Last Updated July 2026

Student Handbook

Shortridge High School

2026-27 School Year

Shortridge High School Student Handbook

Purpose

- ➔ Shortridge High School believes that all community members should adhere to high expectations. Community members include students, staff, parents/guardians, and community partners.
- ➔ Shortridge High School believes that it takes all community members to work in partnership in providing a safe and nurturing learning environment.
- ➔ Shortridge High School believes that restorative justice practices must be taught to students and staff to ensure that the harm is repaired between parties when a conflict arises.

This is a living document that will be updated as deemed necessary by Shortridge High School administration, staff, students, parents/guardians, and other members of the SHS community.

Shortridge High School Administration Team	
Dr. Eric Sinclair PRINCIPAL	sinclaire@myips.org
Jenny DiVincenzo ASSISTANT PRINCIPAL	divincenzoj@myips.org
Buffy Hoyt ASSISTANT PRINCIPAL	hoyte@myips.org
Bakari Posey DEAN - 9th	poseyb@myips.org
Justina Rowan DEAN - 10th	rowanj@myips.org
Andrew Gaunce DEAN - 11th	gauncear@myips.org
Jennifer Schaffer DEAN - 12th	schafferj@myips.org

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Shortridge High School Mission

Shortridge High School educates young adults to think freely, demonstrate intellectual vitality, and address needs and realities greater than themselves.

Shortridge High School Vision

The Shortridge High faculty and staff share a common vision of education.

Education is a powerful force that must be leveraged to create a safer, more equitable and prosperous community. Through education, our students will achieve academic success and become active and engaged citizens who work for the greater good of society.

We must teach our children tenacity, integrity, perseverance, help them develop a sense of self, and empower them in the service of others. Shortridge High School graduates will apply their skills and passions to create a *lasting impact on their community*.

International Baccalaureate® (IB) Program Overview

At Shortridge High School, we believe in providing our students with an education that not only challenges them intellectually but also prepares them for an interconnected and ever-globalizing world. We achieve this through our comprehensive International Baccalaureate® (IB) program.

The IB program is an educational framework centered around holistic student development, encompassing intellectual, personal, emotional, and social dimensions.
We offer the following IB programs at Shortridge High School:

- Middle Years Program (MYP) – Grades 9 and 10
- Career-Related Program (CP) – Grades 11 and 12
- Diploma Program (DP) – Grades 11 and 12

Shortridge High School IB Program Alignment with IB Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:
Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Code of Conduct Overview

Note: All of this information can be found in the Indianapolis Public Schools Code of Conduct

Shortridge High School Student Handbook

Purpose: Shortridge High School utilizes Indianapolis Public Schools Code of Conduct to set standards for students and adult behavior. The Code of Conduct "remains focused on preventive expectations with corrective and restorative responses, rather than practices that lead to the exclusion of our students from the opportunity to learn" (Indianapolis Public Schools, 2023).

Scope: The IPS Code of Conduct applies to:

- ➔ Students
- ➔ Parents/family members
- ➔ School staff
- ➔ Administrators

The Code of Conduct applies to students at all times during the school day, while on school property (including during before and after school programs), while traveling to and from school, at any school-related event, at bus stops, on any vehicle funded by Indianapolis Public Schools, or at any time or place which may affect an educational function, including when accessing the district's electronic network services. Behavior violations that have occurred outside of school hours that disrupt the learning environment are subject to disciplinary actions. Each incident will be handled on a case by case basis and due process will be provided (IPS Code of Conduct, 2023).

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IPS Code of Conduct Rights and Responsibilities

Student RIGHTS	Student RESPONSIBILITIES
Students have the right to: ➔ A public education unhindered because of race, religion, national origin, gender, sexual orientation, disability, parenthood, pregnancy, marital status, economic status, and other personal characteristics or any reason not related to their individual capabilities. ➔ An orderly, safe school and classroom environment that will promote learning for all students. ➔ Be treated fairly, courteously, and respectfully. ➔ Express themselves in speech, writing, or symbolism within the boundaries of the law and policies of the school system. ➔ Peaceful assembly. ➔ Protection from unlawful search and seizure of their personal possession(s) or their person without reasonable suspicion. ➔ Safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system. ➔ Tell his/her side of the story before receiving a consequence and document, both verbally and in writing, the reason(s) for any disciplinary action.	**Students have the responsibility to:** ➔ Read and become familiar with the Student Code of Conduct. ➔ Be accountable for the decisions they make in the classroom and school-related activities. ➔ Attend school daily, prepare for class, and complete classwork and homework assignments to the best of their ability. ➔ Avoid actions or activities that may be unsafe and interfere with the right of any other person to a public education. ➔ Know and obey school expectations and instructions given by the school principal, teachers and other staff. ➔ Ensure that communications do not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others or violate the law or Board policy. ➔ Respect school property, community property and the property of others. ➔ Ensure that their conduct contributes to a safe environment while being transported to and from school. ➔ Tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community.

School Administrators RIGHTS	School Administrators RESPONSIBILITIES
School Administrators have the right to: ➔ Be treated courteously, fairly and respectfully by students, parents/families and other school staff. ➔ Expect students to follow reasonable instructions given by teachers in the performance of their duties ➔ Use discretion in the application of rules and consequences and and be equitable and consistent in their application ➔ Receive timely notification of appointments, meetings, and/or conferences with parents/community members. ➔ Work in a safe and orderly environment. ➔ Professional development to support understanding of the COC and implementation of positive behavior supports and interventions to maintain a positive school climate.	**School Administrators have the responsibility to:** ➔ Define, teach, model, reinforce, and support appropriate student behaviors to create positive school environments. ➔ Monitor, support and sustain the effective implementation, including data analysis, and maintenance of Multi-Tiered Systems of Support. ➔ Identify appropriate training and resources needed to implement Multi-Tiered Systems of Support and interventions. ➔ Expand and support the adoption and implementation of alternatives to suspension. ➔ Distribute the Student Code of Conduct to students, parents and all school personnel. ➔ Ensure English Language Learners (ELL) and their parents are provided the opportunity to fully understand behavior expectations and consequences in a language that they understand. ➔ Practice an awareness and sensitivity to cultural differences a student or groups of students may exhibit. ➔ Implement the Student Code of Conduct in an equitable, fair and consistent manner. ➔ Review discipline referrals and ensure that appropriate interventions and/or corrective strategies/consequences are developed and implemented in accordance with the Student Code of Conduct. ➔ Ensure an equitable, just discipline system and prevent minor behavioral incidents from becoming major challenges. ➔ Maintain accurate, disaggregated discipline data, in PowerSchool. ➔ Review data to monitor schoolwide and classroom practices to ensure equitable academic and behavioral outcomes for all students.

Due Process and Appeal : I.C. 20-33-8

Whenever a student is accused of committing a violation of the Code of Conduct, he or she has the right to due process. School staff must investigate a situation and gather evidence to determine what happened before making any disciplinary decisions.

The student must:
(1) be informed of the charges and evidence,
(2) be provided with an opportunity to present his or her side of the case; and,
(3) be provided with an opportunity to appeal the decision. School staff must provide the parent or guardian with written and oral notice of the charge, discipline, and parents and guardians' rights to appeal.

Out of School Guidelines

The IPS Code of Conduct applies to students outside of the school day if the student has a code of conduct violation that disrupts the school environment.

Alternatives to Suspension

Shortridge High School believes that in order for students to be successful, they need to be in school. Shortridge High School strives to minimize suspensions as much as possible to ensure all students have the opportunity to be successful.

Alternative to suspensions may include:

- ➔ A restorative conference or chat
- ➔ Processing the event that occurred with a trusted adult
- ➔ Referral to school counselor or social worker
- ➔ After-school detention
- ➔ A Suite 360 lesson or IB reflective assignment that targets the specific code of conduct violation
- ➔ An apology letter to those who may have been harmed
- ➔ A behavior contract (may include frequent check-ins, attendance tracking, etc.)
- ➔ A clear backpack
- ➔ Making amends

Exclusionary Requests:

While Shortridge High School aims to find student alternatives to suspension, there are IPS Code of Conduct violations that may result in either recommendation for expulsion or recommendation for an alternative placement within Indianapolis Public Schools. A recommendation for expulsion is never taken lightly and centers around student and staff safety at Shortridge High School. Shortridge High School administration follows the guidelines outlined in the IPS Code of Conduct when determining if a student should be recommended for expulsion or alternative placement.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE: Board Policy 5160

a. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled: i. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

(1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

(2) Blocking 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.

(3) Setting fire to or damaging any school building or school property.

(4) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.

(5) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

ii. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct. iii. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity. iv. Causing or attempting to cause damage to school property, stealing or attempting to steal school property. v. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

vi. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule. vii. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

viii. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act. ix. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans. x. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon. xi. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate,

marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event

Shortridge High School Guidelines for Behavior

Attendance: Board Policy 5200

- Student attendance is imperative for their success at Shortridge High School. Please see the following guidelines below for attendance policies at Shortridge High School.

Late Arrivals

- ➔ School starts at 9:00 AM. Doors open at 8:45 AM. Students need to be in their assigned classroom when the bell rings at 9:00 AM.
- ➔ If the student arrives after 9:00 AM they must leave their phone in the main office for the entirety of the day, sign-in at the front office, and take a pass to ATL. The teacher will then mark the student tardy.

Tardy / Skipping Due Process

- ➔ Students are expected to be in their assigned classroom when the bell rings. Teachers may choose to close their door at this point and at their own discretion.
- ➔ If a student is not in class by the time the teacher's door closes, they must go and obtain a pass from a teacher, an office staff member, a BAF, a dean, or other administrator. If they have a valid excuse, they may obtain a pass and be excused from detention. If there is no valid excuse, they may not be let into the room without a detention pass.
- ➔ Likewise, a student may be given detention if they are found outside of class without a pass and therefore a valid excuse from a staff member.
- ➔ Escalating consequences may occur if a student continues to earn detentions and does not serve them. These consequences may include behavior contracts, exclusion from extracurricular activities, suspensions, or referrals to alternative educational options.

Excused absences: I.C. 20-33-2

Excused absences will be granted for the following circumstances:

- ➔ Documented illness or emergency
- ➔ Health care and social services appointments
- ➔ Pages in Indiana General Assembly
- ➔ Death in the immediate family

- ➔ Religious instruction commitments
- ➔ Subpoena as a witness in a judicial proceeding
- ➔ Participation in Election Day activities
- ➔ Active Duty in the Indiana National Guard
- ➔ Detention in Juvenile or Criminal Justice System If a student is absent because of illness or emergency, the parent must contact the school the morning of the day the student is absent,

Per the IPS Code of Conduct: A pattern of excused absences may be an indication that the student's attendance is not in alignment with district policy and may be treated as unexcused if there is doubt as to the legitimacy of the excuses and the principal makes a determination that the absences are unexcused after an investigation by the principal. In such a case, the student's parents shall be given notice of the principal's determination and afforded an opportunity to contest that determination.Please reference the IPS Attendance Handbook for more detailed attendance procedures.

Bell Schedule:

Time	Block	A/B Rotation
9:00-9:45 am	ATL	**Friday A/B rotation calendar S1** A Days: 8/21, 9/4, 9/18, 10/2, 10/30, 11/13, 12/4 B Days: 8/14, 8/28, 9/11, 9/25, 10/9, 10/23, 11/6, 11/20, 12/11 **Friday A/B rotation calendar S2** A Days: 1/8, 1/22, 2/5, 2/17, 2/19, 3/5, 3/26, 4/9, 4/23, 5/7, 5/21 B Days: 1/15, 1/29, 2/12, 2/26, 3/12, 4/2, 4/16, 4/30, 5/14
9:50-11:05 am	Block 1	
11:10 am - 1:20 pm	Block 2/ Lunch	
1:25-2:40 pm	Block 3	
2:45-4:00 pm	Block 4	
Lunch and Period 2 Schedule	**LUNCH**	
1st Lunch	11:10-11:35 am	
2nd Lunch	11:45 am - 12:10 pm	
3rd Lunch	12:20-12:45 pm	
4th Lunch	12:55-1:20pm	

Safety and Security

Lanyards

- ➔ Students must visibly wear their grade-level lanyard at all times.
- ➔ Missing or lost IDs require a temporary sticker ID for the day.
- ➔ Students must scan their ID or sticker to enter the cafeteria.
- ➔ Those without an ID or sticker must wait until the lunch line clears to gain entry to the cafeteria.

Entering/Exiting the Building after 9:00 AM

- ➔ Students and parents/guardians will enter Shortridge High School through Door 1, which is located on 34th and Meridian Streets.
- ➔ Students will sign in through the front office upon late arrival to school. Students will not be allowed to enter the building after 12:00 PM unless signed in by a parent or guardian.
- ➔ Students will sign out (if parent/guardian permission granted) through the front office if leaving early for an approved reason.
- ➔ Parents/guardians will sign in through the front office and provide a valid form of identification (such as a state ID or driver's license) if visiting the school for any reason.
- ➔ Staff members will wear employee identification badges at all times.

Students leaving the building without permission

Please know the Shortridge High School team does everything they can to ensure the safety of all students. Make sure to read below our policy, aligned with IPS Board Policy, on students who leave the building without permission.

- Students who leave the building without permission will not be admitted back into the building due to safety concerns.
- Students who exit the bus at drop off and leave campus instead of entering the building promptly will not be admitted into the building later due to safety concerns.
- Students who leave the building without permission will have their attendance marked "unexcused" and may face disciplinary consequences.

Dismissal Procedures

- ➔ Students will board the bus on the north, east and south sides of the building.
- ➔ Student pick up should occur on 34th Street east of Pennsylvania Street.
- ➔ Please do not park in any of the bus lanes.

Metal Detection



Routine Use of Metal Detectors

- ➔ The Board authorizes the use of hand-held or walk through metal detectors to check a student's person or personal possessions in accordance with this policy.
- ➔ Random or routine "pat downs" or searches are not authorized.
- ➔ Routine and random metal detector checks are authorized by the Board. These checks may not be used to single out a particular student or category of students.

Use of Metal Detectors Based on Reasonable Suspicion

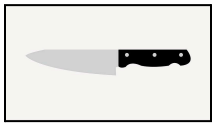
➔ When there is reasonable suspicion to believe that a particular student or group of students is in possession of an illegal or unauthorized metal-containing object or weapon, the student(s) may be required to submit to a metal detector check.

“Pat Downs" and Searches

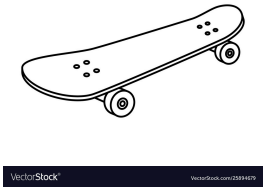
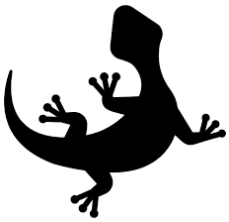
➔ If a metal detector check results in activation, or if reasonable suspicion otherwise exists, an administrator or law enforcement officer may conduct a "pat down" or, if necessary, a search of the student’s person and/or personal possessions. Any such "pat down" or search shall be conducted in a manner that preserves the student’s privacy and dignity to the extent feasible.

Prohibited Items

These items listed are prohibited from Shortridge High School to keep everyone in the school community safe. Students who bring these items to school will be subject to disciplinary action based on the IPS Student Code of Conduct.

				
Firearms and look-alikes	**Knives**	**Tasers**	**Face masks/coverings**	**Brass knuckles**
				
Lasers	**Vape pens and e-cigarettes**	**Needles**	**Pills (Including over the counter prescriptions).**	**Smell-proof backpacks (ex: brands such as “Cookies.”**

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Illegal substances (ex: marijuana)	**Alcohol**	**Fireworks/Snap Pops**	**Skateboards/Scooters**	**Pets**
				
Tools	**Look-alike weapons, toy weapons**	**Inappropriate graphics on clothing (reference to drugs, alcohol, gangs, violence, vulgarities, hate speech)**	**DoorDash/Food Items**	**Combs with a metal piece**

Illegal Drugs and Alcohol: Board Policy 5530

- Possession of any drug or alcohol is strictly prohibited on the campus of Shortridge High School.
- Being under the influence of drugs/alcohol on the campus of Shortridge High School is strictly prohibited.

Students who are in possession of, and/or under the influence of drugs/alcohol will be subject to disciplinary action as noted in the IPS Code of Conduct.

Taking Medication at School: Board Policy 5330

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the principal, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Student Technology Responsible Use Agreement

Indianapolis Public Schools is committed to creating a safe and secure digital environment for you. While acknowledging the use of state-of-the-art filtering technology to restrict access to objectionable content, it is emphasized that absolute prevention is not possible. The responsibility falls on students to follow the rules for responsible use. Parents and students are encouraged to contact the school with concerns regarding objectionable content.

Student Responsible Use Pledge:

1. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will treat others with respect while using email, social media, and other communication means.

This includes refraining from sending or posting hateful or harassing content, making discriminatory or derogatory remarks, or engaging in bullying or antisocial behaviors. I will not search, send, possess, or post electronic messages, videos, audio recordings, or images that are abusive, obscene, sexually oriented, harassing, threatening, intimidating, illegal, or that cause a material or substantial disruption at school, including cyberbullying. I will not use the name, persona, or image of a student, District employee, volunteer, or school to create a web page or post one or more messages on a website without the other person's consent for purposes of harassing, intimidating, embarrassing, or threatening another.

2. I AM RESPONSIBLE FOR USING SCHOOL-ISSUED TECHNOLOGY DEVICES FOR EDUCATIONAL PURPOSES AND IN AN ETHICAL MANNER. I commit to using school-issued technology devices for educational purposes during class time. I will properly cite websites, content, and media with respect to copyright.

I will not copy, capture, or record any District materials without permission from a teacher or administrator nor will I record the voice/image of others in a way that disrupts the educational environment or invades privacy. I will not store non-educational files on school-provided resources. I will not use email, websites, or electronic devices to engage in, create, share, transmit, or post any digital content depicting actions that involve illegal conduct, violates the Student code of conduct, or threatens school safety. I will not use any device or technology to record, share, or disseminate explicit content of any kind that reveals private body parts covered by clothing (aka sexting). Reporting any suspicious behavior or misuse of technology to teachers or campus administrators.

3. I AM RESPONSIBLE FOR USING MY PERSONAL TECHNOLOGY DEVICE (PTD) ACCORDING TO DISTRICT GUIDELINES AND IN AN ETHICAL MANNER.

I acknowledge that there are various forms of PTDs and pledge to keep them turned off and put away during school hours and on school buses unless otherwise given permission by school staff. Permission to use a PTD during the school day for educational purposes is subject to the Student Code of Conduct and school policies. I understand that I may submit a written request to the principal for special permission to use a PTD for reasons other than educational purposes and that possession and use of a PTD are privileges that may be revoked for violations of the Student Code of Conduct.

NOTE: Violating PTD policies may result in confiscation of the device, to be returned only to the family, and other disciplinary actions as determined by the school administrator. The agreement includes a commitment not to record, possess, view, send, or share explicit content while on school grounds or at school-sponsored events. I understand that IPS is not responsible for theft, loss, or damage to personal electronic devices brought onto district property.

4. I AM RESPONSIBLE FOR MAINTAINING MY DISTRICT ISSUED DEVICES AND DISTRICT ACCOUNTS. I will care for my district-issued devices and accounts. I will use the school email address as directed by my teacher, obtaining prior approval for downloads or sign-ups for online resources or applications.

I will not attempt or succeed in damaging District technology, data, or networks, including creating or spreading harmful material like viruses or worms. I will not attempt to bypass or successfully bypass content filters, passwords, or other security-related information of the District, officials, volunteers, employees, or other students, nor will I copy, download, reproduce, distribute, retransmit, redisplay, or modify items from the District's website. I will not use someone else's network, email, or any other digital service's account information. I will keep my assigned district devices clean and in good working condition.

5. I AM RESPONSIBLE FOR MY PERSONAL INFORMATION. I acknowledge the importance of privacy and commit to keeping personal information, including names, ID numbers, addresses, photographs, or any other personally identifiable information, private. I will not share my network and email account information.

Wireless Communication Device Policy

Shortridge High School is committed to creating classrooms where every student can fully engage in learning without the distractions created by wireless communication devices. Research consistently demonstrates that reducing access to cell phones during the school day improves student attention, increases academic engagement, strengthens peer interactions, and supports a more positive school culture.

In accordance with Indianapolis Public Schools policy and Indiana law (SB/SEA 78, also known as the "Wireless Communication Device Policy"), SHS requires students to store their devices during the instructional day. These procedures establish a consistent schoolwide system that minimizes classroom disruptions while ensuring fair and equitable enforcement.

Impact of Cell Phones on Students and the Classroom

The implementation of new, school-wide guidelines and expectations for cell phone usage at Shortridge HS aims to address various concerns identified by teachers and staff, including:

Rationale	Issue	Impact
Distraction	Students using cell phones during class can be easily distracted, diverting their attention away from the lesson, teacher, or educational materials.	Reduced focus and engagement in the learning process, potentially leading to lower academic performance.
Loss of Learning Time	Teachers spend instructional time dealing with cell phone-related disruptions.	Frequent disruptions to classroom instruction and a loss of valuable instructional time.
Academic Integrity	Students may use their phones to cheat on exams, quizzes, or assignments, compromising the integrity of assessments.	Undermines fair evaluation, academic dishonesty, and hinders the development of critical thinking skills
Cyberbullying	Cell phones can be a platform for cyberbullying, with students using social media or messaging apps to harass or intimidate their peers.	Negative emotional and psychological effects on students, and a need for intervention.
Privacy Concerns	Recording or taking unauthorized photos of classmates, teachers, or classroom activities can raise privacy concerns.	Violation of privacy, potential for misuse of recorded content, and discomfort among students and teachers.

Safety Concerns	Student cell phone usage in vocational classes may compromise their safety or the safety of their peers.	Increased risk of accidents, injuries, or mishandling of materials or machinery.
Harm to Teacher-Student Relationships	Enforcement of cell phone policies by teachers can strain relationships with students and create an adversarial atmosphere.	Reduced opportunities for mentorship, guidance, and a less supportive learning environment.
Rationale	**Issue**	**Impact**
Social Isolation	Excessive use of cell phones during social situations, including classroom discussions, may hinder face-to-face interaction and communication skills.	Impaired social skills, reduced ability to engage in meaningful conversations, reduced social interaction, and potential for increased social isolation.
Health & Mental Health Concerns	Excessive cell phone use can contribute to physical and mental health issues which affect a student's overall wellbeing.	Increased risk for various health concerns, such as anxiety, disrupted sleep patterns, and increased stress.

Suggested Reading and Listening:

This curated list contains articles, podcasts, and other resources that discuss the negative impact of cell phones on students in academic settings. By engaging these resources, families can gain insights into the potential drawbacks of unrestricted cell phone access at school and make informed decisions about implementing practices to address these challenges:

How Strengthening Enforcement of Cell Phone Policies Benefits Students

Title	Publisher	Type
"As OPRF students park phones during class, focus sharpens"	*Wednesday Journal*	Article
"Students Say their New York School's Cellphone Ban Helped Improve their Mental Health"	CBS News	Article/Video
"Cellphone Bans Can Ease Student Stress and Anxiety, Educators Say"	EducationWeek	Article

"Do Cellphone Bans Work? Educators Share Their Experiences"	EducationWeek	Article
"There's a Cell Phone in Your Student's Head"	Edutopia	YouTube Video

The Negative Impact of Cell Phones on Student Achievement

Title	Publisher	Type
"Phones are Distracting Students in Class."	NBC News	Article
"Why Schools Should Ban Cell Phones in the Classroom—and Why Parents Have to Help"	Boston University	Article
"Cellphones in Classrooms Contribute to Failing Grades: Study"	ABC News	Article
"End the Phone-Based Childhood Now"	*The Atlantic*	Article
"Cellphone Distraction in the Classroom Can Lead to Lower Grades, Rutgers Study Finds"	Rutgers University	Article
"Help! I Can't Put Down My Phone"	Scholastic	PDF
"There's a Cell Phone in Your Student's Head"	Edutopia	YouTube Video
"Smartphones Are Lowering Students Grades"	Rutgers University	Article
"Electronics in the Classroom Lead to Lower Test Scores"	U.S. News & World Report	Article
"Weighing the Costs and Benefits of Cellphones in Schools"	Harvard University	Article
Multitasking with Phones: Bad for Learning	EducationWeek	Article
"Cellphones in School: What to Know"	*U.S. News*	Article
"Brain Drain: The Mere Presence of One's Own Smartphone Reduces Available Cognitive Capacity"	*The University of Chicago Press Journals*	Study

"Text Message Interruptions"	California State University	Study
"Technology, Distraction, and Student Performance"	Centre for Economic Performance	Study
"The Mere Presence of a Cell Phone May Be Distracting: Implications for Attention and Task Performance"	American Psychological Association	Study
"The Attentional Cost of Receiving a Cell Phone Notification"	National Library of Medicine	Study
"The Use and Abuse of Cell Phones and Text Messaging in the Classroom"	*College Teaching*	Study
"UN Warns of Risk of Having Smartphones in School"	BBC	Article

The Harmful Impact of Cell Phones on Student Mental Health

Title	Publisher	Type
"Have Smartphones Destroyed a Generation?"	*The Atlantic*	Article
"What Happens to Your Brain When You Mindlessly Scroll?"	AsapSCIENCE	YouTube Video
"Dopamine, Smartphones, & You: A Battle for Your Time"	Harvard Medical School	Article
"A Dark Consensus About Screens and Kids Begins to Emerge in Silicon Valley"	*The New York Times*	Article
"There's a Cell Phone in Your Student's Head"	Edutopia	YouTube Video
"The Binge Breaker"	*The Atlantic*	Article
"On the Phone, Alone"	*The New York Times*	Article
"This is Our Chance to Pull Teenagers Out of the Smartphone Trap"	*The New York Times*	Article

"The Relationship Between Cellphone Usage on the Physical and Mental Wellbeing of University Students"	National Library of Medicine	Study
"Smartphones, Social Media Use, and Youth Mental Health"	National Library of Medicine	Study
"Technology, Distraction, and Student Performance"	Centre for Economic Performance	Study
"Teen Girls and Their Moms Get Candid about Phones and Social Media"	NPR	Article/Audio

How Cellphones Affect Students' Communication Skills

Title	Publisher	Type
"Why Principals Worry About How Mobile Devices Affect Students' Social Skills"	EducationWeek	Article
"Get Phones Out of Schools Now"	*The Atlantic*	Article

Personal Technology Devices

Personal technology devices include the following items:



Shortridge High School: Wireless Communication Device Policy (2026-27)

Selling Snacks: Board Policy 5840

In relation to student fund-raising, the district's core values include the following:

- Student fund-raising by students in school, on school property, or at any school-sponsored event is only permitted when the profit therefrom is to be used for school purposes or for an activity connected with the schools;

- Fund-raising by approved school organizations, those whose funds are managed by the Corporation, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent.
- Fund-raising by students on behalf of school-related organizations whose funds are not managed by the Corporation may be permitted on school grounds by the Superintendent.

Dress Code: Board Policy 5511	
The dress and grooming of students shall contribute to the health and safety of the individual and promote an orderly learning environment. The district's expectations apply to all students, unless a specific exception is made by the school administration. Refer to School handbooks for the specific Uniform Dress Code. Any necessary modifications for individual students (e.g., health concerns, religious, etc.) to the IPS Universal Dress Code must be formally addressed and approved through the Board Waiver process. To obtain a waiver form please visit the district website at www.myips.org (under Families and then Uniforms).	
Shortridge students have the **right** to: ➔ Express individuality through dress and hair without fear of body shaming or unnecessary discipline. ➔ Receive equitable enforcement regardless of race, gender, body type, or background. ➔ Wear religious attire and religious head coverings. ➔ Remain in class without facing unnecessary barriers to education or suspension. ➔ Have dress code concerns addressed discreetly out of view of peers.	Shortridge students have the **responsibility** to: ➔ Wear tops with sleeves that cover the chest and midriff. ➔ Wear bottoms (pants, shorts, skirts, dresses) that are worn at the waist and modestly cover all sensitive areas with opaque material. ➔ For safety, remove head coverings such as ball caps, stocking caps, sheisties, and face masks that would conceal the identity. ➔ Avoid clothing promoting hate speech, violence, weapons, drugs, alcohol, or gang affiliation. ➔ Manage their own personal distractions.

Dress code violations are **not** Out of School Suspension offenses

- ➔ 1st offense: Directive to cover, change, or remove the non-complying attire, parent/guardian contact.
- ➔ 2nd offense: Directive to cover/change, parent/guardian contact, ASD assigned.
- ➔ 3rd offense: Directive to change attire, ASD assigned, required parent/student restorative conference to create a plan to ensure ongoing compliance.

Bullying: bullying is prohibited in the Indianapolis Public Schools (IPS) as referenced in Indiana Code 20-33-8-0.2 and IPS Board Policy No. 5517.01

- ➔ Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile environment.
- ➔ Students may not engage in bullying on school grounds, or while traveling to or from a school or a school activity, function or event. Further, bullying is prohibited off school grounds while using property or equipment provided by the school or while attending a school activity, function, or event.
- ➔ Principals are responsible for informing students, parents, teachers and staff that bullying will not be tolerated and will be subject to disciplinary action up to and including suspension and expulsion. Further, principals 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.

Parents or students who suspect that bullying is taking place should report the matter to the principal. Upon receiving the report, the principal will investigate the matter at the building level and consequences will be assessed as appropriate, consistent with the Board's policy entitled "Student Discipline".

Title IX: Board Policy 5518

All members of the Shortridge Community have the right to feel safe. According to Board Policy 5519 and Title IX of the Education Amendments of 1972 a " student or employee may not, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any IPS program. "On the basis of sex" includes because of one's sexual orientation or gender identity.

- ➔ Complaints or reports alleging sexual assault, sexual harassment, dating violence, stalking, or gender discrimination, including sexual orientation or gender identity, involving an IPS student, employee, or person affiliated with IPS should be immediately reported to the Title IX Coordinator at TitleIXCoordinator@myips.org.
- ➔ Complaints or reports may be made anonymously but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.

Student Rights and Responsibilities

Transportation: Board Policy 8600.01	
Shortridge students have the **right** to have reliable	Shortridge students have the **responsibility** to

transportation to school (Yellow School bus or IndyGo).	follow all rules and expectations of the bus and help contribute to a safe environment to and from school. Shortridge High School students have the **responsibility** to know that they could be suspended from bus privileges or suspended from the bus if they do not follow the rules to keep all students safe.

Responsible Use Agreement (Technology)	
Shortridge students have the **right** to be given an IPS issued Chromebook. Shortridge students have the right to access digital resources through their IPS issued Chromebook. Shortridge students have the right to have their personal communication devices with them at school.	Shortridge students have the **responsibility** to: ➔ Handle their IPS issued Chromebook in a safe way. ➔ Use digital resources (such as email) responsibly ➔ **Keep their personal wireless communication devices shut off and in their lockers during the school day.**

Social/Emotional Support	
Shortridge students have the **right** to seek support from a trusted adult (such as a counselor, social worker, or dean). Students have the **right** to feel emotionally safe at school and outside of school.	Shortridge students have the **responsibility** to: ➔ Tell a trusted adult if there is something that they are struggling with. ➔ Advocate for themselves, or ask for help to advocate for themselves, when they may feel unsafe or unsupported inside or outside of school.

Curriculum	
Shortridge students have the **right** to participate in the IB Curriculum.	Shortridge students have the **responsibility** to: ➔ Try their best, even when it feels hard ➔ Ask a teacher or staff member for help /

Shortridge students have the **right** to be provided a rigorous and engaging curriculum.	support ➔ Keep an open-mind with the different systems and structures that come with IB.

Assessment	
Shortridge students have the **right** to participate in formative & summative assessments. Shortridge students have the **right** to sit for IB Exams. Shortridge students have the **right** to be provided with support and necessary resources to be successful on assessments.	Shortridge students have the **responsibility** to: ➔ Attend all of their classes ➔ Communicate with teachers if they will be absent during an assessment ➔ Advocate for themselves, or ask an adult to help them advocate, if they feel lost or confused throughout the IB process. ➔ Tell an adult, or ask a trusted adult to help, if they feel like their support and resources are not being provided.

Expression & Protest: Board Policy 8800, 5722, 5730	
Shortridge students have **rights** to the First and Fourteenth Amendments of the Constitution. Shortridge students have the **right** to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming. Shortridge students have the **right** to practice their own beliefs (religious or otherwise). Shortridge students have the **right** to freedom of expression. Shortridge students have the **right** to peacefully assemble during non-instructional time.	Students have the **responsibility** to dress in a manner that does not include drug, alcohol, or gang-related images or phrases. Students have the **responsibility** to honor different viewpoints held by other students (religious or otherwise). Students have the **responsibility** to express themselves in a way that does not violate the expression of freedom for others. Students have the **responsibility** to remain in class; leaving for a walkout is an unexcused absence. Students have the **responsibility** to seek prior approval for gatherings and avoid disrupting school. .

Student Assembly & Protest Policy *(IPS Policy 5730)*

Shortridge High School supports student voice and civic engagement. In accordance with **IPS Policy 5730**, student-led demonstrations or assemblies are permitted on school grounds **only during non-instructional time** (lunch, before/after school) and require prior administrative approval.

Attendance & Walkouts: Class time is reserved for learning. Leaving class or school grounds without authorization—including participating in a walkout—will be recorded as an **unexcused absence**.

Personal Property	
Shortridge students have the **right** to bring their wireless personal technology devices (such as cell phones) to school.	Shortridge students have the **responsibility** to keep their personal technology devices shut off and locked in their locker from the moment they enter school until dismissal. Shortridge students have the **responsibility** to know that the right to bring personal technology devices is a right that can be revoked under the IPS Code of Conduct if a violation occurs. Shortridge students have the **responsibility** to know that the district is not responsible for theft, loss or damage to wireless communication or other electronic devices brought onto Indianapolis Public School property.

Safety & Security	
Shortridge students have the **right** to feel safe at school every day.	Shortridge students have the **responsibility** to report information to staff if they believe their safety and/or the safety of others is in jeopardy.

Use of Surveillance For Safety & Security	
Shortridge students have the **right** to know that there are cameras located throughout the building (inside and outside of the property) to keep students	Shortridge students have the **responsibility** to not interfere with cameras located throughout the building. Interference with surveillance cameras

safe.	would be a violation under the IPS Code of Conduct and subject to disciplinary action.

Student use of personal technology devices for filming: Board Policy 5136	
Shortridge Students have the **right** to feel safe.	Shortridge Students have the **responsibility** to use technology in a safe manner.
A student may not record, possess, view, send, or share pictures or text having acts of violence, sexual content or sexual material while the student is on school grounds, at school-sponsored events or on school buses and other vehicles provided by IPS. If a student violates this policy, a Level 4 corrective response is required by the school administrator and could require an administrative investigation under Title IX. In addition, Indiana law (I.C. 31-33-5-2) requires school personnel report an incidence of sexual misconduct be reported to the Department of Child Services and to the district Title IX Office.	

SHS Blue Devils Pledge:

Shortridge High School strives to support emerging adults who think freely, possess intellectual vitality, and address needs and realities greater than themselves.

As members of the Shortridge Community, we strive to demonstrate these traits in our daily interactions.

I pledge to do this by:

- ➔ Arriving at school and class on time.
- ➔ Remaining on campus for the entirety of the school day unless signed out in the main office by parent/guardian.
- ➔ Immediately entering the school building upon arrival (Note: leaving and returning is a violation of IPS Code of Conduct and I will not be allowed back into the building.)
- ➔ Engaging in the pursuit of learning independently and collaboratively.
- ➔ Expressing myself—in person and online—in ways that advocate for the common good.
- ➔ Dressing in an appropriate manner that aligns with IPS Universal Dress Code.
- ➔ Acting with integrity and honesty with respect for the dignity and rights of people everywhere.

- ➔ Following all school and district regulations as outlined in the IPS Code of Conduct and applicable state and federal law

Restorative Justice Practices

What are Restorative Justice practices?

- ➔ Our Shortridge Community believes that punitive measures do not address or "fix" root causes of negative behavior.
- ➔ Our Shortridge Community believes that we must focus on proactive relationships.
- ➔ Our Shortridge Community believes that we must give the persons "harmed" in situations a chance to speak their truth.
- ➔ Our Shortridge Community believes that we must give the persons "accused of having done harm" a chance to make amends.

Restorative Conferences & Responsive Circles

There are many different ways to have a restorative circle. Students at Shortridge High School will practice using ***proactive*** circles within their classroom communities at a minimum of once a week.

Proactive Circles: Students will answer questions to build positive relationships in their classroom community. This could look like a check-in on how the week is going, if there is a change within the classroom that needs to be discussed, expectations before a field trip, etc.

Responsive Circles: When something happens in the classroom community, the classroom may participate in a responsive circle. The focus during responsive circles is what harm was caused, and what needs to happen in order for things to be made right.

Formal Restorative Conferences: A formal restorative conference may be held if there was significant harm done within the community. The conference facilitator will meet with all parties prior to the conference to explain the structure of the conference. This conference is structured (1:1) to support repairing a relationship with another student after harm has been done.

Student Pledge

Students at Shortridge High School will have many opportunities to practice proactive and responsive circles. Students will be asked to sign-off on a pledge each school-year which indicates they understand the IPS Code of Conduct, while also providing space and support from the Shortridge community to reflect and grow in their responses to challenging situations or behavior.

Taking a Break from the Community

It is the goal to keep all Shortridge High School students in the community. Efforts such as proactive circles, responsive circles, and formal restorative conferences are components of teaching students tools with how to manage their emotions rather than just punishing or suspending. Taking a break from the community may occur if there is a Level 3 or Level 4 violation in the IPS Code of Conduct. With that said, the goal is to keep students in school with their fellow community members.