational school is canceled, afternoon vocational students will stay at school through their third period which ends at 11:43 AM.

## **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) of parent(s) or guardian(s)
  - F. Place of employment of parent(s) or guardian(s)
  - G. Dates of student's absences
  - H. 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 Children. 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).

## 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.

## 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.

Students who fail to bring their device to CASS or ISS and have to receive a loaner device will receive an additional consequence such as lunch detention.

### **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 property
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. 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.
7. 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.
8. 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.
9. 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. 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.

i. Failure to abide by a behavior contract that has been put in place.

12. Videotaping and/or distributing pictures or videos of any staff member or student without their permission

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.

13. 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 converting 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.

## **Credit for Suspended Students**

Regarding credit for suspended students, I.C. 20-33-8-18 was amended and is reflected in the bolded language below. Effective July 1, 2020, all school principals or the principal's designee shall ensure that while a student is suspended from school the student will receive: 1) notice of any assignments or school work due; 2) teacher contact information in the event the student has questions regarding the assignments or school work; and 3) credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes.

Regarding discipline records, each public school, charter school, and nonpublic school with at least one employee shall provide, upon request of another school, a copy

of a particular student's disciplinary records that are relevant to the safety of students, if the particular student currently attends the requesting school and is currently enrolled in the requesting school. Schools should consult with local counsel to determine how to best satisfy this statutory requirement while maintaining compliance with any applicable state and federal privacy laws.

## **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 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 snowballs/paintballs or other 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 member’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. Students are prohibited from using cell phones in class, unless approved by the teacher. During class time, cell phones should be placed on silent or turned off and remain in the locker, in a pocket or bag, or in a storage area designated by the classroom teacher. Consequences for violation:
  - a. 1st = Parent/Guardian/Designee Picks Up
  - b. 2nd = 1 ISS and Parent/Guardian/Designee Picks Up
  - c. 3rd = 2 ISS and Parent/Guardian/Designee Picks Up
  - d. 4th = 1 OSS and Parent/Guardian/Designee Picks Up
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 can be used during passing periods or at lunch.

## **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 uninvited, 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 state law. 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 exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a 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 pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(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.

## 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 student 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
3. glue sniffing (IC 35-46-6-1)

## **Vocational Suspension**

A student attending Bedford North Lawrence Vocational School who is suspended or expelled from either Shoals High School or BNL Vocational School will be suspended or expelled at the other school for the same period of time.

## **Motor Vehicle Law and Student Discipline**

IC 9-24-2-1 states that a driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. is a habitual truant under IC 20-33-2-11
2. is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
3. is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
4. has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 before graduating.

At least five days before holding an exit interview under IC 20-8.1-3-17(b)(2), the school corporation shall give written notice by certified mail or personal delivery to the student, student's parent, or the student's guardian of the following:

1. that the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
2. If the principal determines that the reason for the student's withdrawal is not financial hardship:
  - a. the student and the student's parent or guardian will receive a copy of the determination; and
  - b. the student's name will be submitted to the bureau for the bureau's use in denying or invalidating a driver's license or learner's permit under this section.

IC 9-24-2-1(a) also states that if a person is less than 18 years of age and is a habitual truant, is under suspension, or expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen years of age.
2. One hundred twenty days after the person is suspended or, the end of a semester during which the person returns to school, whichever is longer.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

## **Student Driving:**

Students will be allowed to drive to and from school if they meet the following conditions:

1. Hold a valid Indiana driver's license.
2. Have a signed "Parent/Guardian Permission to Drive Form" and "Permission to Perform Random Drug Test" on file in the principal's office and display the parking tag at all times 8 am – 3 pm.

3. Students are not to be in the parking lot during the school day without a staff member's permission.
4. There is to be no loitering in the parking lot or parked cars before or after school.
5. Students are to enter and exit school grounds according to all driving rules and regulations. The speed limit on school property is 15 mph.
6. Soft drink bottles or other rubbish are not to be left on school property.
7. Student drivers may not exit the school parking lot out of the north (front) entrance. All student drivers are to exit onto Ironton Road until all buses have cleared the parking lot and Highway 50 in front of the school.
8. Students must park in their assigned space from 8 am – 3 pm, or until dismissed from practice. Failure to do so could result in the loss of driving privileges or your vehicle being towed.
9. All student parking must be in front of the High School or in the Senior parking lot.
10. A student driver will be given an unexcused tardy or absence if a breakdown causes him/her to miss school or to be tardy. If a student is tardy or absent on a day that school is delayed it is an unexcused tardy or absence if the bus goes by your house.
11. Students may not drive to vocational school without the written permission of the vocational school principal, the student's parent or guardian and the High School Principal.

### **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.

## **School Bus Conduct and Safety Rules 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

**You may not ride a different bus if you have been suspended from your regular one.**

### **HAVE A SAFE TRIP**

### **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 Principal and 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.

## **Study Hall Guidelines**

The constructive use of study hall time can be a very valuable part of a student's education. Study hall is not a place for relaxation and play. Study halls are placed in the class schedule to enable students to prepare lessons at school. They should be a place of quiet where all students may study. The following study hall guidelines should be enforced:

1. Students will begin to work immediately when the bell rings.
2. Students are to have all necessary materials for the study hall period with them: books, pencils, paper, etc. No student should come to study hall without a book or materials.
3. There will be a seating chart for each study hall.
4. No student should be out of his or her seat without the consent of the study hall teacher.
5. There will be NO sleeping in study hall.
6. A student who plans to be absent from study hall must present a written excuse to the study hall teacher at the beginning of the period.
7. With the study hall teacher's permission a student may sign out of study hall for the following reasons:
  - a. restroom
  - b. library (with a teacher's permission)
  - c. counselor visitation
8. No food, drink, iPods, or cell phones are allowed unless it is principal approved.
9. No playing games at any time on the computers in the Study Hall room.
10. A permanent ledger will be kept in the study hall in which the student must

sign the following information to leave:

- a. date
  - b. time out
  - c. destination
  - d. time returned
11. Any disruptive behavior in study hall will be treated exactly as a classroom disruption from any other class.

## **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/stu-

- dent 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 permitted 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 reproduced 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 re-

quest 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, plugins, 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.

## 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 a period of 1 week. After that time the items will be disposed of or donated to an agency such as the Salvation Army.

## Lunch

Shoals High 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.



Junior high school students will go outside after lunch, weather permitting. On days of inclement weather, junior high students will go to the multi-purpose room. While junior high 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.

High school students may be in the gymnasium after they have finished their lunch or snacks. Students will be notified where they will be allowed to go during lunch. The standard is for students to be in either the cafeteria or in the Auxiliary Gym. In the event that the Auxiliary Gym is closed then the Main Gym balcony will be open. NO students will be allowed in the shop or senior hallway. Students will not be permitted to enter the locker room at any time during lunch unless it is to retrieve a ball with permission from the hallway duty teacher. The library will be for study or library check out.

If the number of staff permits, students may be given permission to be outside during the lunch period. Students must be directly in front of the high school. No recreational equipment will be used in front of the high school (hackey sacks, footballs, Frisbees, volleyballs, etc.).

Due to problems in the past, NO visitors will be allowed during the lunch period.

There can be no eating in the gymnasium balcony during the lunch period. No drinks may be brought to school with the exception of drinks in aluminum cans to be consumed with lunch. Drinks in the form of a bottle, aluminum can, or cup can be brought in and stored in a locker and consumed during breakfast and lunch hours.

## **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. Cafeteria personnel will be accepting money for students in grades 9-12 each morning outside the middle door of the main office by the study carols. Cafeteria personnel will be in the cafeteria each morning to take money from the junior high students. 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.

## **Nurse Visit**

Students should receive passes from the classroom teacher to go to the high school office. Students will sign out at the high 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 high 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.

## **Hearing Screening**

Indiana State Law requires that each school year, students in grades 1, 4, 7, and 10 receive a hearing screening. Students who participate in Kindergarten Round-Up may also be screen at that time. 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 con-

tacted 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 in 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 cen-

tral 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 meningococcal conjugate vaccine required for grades 11-12

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.

## **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.

## **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. 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. Personal electronic devices, such as an iPod, should follow the same guidelines as found on page 40, number 35.
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. Do not loaf 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.

## **Sales to the Elementary School**

1. No student may go to the elementary school without written 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.

## **Textbook Rental Charges and Refunds**

### A. Charges

1. The amount of charges will be based on the number of grading periods remaining at the time the student is enrolled.
2. Enrolled During:                      Amount Owed:
 

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

### B. Refunds

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

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.

- C. Students are financially responsible for lost or mutilated textbooks. General rules for repayments are:
  1. Lost/damaged beyond use -Cost of book
  2. Damaged binding or cover -\$20.00



3. Writing/minor damage -\$1.00-\$10.00
- D. 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.

## **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 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, as soon as they enter the High School building, must report to and remain in the principal's office. 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 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 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 High School will also not present any awards to students at Honor's Night that have been purchased by parents.

## **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 High 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 High 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 guidelines 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; or 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, evaluation, or survey shall accurately reflect the contents and nature of the personal evaluation, analysis, or survey.

## **Physical Education Credit Waiver Instructions (New in 2011-2012) Athletic Participation (Physical Education Waiver)**

The Indiana Department of Education and Shoals High School now allows for students who participate in school sponsored athletics to gain credit in order to fulfill the state's physical education requirement. Any student who completes a high school sport

season in good standing (signed off by the varsity coach upon completion of season) will receive a semester of credit for physical education. Students will need to complete two sports in order to meet the PE requirement for the full school year. This can be in two different sports during the same school year. Students will get the participation waiver form from the guidance office. Once the form is completed it must be signed by the varsity coach of the sport involved. The varsity coach will sign even if the level of participation is expected to be freshman or junior varsity.

### **Students:**

- Fill out the application form with your name, grade, and circle the sport chosen.
- Parent and student print names and sign the application.
- Present signed form to the coach of the activity you have selected.
- The coach will check the application for accurate information and return it to the guidance office.
- In order to receive an A, all four areas must be checked and initialed by the coach.
- Three areas initialed will result in the letter grade of a B.
- Two areas initialed will result in the letter grade of a C.
- If less than two areas are initialed, no grade or credit will be issued for this waiver request.
- If your letter grade for this waiver is less than an A, you will be notified by the counselor and will be given the option of not using the waiver.

### **Coaches:**

- Please check the application to make sure all the information is accurate.
- Four categories are provided for you to initial.
- All four categories must be initialed in order for the student to receive an A.
- Three categories initialed will result in the letter grade of a B.
- Two categories initialed will result in a letter grade of a C.
- Less than two initialed categories will result in no credit or grade for this activity.
- Once you have completed the application, please return it to Mr. Sherfick.
- Mr. Sherfick will make sure that the final grade is entered into Harmony.
- Please do not give the completed application to the student.

## **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.

## **Basic Prom Rules**

### **Attending Prom**

1. The prom is planned by the junior class and only juniors and seniors are permitted to attend. Sophomores and freshmen presently enrolled at Shoals High School may also attend as guests if invited by a junior or a senior student. Non-enrolled guests who have attained written approval from Shoals High School administration may attend the prom and after-prom.
2. Students who plan to attend the prom must register themselves and guests with the sponsor as specified by the invitation. If no specific date is provided in the invitation, then students should register with the sponsor two weeks prior to the event.
3. Any junior who does not participate in one of the class fundraising activities (magazine sales, haunted house, or varsity boys basketball concession stand) will be required to pay the prom ticket fee.

### **Prom Guests**

1. If your guest has dropped out of school or has been expelled, he/she may not attend the prom.
2. Students below the freshman level of school may not attend as a guest.
3. No one above the age of twenty will be allowed to attend the prom unless they are a spouse of a Shoals High School student.
4. Students who are Home-Schooled may attend if they produce a certificate of current enrollment.
5. Certificates of GED completion must be presented if any student has withdrawn from school to enter Adult Education classes.
6. Shoals students may bring only one guest from another school.
7. There is a ticket fee for guests who are not a junior or senior at Shoals High School.

### **Prom Attire**

1. This is a formal dance; a suit and tie are required. Girls should wear a formal dress that is appropriate for the occasion.
2. Students are to remain in formal dress until the dance is over.
3. Students make arrangements for changing clothes. This should not be done in a car.
4. No attire considered inappropriate by administrators, teachers, and/or chaperones will be allowed.

### **General Prom Rules**

1. The prom sponsor, in consultation with the building administration, will have the final say over other issues that may arise.
2. Students whose intention is to circumvent the outlines rules will not be permitted to attend.

### **Prom Behavior**

1. Anyone suspected of drinking or possessing alcoholic beverages or using or possessing illicit drugs will be detained until parents can be reached. Police will be notified and the student will face expulsion from Shoals High School.

2. Students should notify the sponsor if they need to leave the dance or post-prom activities early. Those leaving prom or post-prom areas without the sponsors' approval will not be allowed to return.
3. Students and guests will be required to sign out when leaving the prom. The departure time must be listed. These sheets will be given to the principal to keep as a record.
4. Students and guests will be expected to act and dance appropriately. Any lewd or suggestive dancing, language, or activity is prohibited. Students or guests participating in inappropriate behavior will be given a verbal warning by chaperones. If the behavior continues, the student or guest can be asked to leave and their parent will be notified.

## 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. Shoals students may attend the dance and bring a guest, however any guest must have a guess pass and form on file in the HS office or he/she cannot be admitted.

## Eligibility for Extracurricular Activities

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 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 Middle School 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 extracurricular activities until the day following their suspension.
4. 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.
5. 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.

#### Eligibility for Field Trip.

The opportunity to participate in a school sponsored field trip is a privilege. The following guidelines must be met for a student to participate in a field trip:

1. Unless otherwise specified, the permission slip must be submitted by 8:30 a.m. the day before the field trip. Students who do not submit a permission slip on time will not be eligible to attend the trip. Extenuating circumstances may be approved by the principal.
2. Students with 8 or more unexcused absences will not be eligible to attend a field trip during that given semester. The accumulated absences will start over at the beginning of the next semester for field trip eligibility.
3. Any student who has had more than 20 lunch detentions, OR more than 8 Thursday Schools, OR has served 3 ISS/CASS/OSS is not eligible to attend the trip.
4. To attend senior trips planned in the spring, other than the Indianapolis State House trip, students must be up-to-date for all academic coursework required to graduate.

NOTE: The pre-arranged absence form from the office CAN serve as the permission form to attend a trip.

## **New additions**

Senate Bill 65: Parents have a right to view human sexuality curriculum and to opt their child out of the instruction.



# Shoals Community Schools



## Athletic Handbook

*\*Handbook was updated on March 2nd, 2017*

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## Athletic Department Structure:

### Fall:

Soccer	Varsity/JV	9-12	Co-ed (1 team)
Cross Country	Varsity/JV	9-12	Boys & Girls
Volleyball	Varsity/JV	9-12	Girls

Soccer	Middle School	5-8	Co-ed (1 team)
Cross Country	Middle School	4-8	Boys & Girls
Volleyball	Middle School	6-8	Girls

### Winter:

Basketball	Varsity/JV	9-12	Boys & Girls
Cheerleading	Varsity/JV	9-12	Boys & Girls
Dance	Competition/Performance	7-12	Boys & Girls

Basketball	Middle School	7-8	Boys & Girls
Cheerleading	Middle School	7-8	Boys & Girls

Basketball	Elementary	5-6	Boys & Girls
Cheerleading	Elementary	4-6	Boys & Girls

### Spring:

Baseball	Varsity/JV	9-12	Boys
Softball	Varsity/JV	9-12	Girls
Track & Field	Varsity/JV	9-12	Boys & Girls

Track & Field	Middle School	6-8	Boys & Girls
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*\*Golf, Tennis, Unified Track, Wrestling, Swimming & Diving, & Gymnastics are all official sports offered by the IHSAA. Although not offered as official sports to SCS, individuals can participate in these sports with permission and guidance from the Athletic Director.*

## General Organization of Athletic Program

Shoals Middle/High School is a member of the Indiana High School Athletic Association (IHSAA), which determines the guidelines for interscholastic athletics. As a member of the IHSAA, Shoals Community Schools has agreed to abide by the rules and regulations of the IHSAA. Shoals Middle/High School is also a member of the Blue Chip Athletic Conference and as such agrees to abide by the conference rules and regulations. The principal is recognized as the proper administrator of the athletic program at Shoals Middle/High School. The principal may delegate responsibility to the athletic director or staff members, but the ultimate responsibility for the program remains with him/her.

## **Athletic Department Philosophy/Mission Statement**

The athletic activities at Shoals Community Schools shall be integrated into the total school program. Athletics should act as an incentive for student athletes to achieve in both the classrooms and on the playing fields. In no instance shall athletics overshadow the fundamental purpose of the school and we shall constantly strive for the development of those traits of character that produces effective citizens in the 21st century.

It is the mission of the Shoals Community Schools Athletic Department to promote education-based athletics, where the focus of our efforts will be placed on the development of the student-athlete into becoming 21st century.

### **Sharing of Athletes:**

Due to the size of Shoals Community Schools, it is often times that an athlete will want to compete in multiple sports, sometimes during the same season. Our athletic department stands by the following statements when it comes to sharing athletes.

1. During an athlete's season, that athlete shall not be pressured by a coach to attend off season practice for another sport. An athlete can attend, by their choosing, without encouragement or consequence by either the in-season or out-of-season coach (see page 11 for further details).
2. If a student does two sports in the same season, coaches and athlete must agree to a compromised practice schedule. Also, the athlete will decide which competitions they choose to participate in, but must have it arranged with both coaches ahead of time.
3. Some competitions take precedent over others for athletes who compete in two sports in the same season. If a student has an IHSAA Tournament Event, it will trump Blue Chip Conference events, which trumps Non-Conference Events. Here is a numbered order of rank events with #1 being the highest.
  - 1) IHSAA Tournament Events
  - 2) Blue Chip Conference Events
  - 3) Non-Conference Events
  - 4) Practice
4. When the season ends, the student is allowed five days of break between seasons. These five days are practice days, not school days.
5. The months of June and July are open for the athlete to attend any practice they choose. An athlete cannot be forced to attend one practice over the other with fear of penalty. (Exception to this would be placed if IHSAA first official practice begins in the month of July, which those specific dates would be adjusted).

### **Responsibilities: AD, Head Coach, Assistant Coach, Volunteer Coach**

#### **Athletic Director:**

- Conducts short term and long range planning for all aspects of the athletic program.
- Assists the Principal with the selection and assignment of all coaches.
- Develops and administers the budget for the athletic program.
- Evaluates all coaching personnel.
- Supervises, coordinates, and evaluates the athletic program.
- Develops comprehensive schedules for all Shoals Community Schools athletic contests.

- Works with the Building Principals and the Central Office Administration to coordinate the use of school facilities.
- Issues contracts for all athletic contests.
- Contracts with properly certified athletic officials for all athletic contests.
- Arrange for appropriate transportation for all away athletic contests.
- Supervises and coordinates ticket sales for all athletic contests.
- Assumes the responsibility for the supervision and coordination of all home athletic events with assistance from Building Principals.
- Directs the publicity and public information activities for the athletic program.
- Assumes oversight of the proper maintenance, repair, storage, and inventory of all athletic equipment.
- Assumes responsibility for the recognition of deserving teams and individuals.
- Assumes responsibility for ensuring that eligibility slips, physicals and coaching certifications are on file as per I.H.S.A.A. regulations.
- Assumes responsibility for keeping coaches abreast on academic and disciplinary eligibility.
- Administers all fundraising activities associated with the athletic program.

## **Head Coach**

- Varsity Head coaches are responsible for the total program in their sport.
- Coaches will let each athlete know what his or her role is on the team. Middle School and Elementary Level coaches are under direct supervision of the Varsity Head Coach, but will be evaluated by the Athletic Director with collaboration of the Varsity Head Coach
- Coaches may handle each situation individually and make adjustments if necessary after consulting with the Athletic Director and/or principal for the best interest of the student and the school.
- Coaches shall set up and enforce training rules with a copy to be turned in to the athletic director for approval. Training rules cannot undermine the athletic handbook, but can be more strict with approval of the Athletic Director and Head Building Principal
- There is no place in athletics for the use of alcohol, tobacco (in any form) or drugs. Coaches must be diligent in preventing students from using these items.
- The coach should stress the importance of academics and behavior.
- Coaches need to role model proper language and citizenship at all times. Behavior of athletes on the bench or on road trips is the coach's responsibility.
- The coach is responsible for the behavior, actions and cleanliness of the locker rooms which their teams use.
- Coaches are responsible for keeping communication lines open with parents and guardians.
- Each coach is responsible for checking athletic eligibility after each grading period.
- Each coach shall be expected to participate and successfully complete certification in a CPR class. The class will be offered in the fall and any coach not currently certified in CPR will be expected to attend the class.

## **Assistant Coach**

- Assistant Coaches are under the direct supervision of the Varsity Head Coach.
- Assistant Coaches are to follow guidelines set out by the Head Coach in regards to behavior, actions and directions given in practice, game and with public
- Assistant Coaches will assume the responsibility of a Head Coach if the Head Coach

cannot be present for a practice or game. In the situation where a Head Coach must take extended time away during the season, the Assistant Coach will be looked to, and communicate with the Athletic Director as if they were the Head Coach.

- Assistant Coaches must follow the chain of command when it comes to all communication.

## **Volunteer Coach**

- Volunteer Coaches are non-paid coaches.
- Volunteer Coaches must provide the Head Coach with a schedule of days they can help and days they cannot help.
- While a Volunteer Coach can assume the responsibilities of a Head Coach in their absence, the Head Coach is ultimately responsible for actions that take place during the time a Volunteer Coach is working with student-athletes.
- Volunteer Coaches are to follow guidelines set out by the Head Coach in regards to behavior, actions and directions given in practice, game and with public.
- Volunteer Coaches must follow the chain of command when it comes to all communication.

## **Hiring Process of Coaches**

When hiring a coach, the Athletic Department looks to fill the position with people who best align themselves with the goals and mission of the Athletic Department. Varsity Head Coaches will be interviewed by a committee which will comprise of the AD, other Varsity Head Coaches, an official/members of the Athletic Booster Club, Middle School/Elementary Coaches (if available) and possibly student-athletes of that sport. When a consensus is made by the committee, the Principal and AD will meet with the potential candidate before recommending them to the School Board.

Lower level and Assistant Coaches are to be interviewed by the Athletic Director and Head Varsity Coach. Together they will make recommendations to the School Board.

## **Eligibility**

In order to be a member of the athletic team within the Shoals Athletic Department, there are guidelines that have to be met. For a student-athlete to have full eligibility, they must meet the following criteria:

- Be enrolled and attending classes at Shoals Community Schools
- Be in good academic standing (See section titled Grade Policy).
- Medically cleared to participate through IHSAA Pre-Participation Physical form

Students who wish to participate in competitions, must be present in four full class periods that day of competition. If they are not present for four full periods, they will be held out of competition for that evening. If the event is on Saturday, they must be present for at least four full class periods on Friday to be eligible. The Principal and Athletic Director can excuse the absence to allow the student-athlete to participate, but not the coach.

All student athletes are representatives of your school and as such, are expected to maintain the highest standards of conduct at school and at any athletic event. Any student unable to maintain a high standard of conduct will not be allowed to compete in athletics at Shoals Middle/High School.

511 IAC 6.1-5-10 requires each school and school corporation adopt and enforce a written policy that prohibits retaining a student in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

## IHSAA Pre-Participation Physical

The Shoals Athletic Department requires that all athletes who are competing in interscholastic athletics have completed the IHSAA Pre-Participation Physical prior to practicing with the team. The Pre-Participation Physical is made up of four key parts:

- Page 1 - Student Medical History (Filled out by parent/guardian)
- Page 2 - Medical Examination (Completed by NP or Licensed Doctor)
- Page 3 - IHSAA Rules of Eligibility
- Page 4 - Insurance information (Completed by Student and Parent)
- Page 5 - Concussion Awareness ( Completed by Student and Parent)
- Page 6 - Cardiac Arrest Awareness (Completed by Student and Parent)

Pre-Participation Physicals expire on April 1. All Pre-Participation Physicals for the new school year must be completed after April 1. The Pre-Participation Physical is not a 365 day form. Spring sport athletes are considered eligible and ok if Pre-Participation Physical form was completed during the current school year. **No student is allowed to participate in practice or team activities until the entire Pre-Participation Physical is completed.**

## Student Insurance

The Shoals Middle/High School Athletic Department DOES NOT provide insurance for its athletes. Each participant must return a completed insurance form, included in the IHSAA Pre-Participation Physical Packets prior to participation in the Shoals Middle/High School Athletic Program. If there is a change of insurance status during the school year it shall be the student's responsibility to notify the school in writing within a reasonable time period of any such change, and the student will insure that the athlete does not participate in any athletic practice or game without having such insurance. Insurance coverage is required prior to the participation by any student in said athletic program and must be maintained throughout the athlete's participation.

## Transportation

The school will provide transportation for athletic teams. All students attending any school related event must 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 the principal and athletic director. Each driver will be responsible for seeing the bus has adequate fuel for his or her trip. The driver will fill out a trip ticket each time their team travels to an away event. Before another group uses the bus the coach will be responsible for cleaning the inside of the bus. Coaches are responsible for the control of students on buses.

## Uniforms

Uniforms are purchased on a four year cycle. Varsity uniforms are purchased with the input of the Athletic Director, Head Coach and some student-athletes. The uniform is the property of the school. If there are pieces of the uniform that are bought by the student-athlete, the student-athlete may keep that individual item. If the uniform is not returned to the school in an appropriate time frame, the student-athlete will not be issued a uniform for their upcoming season. If it is the student-athletes last season, a non-returned uniform will be charged to the student in the full amount of a new uniform needing to be purchased.

When varsity uniforms are purchased, the previous set is passed down to the Middle School program. If there are not enough uniforms to supplement an entire Middle School team, the Varsity Coach and Athletic Director will meet on determining a solution.

Uniforms are bought in a set from a single company that is chosen by the Athletic Director. No other company will be used in the purchasing of uniforms. The sets cannot be replenished by a company on an at will basis. It is vital that all uniforms are collected at the end of a season to preserve the set for the four year cycle.

All uniforms are housed in a specific closet of the Athletic Department. The only people who are to be granted access to this closet are the school administration and Varsity Head Coaches. If a uniform is needed, it needs to be checked out by the Head Coach of that specific sport. Head Coaches are responsible for the inventory of their uniforms.

Old uniforms that no longer serve as use to the Athletic Department will be donated or disposed of.

## **Dress Code:**

The Head Coach of each team will determine a dress code for their athletes when traveling on the road. The dress code may differ from team to team and season to season.

## **Tryouts**

If a coach has tryouts for their team, the coach will hold them during the first week of practice. Any fundraising or conditioning done prior to the start of season does not guarantee you a spot on the team. Decisions on the tryouts are at the discretion of the coach, and that coach is not obligated to give reasoning behind their decision. The Athletic Department will stand behind the coaches decision when it comes to selecting their team.

## **Grade Policy**

The Athletic Department, unlike many other schools, functions as a “corporation-wide” Athletic Department. That being said, the grade policy for the Middle/High and Elementary school are in many ways similar, but in some ways different. As an Athletic Department, there is a grade policy for Middle/High athletic teams and Elementary athletic teams. Whichever team your child is a part of, they must adhere to the grade policy of that team. For example, an elementary student may participate on Middle School teams if there is no Elementary team for them, but they must adhere to the rules of the Middle School team which they compete for. If a student-athlete is ruled ineligible, the child may practice with the team and attend any team functions, but the student-athlete may not compete, dress for competition (must be in school appropriate clothes) or travel with the team on away games.

## **Middle/High Grade Policy**

For all Middle/High athletic teams, a student-athlete must be in good academic standing to participate in competition for that sport. At the end of every 9 weeks, a grade check will be performed where the student-athlete must have zero F's (or have 2.0 or higher GPA). The semester grade in December and June will trump the grading period grades in determining eligibility starting in January and August. The new school year eligibility will be determined on the final semester grades of the previous school year.

## **Elementary Grade Policy**

For all Elementary athletic teams, a student-athlete must be in good academic standing to participate in competition for that sport. At the end of every 9 weeks, a



grade check will be performed where the student-athlete must have zero F's. The semester grade in December will trump the grading period grades in determining eligibility starting in January. Student-athletes will start each year fresh, as grades from the previous years will not be counted towards their eligibility. If a student-athlete does receive an F, and is ruled ineligible, the student-athlete will have four weeks to have all grades in good academic standing, D- or higher. If all grades are in good academic standing, they may return to competition. If all grades are not in good academic standing, the suspension of competition continues.

## **In-Season vs Out-of-Season**

The definition of an in-season athlete is a student who is participating for a sport during the mandated IHSAA season. Their season begins on the official "1st practice" date and ends at their last competition. In-season status does not extend all the way to the state finals of the tournament series if the individual or the team has been eliminated from state competition.

The definition of an out-of-season athlete is a student who is conditioning during the calendar year which is not during the mandated IHSAA season. An athlete whose season ends for one sport, officially becomes an out-of-season athlete for that individual sport until the "1st practice" the following year.

If a student is an in-season athlete, they must attend all practices and games for that sport. They are not to attend out-of-season conditioning in replacement of their in-season practices. They must obligate their time to the in-season practices, games and other responsibilities of the team while in that specific season. Once they have fulfilled their obligations to their in-season team the athlete may, by their own choice, go to an out-of-season conditioning session. This means that an athlete can attend a conditioning session for an out-of-season team if it does not conflict with the time of their in-season obligations. Neither the coach of the in-season team, or out-of-season team can punish the athlete for choosing to attend, or not attend a conditioning session past their in-season obligations. ALL OUT-OF-SEASON CONDITIONING IS OPTIONAL.

The coach for out-of-season sports may hold conditioning, but cannot require athletes to attend the conditioning nor punish the athlete for not attending the conditioning. The out-of-season coach must be clear in the message to athletes that all conditioning sessions are optional.

## **Travel Teams & Facility Usage**

The Shoals Athletic Department is strictly comprised of the teams listed on page 3 of the athletic handbook. Any teams that are not listed on page 3 are considered a non-school team, or travel team. Travel teams are not funded by the school, nor use school uniforms. Travel teams are funded by outside partners and do not represent the school, its coaches or its administration. Travel team coaches are not governed by the Athletic Department or the Varsity Head Coach of that specific sport.

If a travel team wishes to use school facilities, they must follow all of the protocols of the facility usage agreement that is designated by the Superintendent's Office. Before the travel team can use any facilities they must be in compliance of all policies and procedures laid out in the facility usage agreement. The travel team would be allowed to use the facility, but would need to bring their own equipment (balls, jump ropes etc...) unless agreed upon in the facility usage request by both the Varsity Head Coach and the Athletic Department.

The IHSAA has strict laws regarding travel teams, who can/can't coach them and

how they function in the overall scheme of education-based athletics. Due to each sport having their own set of rules regarding travel teams, it is advised that if a student-athlete is considering joining a travel team, it is recommended they speak with the Varsity Head Coach or Athletic Director to become informed of all of the rules they must follow before joining.

## **Conflicting Season Policy**

We feel it is important that students at Shoals Middle/High School be encouraged to participate in a wide range of school-sponsored activities. Expanding extra-curricular programs at Shoals has allowed the opportunity for scheduling conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules.

- a. Scheduled State Athletic Association Tournaments and State Association Divisions of Student Activities Contests, including travel time, shall have the number one precedence. If a conflict exists between two of these activities, **the student shall make the choice without penalty.**
- b. Conference schedules shall be the second priority. If a conflict exists between two conference events, **the student shall make the choice without penalty.**
- c. Regularly scheduled games and major performances beyond item A. and B. shall have third priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, **the student shall make the choice without penalty.**
- d. A student working part-time shall not be eliminated from participation in any extracurricular activities as long as it does not interfere with practices or games in his/her respective sport.
- e. No penalty will be assessed to the student participant if he or she properly communicates the decision to all parties at least five days prior to the event. If a problem arises that the involved staff members are unable to resolve, the principal is contacted for a final resolution.

## **Track - Cross Country Record Board**

Any athlete equaling or setting a new record in track or cross-country will have their name and record put on the track record board. It will be the Varsity Head Coach's responsibility to see that the record board is kept updated and accurate for both High School and Middle School.

## **Blue Chip All-Conference Recognition**

Any high school student-athlete who earns All-Conference honors will have their picture put on the wall designated for Blue Chip All-Conference. A student-athlete must earn first-team all conference in order to be placed on the wall. Honorable mention, second team or third team will not be recognized on the wall. Along with recognition on the wall, the student-athlete will receive a patch for their letter jacket from the athletic department. If a student-athlete is recognized in multiple sports, the student-athlete will choose which picture will be displayed on the wall, with achievements being noted on their picture for all sports.

When the situation arises where the All-Conference wall has become full, the earliest All-Conference winners will be taken down to make room for recent winners.

## **Senior Banners**

Senior Letter Banners may be placed on display during the regular season of that senior's respective sport. The display of the Senior Letter Banner will be displayed in the main gymnasium for the sports of Volleyball, Girls Cross Country, Boys Cross Country, Girls Basketball, Boys Basketball, Dance, and Pep Band. The display of the Senior Letter Banner will be displayed at the respective sports complex fence line of Soccer, Softball, Baseball, Boys Track & Field, Girls Track & Field.

Senior Letter Banners design and size will be selected by the Athletic Director, with advisement of the Head Building Principal, Head of Maintenance and Superintendent. Any senior athlete wishing to purchase a Senior Letter Banner, must purchase them through the Athletic Department. Banners not purchased through the Athletic Department are not allowed to be displayed in, or on, Shoals Community Schools facilities. The following criteria must be met for Senior Letter Banners:

- All Senior Letter Banner, regardless of sport, must all match in terms of size, quality, design.
- Senior Letter Banners will all go up at the same time, and come down at the same time based on the season.
- Senior Letter Banners will be hung in the designated area. They will stay in that area during the duration of the season
- If a Senior is dismissed or quits the team, their Senior Letter Banner will be removed as well
- All poses will be in a tasteful manner. The student-athlete should be in full school athletic uniform. There should be no excessive flexing or provocative poses.
- Shoals Community Schools will not be held responsible for damaged or stolen banners

## **Ordering of Equipment/Supplies**

The athletic director will order all equipment and supplies. No coach may order any supplies or equipment without prior approval by the athletic director. The athletic department will not pay anything ordered without permission for. The athletic director must sign all purchase orders before payment will be made.

Student-Athletes are not to keep any school equipment without direct consent of the Head Varsity Coach and Athletic Director. This includes practice/game balls that are the property of the school.

## **Adult Athletic Booster Club**

The Adult Athletic Booster Club is an important part of the athletic program at Shoals. In these times of rising expenses in athletics the financial help of our adult boosters is greatly appreciated. The Adult Athletic Booster Club shall operate in full support of the school principal, athletic director, and coaches. At no time should the booster club make recommendations or become directly involved in the day-to-day operation of the school athletic program.

Purchases made by the athletic boosters will fit into the total planning picture of the athletic program. No coach or cheerleader sponsor may request something be purchased except through the athletic director and principal.

The coaches have a responsibility to help our athletic boosters in their fund raising programs whether the fund raising event will be spent on their sport or not. The important thing is that the total program be made as strong as possible. The Adult Athletic Booster Club tries to meet on a once a month basis in which officers of the Adult Athletic Booster Club & Athletic Director meet to discuss points of discussion.

The Booster Club answers directly to the Athletic Director and/or Principal.

## **Athletic Awards Policy**

### **Varsity Letter Winners:**

1. First varsity letter in a sport
  - a. Certificate
  - b. Pin with the appropriate symbol of that sport.
  - c. Bar
  - d. Block Letter "S"
2. Varsity Letter after first
  - a. Certificate
  - b. Bar for each year the athlete has lettered in the sport.

### **Non-Varsity Letter Winners**

1. Certificate of Participation

### **Senior Awards**

Any senior athlete who receives (10) varsity letters will receive an award blanket that will be purchased by the athletic department. Seniors who participate in a sport their senior year will be honored at the last home boys' varsity basketball game. The Athletic Department nor the Athletic Booster Club will sponsor senior night at any event other than the last home boys' basketball game.

*\*These athletic awards include all boy or girl participants and all cheer-leading and dance squads.*

### **Requirements To Letter**

In all sports the athlete must finish the season. The coach, with the athletic director's approval, may make exception and letter a person if they have been injured or have had an extended illness. A person may also receive a letter because of some outstanding contribution to the team or the school. Each sport has their own criteria for lettering which cannot be deviated from.

Boys and Girls Cross Country	a. Run in top 5 one time and be on the sectional roster or b. Run in top 7 75% of meets and be on sectional roster
Soccer	Appear in 1/2 of total halves and be a member of the sectional team.
Volleyball	Play in 1/3 of the matches and be a member of the sectional team.
Girls and Boys Basketball	Appear in 1/4 of total quarters and be a member of the sectional team.

Girls and Boys Track & Field	Letters are based on points earned – each athlete receives one-half point per meet for participation. <ul style="list-style-type: none"> <li>• Must earn 20 points.</li> <li>• Participate in conference invitational.</li> <li>• In case of weather causing several meet cancellations the 20 point minimum may be lowered if approved by the athletic director and principal.</li> </ul>
Baseball & Softball	a. Have a total of one at bat for each game played and be a member of the sectional team. or b. Have a total of one inning fielding or pitching for each game played and be a member of the sectional team.
Golf	a. Must participate in all meets and practices unless excused prior to absence. b. Member of Blue Chip Conference team and/or sectional team
Cheer	Must participate in all designated games and practices unless excused prior to absence.
Dance	a. Be a member of competition team for two high school years or b. Be a member of performance team for three high schools years
Managers	Attend all practices and games unless excused by the coach.

## Athletic Awards

The Shoals Community Schools Athletic Department takes pride in honoring special achievements of our student-athletes. Each individual sport passes out awards for their individual sports teams. These individual sports awards are presented in the form of a certificates, with major awards being presented in the form of plaques. A student who has completed the season and earned an award, but may have transferred from the school, still is welcome to attend the awards banquet for the season they earned the award and accept the awards earned. The major awards are MVP, Mental Attitude (Middle/High School & Elementary) and Highest GPA, Captains (High School only). Listed below are the individual awards for each team:

### Varsity Volleyball

1. High Point Award – Most points scored.
2. Highest Serving Percentage – Best serving %; min. of 100 serves.
3. Setter Award – Most sets per season.
4. Spiker Award – Most spikes per season
5. Digs Award – Most Digs
6. Blocks Award – Most Blocks

### Junior Varsity Volleyball

1. High Point Award – Most points scored.
2. Highest Serving Percentage – Best serving %; min. of 100 serves.

3. Setter Award – Most sets per season.
4. Spiker Award – Most spikes per season.

## **Junior High Volleyball**

1. High Point Award – Most points scored.
2. Highest Serving Percentage – Best serving %; minimum 25 serves
3. Best Attacking Percentage

## **Varsity & Junior Varsity Cross Country**

Junior Varsity Award – Freshman or Junior Varsity runner who has the lowest place finish number in specific Frosh/JV races (min. of four races).

## **Junior High Cross Country**

Most Improved Runner

## **Varsity & Junior Varsity Soccer**

Most Valuable Offensive Player

Most Valuable Defensive Player

Leading Goal Scorer

Midfielder Award

## **Junior High Soccer**

Most Valuable Offensive Player

Most Valuable Defensive Player

## **Boys & Girls Varsity Basketball**

Free Throw Percentage – Best percentage with a min. of 25 attempts.

Field Goal Percentage – Best percentage with a min. of 50 attempts.

Rebounds – Total Rebounds

Assists – Total Assists

## **Boys & Girls Junior Varsity Basketball**

Free Throw Percentage – Best Percentage with a min. of 25 attempts.

Field Goal Percentage – Best percentage with a min. of 50 attempts.

Rebounds – Total Rebounds.

## **Boys & Girls Junior High Basketball**

Free Throw Percentage – Best percentage with a min. of 15 attempts.

Rebounds

## **Boys & Girls Elementary Basketball**

Free Throw Percentage – Best percentage with a min. of 15 attempts.

Rebounds

## **Boys & Girls Varsity Track & Field**

Field Events – Most points total in Field Events

Sprints – Most points total in Sprint Events

Distance – Most points total in Distance Events

Fr.-Soph. Award – Most points by a Freshman or Sophomore; exception being if a Freshman or Sophomore wins the “MVP” award, then the Fr.-Soph. award will go to the next highest scoring Freshman or Sophomore.

## **Junior High Track & Field**

Most Points - Running Events  
Most Points Field Events

## **Varsity Golf**

Low Medallist – Season Average  
Low Round – Lowest nine (9) hole score  
Season Putting Average – athlete having the lowest putting average for the season.

## **Varsity Baseball**

Earned Run Avg. – Lowest ERA with a total of one inning pitched for each game.  
On Base Average – Best average with a total of one at bat for each game.  
Batting Average – Best Average with a total of one official at-bat for each game.  
RBI – The athlete that has the most runs batted in; regardless of games played.  
Fielding Average – Best Average with a total of one attempt for each game.  
Stolen Base – The athlete that has the most stolen bases regardless of games.

## **Junior Varsity Baseball**

Earned Run Avg. – Lowest ERA with a total of one inning pitched for each game.  
Batting Average – Best Average with a total of one official at-bat for each game.  
Fielding Average – Best Average with a total of one attempt for each game.

## **Varsity Softball**

Earned Run Avg. – Lowest ERA with a total of one inning pitched for each game.  
On Base Average – Best average with a total of one at bat for each game.  
Batting Average – Best Average with a total of one official at-bat for each game.  
RBI – Athlete that has the most runs batted in regardless of games played.  
Fielding Average – Best Average with a total of one attempt for each game.  
Stolen Bases – Athlete that has the most stolen bases regardless of games played.

## **Junior Varsity Softball**

Earn Run Average – Lowest ERA with a total of one inning pitched for each game.  
Batting Average – Best Average with a total of one official at-bat for each game.  
Fielding Average – Best average with a total of one attempt for each game.

## **Cheer Team**

Coaches will give awards year to year based on participation.

## **Dance Team**

Coaches will give awards year to year based on participation.

## **Probation, Benching, Dismissal Criteria**

Each coach should lay out team policies to players and parents prior to the season. It is the responsibility of the student-athlete to obtain and understand all written

expectations handed out by the coach. The coach has the right to place any athlete on probation, bench or even dismiss the student from the team. If either of the aforementioned happen, it is the responsibility of the coach to contact the parent and explain the reasoning behind the punishment.

## **Student-Athlete's Conduct**

As a student at Shoals Community School Corporation, every individual becomes a personal representative of the student body, school, and community. Every student athlete's conduct is under constant scrutiny and evaluation not only during the particular athletic season, but also throughout the school year. Therefore, a student athlete's appearance and conduct must be, at all times, beyond reproach. Participation in athletics at Shoals Community Schools is a privilege and not a right. A student athlete is supposed to be a good example as a student, as a citizen, and as an athlete to other students, parents, and community members in our school district and in other communities. With this tremendous responsibility in mind, the following is a statement of policy rules and general training rules applicable to all student athletes at Shoals Community School Corporation:

1. 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.
2. Any student who is expelled from school shall not be permitted to participate in extracurricular activities for one full grading period after his/her return as in accordance with the Shoals Community School Corporation Board Policy Handbook. During this time it is expected 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 a spring semester expulsion will not be permitted to participate in extracurricular activities for the first grading period of the new school year.
3. 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.
4. None of the above is seen as a forfeiture of the right and responsibility of the school administrators 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.
5. None of the above is seen as a forfeiture of the right of coaches and sponsors of extracurricular activities to set additional approved rules that regulate participation in extracurricular activities.
6. A student athlete must obey all "training rules" at all times during the school year, especially the general rules of no unauthorized late hours, the non-use of alcohol, tobacco, and unauthorized drugs.
7. A student must return all equipment issued or pay for the replacement of any item not returned.
8. If at any time an injury or disability is incurred by the student athlete such that the student athlete is unable to participate in the current sport the athletic director and head coach of the sport involved will determine whether an award shall be given.
9. Participation in an athletic team at Shoals Community Schools is allowed at the discretion of the coach of that team, subject to review by the principal, in



accord with Indiana Law and the requirement, where applicable, of minimum due process of law.

10. All rules and regulations established by the I.H.S.A.A. must be met and maintained. This includes having a current athletic physical on file that meets I.H.S.A.A. guidelines.
11. All rules and regulations in this conduct code apply to athletes, cheerleaders, dancers and student managers.

## **Drugs/Alcohol/Tobacco Policy**

All rules and regulations concerning the providing, using, or possessing drugs, alcohol, or tobaccos are outlined in the Shoals Middle/High School Student Handbook. Questions regarding propriety will be referred to the Student Handbook. Any suspension/expulsion/ discipline action taken by the Athletic Department will be in addition to suspension and/or expulsion from the school day recommendations by the Middle/High School Principal.

## **Violation and Appeals Process**

Violations of any one or more of the above rules may result in the loss of athletic privileges. These violations will be considered regardless of the following stipulations; time of year; sport season; before, during or after the school day. Any student athlete denied athletic privileges shall have the following appeal process:

1. During a sport season, the first appeal should be made to the coach.
2. The second appeal should be made with the Athletic Director.
3. The third appeal should be made with the Principal with his decision being final and binding.

It would be in the best interest of the athlete that the appeals process be completed as quickly as possible. The student due process deadlines could be used as maximums for the school officials to give their determinations.

## **Rules and Loss of Privileges for Violations**

1. The sale, possession, or use of alcohol or any form of tobacco.
  - a. First Offense—
    - 1) If violation is at school, on school grounds, or at a school related function, penalties will be assessed as per the Shoals Community School Policy Handbook.
    - 2) In addition to the penalties assessed by the Policy Handbook or if a violation happens at any place other than what is covered by the Policy Handbook, the following steps will be followed to assess the penalty of the athlete.
      - Step 1** – Coach -Athlete meeting to discuss the incident.
      - Step 2** – A.D., Coach, Counselor, Athlete, and Parent meeting to outline the steps the athlete must follow to be allowed to continue with the sport.

### **Minimum suspension for each Sport:**

Two (2) game suspension for each of the following Sports: Volleyball, Cross Country, Boys and Girls Track, Boys and Girls Basketball, Cheer, Dance, Golf, Soccer, Softball and Baseball.

### **Maximum suspension for each Sport:**

Expulsion for the rest of the season. This will be determined by the results of the meeting discussed #2 of the First Offense section.

- b. Second Offense – (Within one school year) Suspension from competition for one (1) calendar year (365 days). The penalty will start immediately and complete 365 days later.
2. The sale, possession, or use of illicit drugs or controlled substances, paraphernalia, or items reported to be drugs as outlined in the Shoals Middle/High Student Handbook.
  - a. First Offense – Suspension from competition for one (1) calendar year (365 days). The penalty will start immediately and end 365 days later.
  - b. Further Offenses – Permanent expulsion from competition in all interscholastic athletic competition for the remainder of the student’s enrollment at Shoals Community Schools.
3. Vandalism, theft or destructive misuse of school property, equipment or personal property of others. This rule protects not only Shoals Community School and its students, but also affords protection to the other schools and students with whom Shoals Community School competes.
  - a. First Offense – Suspension from competition for a period of not less than two (2) weeks, but not more than one (1) calendar year (365 days), depending on the severity of the offense, and payment in full for all damages.
  - b. Further Offenses – Suspension from competitive participation in all sports for one (1) calendar year (365 days) and payment in full for all damages.
4. Juvenile or Criminal Offenses – During the school year upon presentation of reasonable evidence that a student athlete has acted in a manner that would constitute a crime if committed by an adult or that could result in a criminal charge (whether or not formally made by the office of prosecuting attorney), he/she shall be suspended by the coach until the extent of the penalty shall be determined by, the principal, the athletic director, and coach or coaches involved. If at anytime during the course of a calendar year (January through December) formal charges are brought by the prosecuting attorney that results in a conviction, the student athlete shall be subject to disciplinary action under this section of the Athletic Conduct Code.
5. A student athlete shall display exemplary attitude, behavior, and citizenship throughout the school year; the determination of whether the student athlete has failed to maintain that standard of behavior and attitude shall rest on the judgment of the coach after consultation with the principal and athletic director. Any suspension must be served in full with no distinction between regular and tournament contests.
6. The conduct of all phases of participation in interscholastic activity, including practice sessions, trips to and from athletic contests, and residence away from home for participation in athletic contests, and participation in the contest itself, shall in accordance to the rules and dictates of the coach and Shoals Community School. Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum efforts are all examples of misconduct, which are strictly prohibited.

**Practice during the period of suspension may be allowed if the coach deems it appropriate. The administration reserves the right to handle each discipline problem individually and make punishment more or less severe as deemed to be in the best interest of the student and the educational purpose.**

## **Guidelines for Imposing Discipline**

The coach shall meet with the student and parents, if the parents desire, and explain, at one session, the nature of the infraction; The coach shall receive and consider any explanation, defense, or mitigation offered by the student or parents; the coach shall weigh all the information and assess the appropriate penalty.

The decision to implement the provisions of this handbook will be made by the Principal upon recommendation of the Coach and Athletic Director. Each athlete shall have the right to appeal this decision. The appeal process shall begin with the Principal. Further appeals shall be made to the Superintendent, with the final appeal heard by the School Board.

# DANCE TEAM



## Dance Team

The Shoals Dance Team members are required to follow all school rules and to conduct themselves as positive representatives of their school at all times.

In order for the dance team to be successful, individual members must be co-operative, positive, and loyal to the organization and other members. Poor attitudes have no place in the organization and will not be tolerated. You are expected to work hard and be willing to make this a priority.

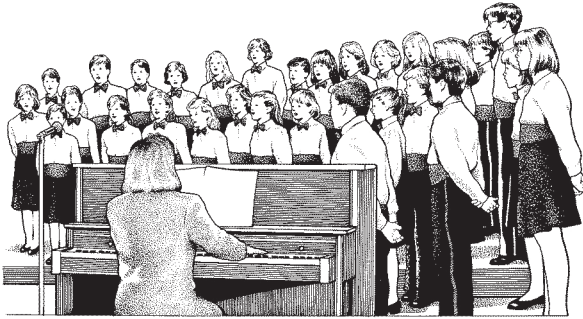
All candidates must be aware of the additional guidelines below and agree to follow them before the season starts.

### Guidelines

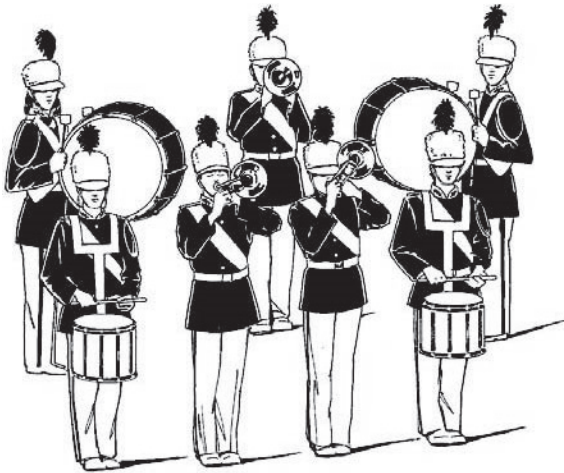
1. Grades: A "C" average with no "F's" must be maintained in order to be eligible. Team members who fail to meet grade requirement may be re-instated at the end of the next grading period if grades improve. Even while on grade suspension, attendance is required.
2. The Shoals High School Athletic Code of Conduct will be observed.
3. Conduct unbecoming to a positive representative of the school, in or out of uniform, may be cause for suspension.
4. Attendance is expected the entire school day prior to and after a performance. Exceptions to this are at the discretion of the director and principal.
5. Attendance at all practices, games, or other scheduled activities is required unless prevented by illness or other reason approved by the director. Missing a game for an unapproved reason will result in 1 game suspension. Missing practice for a particular performance may result in being replaced for that routine. Missing 2 performances for either of these situations will result in dismissal from the squad.
6. Practice will not be held unless director is present. The director will make arrangements for use of the school facilities.
7. Anyone who does not know the routine well enough to perform it, will not perform. Anyone ineligible for 3 routines for this reason may be replaced permanently.
8. Captains or representatives will be appointed by the director. These positions are to be respected and their decisions must be followed.
9. Visible tattoos or body piercing, other than ears, is not permitted. You cannot wear any jewelry to practice or performances.
10. Captains and director will make all decisions as to music and uniform selections. All routines and music selections are to be of an appropriate nature and will be approved by the director.
11. Members and their parents must accept financial responsibility for the cost of: *Summer camp, shoes, tights, black practice dance pants, etc ...*
12. Being chosen for the dance team does not necessarily mean being chosen for the competition team. The decision on who makes the competition team will be left up to the director. Attendance is **MANDATORY** when learning the competition routine.
13. Members and their parents will do their part in all fundraisers for the team.
14. Conflict policy as outlined in the athletic handbook will be followed if conflicts arise with practices/games, etc. of other groups.
15. Dance awards will be given at the end of the school year at the annual Band

Awards Night. Captains will receive Captain pins. First year dance members will receive dance shoe pins. All dance team members will receive a chevron bar pin, a school year pin, and a certificate of participation.

16. Members of the Dance Team must have a current athletic physical on file in the high school office that meets I.H.S.A.A. guidelines.



# MUSIC DEPARTMENT



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## Shoals Middle/High School Music Department

The goal of this handbook is to provide parents, students, and school personnel with the guidelines and expectations of every individual involved. Upon reading and understanding all rules and regulations needed to foster a successful music program all students will be able to identify positive behavior versus negative behavior. Every student will need to adhere to the guidelines set aside in this handbook.

### Music Organizations

#### **High School Band consists of:**

Marching Band  
Concert Band  
Pep Band

#### **Middle School Band consists of:**

Concert Band  
Marching Band (if a student is invited by the director)  
Pep Band (if a student is invited by the director)

#### **6th Grade Band consists of:**

Beginning Concert Band

#### **High School Chorus consists of:**

High School Chorus

### Required Performances and Activities

#### **High School Band:**

Summer Marching Band Camp in June  
All Scheduled Marching Performances, such as parades, IU Band Day, etc.  
All pep band games  
Any pep band contests we participate in  
Christmas and Spring Concerts held here at Shoals High School  
Veteran's Day Program  
Any other concert held at school  
Festival of Bands  
ISSMA contest  
Graduation  
Any other performances/trips not listed

#### **Middle School Band**

Christmas and Spring Concerts held here at Shoals High School  
Any other concert held at school  
ISSMA contest  
Summer Marching Band Camp in June (for those 8th graders about to enter High School Band)

#### **6th Grade Band**

Christmas and Spring Concerts held here at Shoals High School  
Any other concert held at school  
ISSMA contest

## **High School Chorus**

Christmas and Spring Concerts  
Chorus Festival  
Veteran's Day Program  
Any performance trips we take

### **Rehearsal Expectations**

1. **Get rid of gum, food, drinks, etc.** – When students enter the band room, they should leave gum, food, candy, drinks, etc. in the trash or in their locker.
2. **Be on time** – Students should make sure they are in the room by the time the bell is finished. Band students should be in their seat with their instrument, music, and a pencil 5 minutes after the bell.
3. **Be respectful during rehearsal** – Students should be aware of what is going on in the rehearsal even if the director is not working with their section. This requires staying focused, remaining in their seat, and *paying attention instead of talking* to the person on the other side of the room, working on other homework, etc. Ipods, Ipads, cell phones, etc. should be kept in their locker so they won't be distracted by them.
4. **Put everything away** – At the end of rehearsal, students should put all instruments, music, etc. away in their proper locations. This includes all percussion equipment. Students should put *only* their instrument in its appropriate locker. Keep the lockers free of excess notebooks, papers, books, etc. Those materials go in your locker in the hallway. Students' music should be kept in your folder, and your folder goes in your folder slot. DO NOT leave music and folders lying around the room. That's how music gets lost. Keep track of it!

### **Grading**

Each student will receive 10 rehearsal points for each day we are in class. This is for participating effectively in the rehearsal. If the student becomes disruptive by not behaving up to the expectations listed, the student will receive one warning. After the warning, if the student continues the disruptive behavior, points may be deducted from his/her rehearsal points. Phone calls/emails to parents may be sent as well.

For each public performance, students are given 100 points. Students are expected to attend and participate in every public performance. If a student does not attend a performance, that student will not receive their points for that particular performance unless they have turned in an excused absence note from a parent prior to the performance. If a student is sick on the day of a performance, that student's parents may call or send an email to the director. Contact information is listed in this packet of information. Excused absences include personal illness, death in the family, etc. Participating in a sporting event will NOT count as an excused absence for any performances except for pep band games. Students receive a grade for Band and Chorus and therefore those classes take precedence over extra-curricular sports. If there is another situation that has come up in which a student cannot attend and the director feels that it should be excused, he will deal with each situation individually as he sees fit. Examples of performances include: pep band games, concerts, festivals, parades, etc.

If a student is out of uniform in any way for a performance, that student may not be allowed to perform, depending on which performance it is, and/or will not receive credit for that performance (see the dress code section of this handbook).

Every couple of weeks we will have playing tests during class. Materials covered on the playing tests could include passages from music we are working on, scales, etc. Students must play the selected passage, scale, etc. and points will be given based on the students' ability to perform the selected passages of music. They will be graded on elements of music such as note accuracy, rhythmic accuracy, tone quality, dynamics, tempo, articulation, posture, etc.

Elementary Band students will have Weekly Practice Records to fill out. This is their "homework." They will be required to practice their instrument at home for at least 30 minutes each week. This could be five minutes each day or 30 minutes all at once, but it needs to be a total of 30 minutes of practice each week. They should be practicing music that we are working on in class, scales, holding out long tones to work on tone, breathing, etc. Practice records will be turned in every Monday. They must have the student's and the parent's signature to be valid.

## **Materials Needed**

High School Band members will have a marching band uniform provided (marching shoes must be purchased by the student at the beginning of the school year), a pep band shirt which the students will purchase, band polo shirt will be provided, and black dress pants/skirt and shoes purchased by each student.

Middle School Band students will need to purchase a Junior High Band Shirt and black pants/skirt and shoes for concert attire. If a junior high student is asked to participate in Pep Band, he/she will need to purchase a pep band shirt as well. Sixth Grade Band students will need to purchase a Sixth Grade Band shirt, black pants/skirt, and shoes.

All band students will need their proper instrument, folder, music, books, pencils, reeds, valve oil, sticks, mallets, etc. I can order reeds, valve oil, etc. through Paige's Music for you if you need supplies.

Chorus students will need to purchase a Chorus shirt, and black pants/skirt and shoes. There will be some performance sin which the Chorus will wear the black dresses (for girls) and vests (for boys) that the school owns. They will be provided with those. They will also need their folder and music every day in class.

## **Dress Code**

Students will wear band polo shirts (provided), black dress pants/skirts (not provided), and black dress shoes (not provided) for concert band performances, with the exception of Festival of Bands. Pep band shirts will be worn for all pep band functions, including all home basketball games, Pep Band Invitational, etc. Marching band uniforms (provided) and marching shoes (not provided but can be purchased through the director) will be worn for all marching events, including parades, IU Band Day, etc., and Festival of Bands. The director reserves the right to change the dress code for each performance if needed. Dress code for choir performances will be at the discretion of the director.

## **Uniform Care**

The band department provides a marching band uniform for every High School band member. Band members are responsible for providing and caring for their own marching shoes. Marching shoes will be ordered at the beginning of the school year.

Band members are expected to observe the following points to present a neat personal appearance:

1. Shoes should be polished
2. Gloves should be clean and white (when applicable). Finger holes cut out for woodwinds should not be frayed or ragged.
3. Hair should be properly groomed. Long hair must be worn up under the hat during marching performances.
4. Girls should avoid wearing heavy makeup.
5. All buttons should be buttoned.
6. Suspenders should be adjusted so the trouser length is correct.
7. Trouser bottoms should be worn no higher or lower than about two or three inches from the ground.
8. Never wear an incomplete uniform in public.
9. Sunglasses, medals, rings, and other accessories may not be worn.

### **Equipment Care**

The band department will provide instruments for those students who do not have their own instrument. An Instrument Rental and Care agreement should be filled out and signed by the student and his/her parents at the beginning of the school year. The rental fee is due at the beginning of the school year to the High School Office (ECA-Instrumental Account). Each band member is responsible for the proper care and condition of the instrument for the length of the agreement. Any damages or serious malfunctions should be reported to the band director. Damages due to the negligence of the student will be charged to the student. If the instrument is lost or stolen while away from the band room, the student must reimburse the band for the cost of the instrument.

A privately owned instrument is the responsibility of the student who owns it. Students should check with their parents to see if the instrument is included on their homeowner insurance policy. Before purchasing an instrument, students should consult with the band director.

### **Music**

Do not fold, tear, or otherwise damage sheet music or pep band folders. Due to the expense of music, the habitual loss or damaging of music will call for the student to be charged to replace it. Personally owned music is the responsibility of the student.

Each student will be assigned a slot for their music folder in the music rack. Inspection of the folder can occur for a grade. Do not put your music in anyone else's folder. The student is responsible for hi/her own music.

### **Fees and Expenses**

Instrument Rental (if needed) .....	\$20.00
Marching Band Shoes .....	\$26.00
Pep Band Shirt .....	\$10-\$20.00
Reeds .....	varies
Solo/Ensemble Contest .....	\$13 for solo/\$7 per person for ensemble

### **Special Costs**

For the trip to Florida or any other large event, students will fundraise for the cost of the trip. However, if students lack a certain amount of money from going on the trip

then he/she will need to pay the difference.

For instance, if a trip will cost \$200 per person and a student raised \$150 in fundraising, the student will need to pay the \$50 that is left over. Parents are always welcome on trips, but will need to pay all fees associated with the trip.

### **Field Trips**

All school rules apply on field trips. Parents may be called to come pick you up if rules are violated. Field trip forms must be turned in to director before the field trip.

### **Transportation**

All members are required to go and return on assigned buses to all out of town performances. No student will be allowed to drive themselves. A student may return with his/her parents with a note from the parents or the parents come to the bus at the performance site.

### **Fundraising**

The Music Department is allowed one major public fundraiser per school year. All students are expected to participate in the fundraiser in order to support the program. Additional funds will be raised by the Music Boosters Organization (Parents, please contact the director for information on how to join the Music Boosters Organization).

### **Awards**

- The John Philip Sousa Award will be given to a senior high School Band member.
- The Chorus Award will be given to senior Chorus member.
- A Most Outstanding Award will be given to one student from each grade level.
- A Most Improved Award will be given to one student from each performing group.
- Bars, lyres, and class numbers will be given in the following manner (for letter jackets):
  - a. Bars (Chevrons) – one bar each year
  - b. Class Number – given at the end of the sophomore year
  - c. Lyre – given at the end of the junior year
- Any other award the director feels is appropriate to give for that particular school year.

### **Challenges**

At the beginning of the year students will be seated as the director sees fit. After the first week of school students may challenge to move up in seating. The director will assign a passage of music for both students involved to practice and a time outside of class will be chosen for the challenge.

## Music Department Consent Form

I have read, understand, and agree to abide by the rules and regulations of the Shoals Music Department as given in the Handbook.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

**WEDNESDAY, AUGUST 9**

*“Music gives a soul to the universe, wings to the mind, flight to the imagination, and life to everything.”*

—Plato

*“The life of the arts, far from being an interruption, a distraction, in the life of a nation, is close to the center of a nation’s purpose—and is a test of the quality of a nation’s civilization.”*

—John F. Kennedy

*“It occurred to me by intuition, and music was the driving force behind that intuition. My discovery was the result of musical perception.”*  
*(When asked about his theory of relativity.)*

—Albert Einstein

# Shoals 2023-2024

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

August 2023							February 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5			12						
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									

September 2023							March 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							28	29	30				

October 2023							April 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				

November 2023							May 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

December 2023							June 2024						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
							30						

January 2024						
1-2	Winter break					
3	First day second semester					

February 2024						
12	Snow day #1					

March 2024						
8	End of third nine weeks					
18-22	Spring break					
28	Good Friday - No School/Snow day #2					

April 2024						
8	No School					

May 2024						
17	End of second semester/Last student day					
17	End of fourth nine weeks					
20	Last teacher day					

June 2024						
90 semester days/ 180 total days						
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.						





