Shoals Middle and High School Handbook

www.shoals.k12.in.us
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Shoals, IN 47581
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Administrative Staff

Superintendent……. Dr. Sue Lanham (ext. 701)
Jr.-Sr. High School Principal…….. Mrs. Carol Eubank (ext. 777)
Elementary School Principal…….. Mrs. Audrey Gibson (ext. 704)
Dean of Students (K-12)..... Mr. Jeff Gee (ext. 702)
Curriculum & Testing Coordinator……. Mrs. Danielle Cornett (ext. 411)
Guidance Counselor…… Mrs. Kallie Fuhrman (ext. 413)
School Psychologist……. Ms. Myrna Greene (ext. 607)

Shoals Community School Board

President…… Mr. Drexel Turpin
Vice-President……... Mrs. Eva George
Secretary……. Ms. Annette Taylor
Member…… Mrs. Lorna Troutman
Member…… Mr. Ethan Jones

Mission Statement

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

School Spirit Song

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

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

2026-27 School Calendar

Tuesday, August 4, 2026 …… Professional Day 1
Wednesday, August 5, 2026 …..…… First Student Day
Monday, September 7, 2026 …….. Labor Day NO SCHOOL
Wednesday, September 9, 2026 ……... 2 Hour Delay–Teacher PD 2
Friday, October 2, 2026 …….. End of 9 week grading period
Friday, October 9, 2026 …….. Parent/Teacher Conferences–NO SCHOOL
Mon.-- Fri., October 12-16, 2026 …….. NO SCHOOL–Fall Break
Friday, November 6, 2026 ……. NO SCHOOL- Teacher PD 3
Wednesday, November 18, 2026…….. 2 Hour Delay
Wed.--Fri., November 25-27, 2026 ……. Thanksgiving Break
Friday, December 18, 2026 …….. End of 9 week grading period/semester
Monday, December 21, 2026 …….. NO SCHOOL–Beginning of Winter Break

Friday, January 1, 2027……. NO SCHOOL–End of Winter break
Monday, January 4, 2027 ……. First Student Day of 2nd Semester
Wednesday, January 13, 2027 …… 2 Hour Delay
Monday, January 18, 2027 …….. NO SCHOOL/ SNOW MAKE-UP DAY 1
Monday, February 15, 2027 ……. NO SCHOOL/SNOW MAKE-UP DAY 2
Wednesday, March 10, 2027 …….. 2 Hour Delay
Friday, March 12, 2027 …… End of 9 week grading period
Mon--Fri., March 15-19, 2027 …… NO SCHOOL– Spring Break
Friday, March 26, 2027 …… NO SCHOOL/SNOW MAKE-UP DAY 3
Wednesday, April 7, 2027 …… 2 Hour Delay
Monday, May 24, 2027 ……..….. Last Student Day
Tuesday, May 25, 2027 ……...…… Last Teacher Day
Saturday, May 29, 2027 …….. Graduation Date (tentative)

180 student days. Make-up days will go in the order they are numbered. Additional days will be added after May 26th to meet the 180 student day requirement.

School Closing

Please listen to local radio stations for school information. We will call the following radio and TV stations for school closings, information and athletic cancellations or rescheduling. **Please do not call school officials, unless it is essential.** Telephones must remain open for emergency communications. If school is dismissed early due to weather, all school activities are canceled for that evening.

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

Bell Schedules

Junior High School Schedule 7:45 . . . . . Dismissed from buses 8:05-8:55 . . . . . Period 1 8:59-9:47 . . . . . Period 2 9:51-10:39 . . . . . Period 3 10:43-11:31 . . . . . Period 4 11:35-12:05 . . . . . MS A lunch (12:05-12:25=Rox Solid A) 11:55-12:25 . . . . . MS B lunch (11:35-11:55=Rox Solid B) 12:29-1:19 . . . . . Period 5 1:23-2:11 . . . . . Period 6 2:15-3:00 . . . . . Period 7	**Senior High School Schedule** 7:45. . . . . Dismissed from buses 8:05-8:55. . . . . Period 1 8:59-9:47 . . . . . .Period 2 9:51-10:39 . . . . . .Period 3 10:43-11:31 . . . . . .Period 4 11:35-12:25 . . . . . .Period 5 12:29-12:59. . . . . HS C lunch (12:59- 1:19=Rox Solid C) 12:49-1:19 . . . . . HS D lunch (12:29-12:49=Rox Solid D) 1:23-2:11. . . . . Period 6 2:15-3:00 . . . . . .Period 7
2-HR Delay Schedule for Junior High 10:05-10:40…….Period 1 10:44-11:19…….Period 2 11:23-12:28…… Period 3 11:38-12:08. . . . . .MS Lunch A; no Rox Solid 11:58-12:28. . . . . .MS Lunch B; no Rox Solid 12:28–1:03 ……. Period 4 1:07–1:42……Period 5 1:46--2:21……Period 6 2:25–3:00……Period 7	**2-HR Delay Schedule for High School** 10:05-10:40…….Period 1 10:44-11:19…….Period 2 11:23-11:58…….Period 3 12:02-1:07……. Period 4 12:17-1:47. . . . . .HS Lunch C; no Rox Solid 12:37-1:07. . . . . HS Lunch D; no Rox Solid 1:07-1:42……Period 5 1:46-2:21……Period 6 2:25-3:00……Period 7

Disclaimer and Concerns

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

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

All parts of this handbook have been adopted by the Board of School Trustees in their regularly scheduled meeting in July 2025. This handbook will be in effect for the 2025-2026 school year and 2026 summer school term.

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Personnel

Molly Tharp . . . . . .Corporation Admin Asst/Deputy Treasurer
Matthew Poole . . . . . Director of Technology
Kendra Wright . . . . . Corporation Treasurer
Amy Money . . . . . Food Service Director
Allison Taylor. . . . . High School Admin Asst/ECA Treasurer
Larry Hembree . . . . . Maintenance Director/Custodial
Joe Troutman . . . . . Maintenance Assistance
John Feathers . . . . . Maintenance Assistance
Jason Hennette . . . . . School Resource Officer
Bailey Davis . . . . . Middle School Admin Asst

Jr.-Sr. High School Staff

Mrs. Mary Ellen Baker, Resource Teacher
Mrs. Terra Boyd, Biology
Mrs. Charlene Breidenbaugh, Edmentum
Mrs. Kimberly Bridges, Resource aide
Miss Erin Cage, Spanish
Mrs. Renee' Childress, Resource Teacher
Mr. Dennis Dahlen, English Language Arts
Mr. JD Emerick, Mathematics
Mrs. Jacqueline Esch, Resource Teacher
Mr. Scott Fishback, Social Studies
Mr. Robbie Fisher, Resource aide
Mrs. Kallie Fuhrman, Guidance Counselor
Mrs. Kari Goodman, Resource Teacher
Mrs. Myrna Greene, School Psychologist

Mrs. Aimee Harder Social Studies, Science, STEM
Mrs. Heidi Hoffman, PE & Health
Mr. Damien Holt, Technology Asst.
Mr. Jonathan Holt, Mathematics
Mrs. Theresa Holt, Nursing
Mrs. Brittney Huebner, Behavior Therapist
Mrs. Kathy Overton, English Language Arts, Agriculture
Mrs. Cassie Phillips, Science & STEM
Mrs. Becky Riggins, Resource aide
Mrs. Tina Rue, Social Studies
Mrs. Cameron Sanders, Business
Mrs. Sarah Sexton, Culinary Arts
Mr. Brian Smith, PE & Health
Mr. Wes Stevenson, Chemistry
Mrs. April Sutton, Mathematics
Mr. Dean Troutman, Engineering
Miss Reva Troutman, Art
Mr. Daniel Turpen, Resource aide
Mrs. Kelley Wellman-Covey, Social Worker
Mrs. Raysha Wininger, English Language Arts
Mrs. Tiffany Wittmer, Resource aide

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	I

Honor Roll

The counselor will compile an honor roll after each grading period and the semester. Shoals Middle

School honor roll will be computed on all courses that meet for at least one semester including physical education. The following levels of honors will be computed:

All A's 4.00 All A's in all subjects including F&P classes

Distinguished 3.7-4.00 GPA and no failing grade

Honor Roll 3.00-3.69 GPA and no failing grade

Class Rank and Grade Point Average

A student's rank in class is computed by dividing the total number of grade points earned in all classes for which credit is given, starting with the first high school semester grades, by the total number of credits attempted. Algebra I taken in the eighth grade will be computed in the total. When a course is taken more than one time, both grades will be used in the computing of grade point average.

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

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

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.

Final Exams will be given to all students enrolled in high school credit classes 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 may not be exempt from final exams in DUAL CREDIT/AP courses or for senior American Government as it is required by state law; therefore, students CANNOT be exempt from this final exam.

To be eligible for final exam exemptions in non dual credit or non AP courses:

- Students must have earned an 80% or better in each of the 9 week grading periods.
- Students must not have missed more than 5 days in the semester–UnExcused or Excused; Certified absences will not count.
- Students may not have missed more than 5 days in a single class or have more than 5 tardies in a single class.

In order to not be present at school on final exam days, students must:

- Meet the criteria for exemption
- Return Chromebooks, bags, chargers prior to missing
- Clean out locker prior to missing
- Prearrange one of the following:
    - College Visit
    - Job Shadow
    - Community Service Project
    - (Students will be responsible for their own transportation.)
- Have a prearranged waived absence form completed and submitted prior to missing

Incompletes

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

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

Incomplete grades for a grading period must be made up within the first two weeks of the next grading period. The exception to this will be for a senior in the last grading period. All work for a senior must be complete by the last day of school or the student will receive a “0.” When a nine weeks grade has been finalized (either all work has been turned in or the 2 week period for make-up work in the previous grading has ended) students may not make up any work from the previous grading period. The only exception to this rule would be: Changes may be made due to the school or teacher error. The changes could be made only if: 1. The change would help the student’s grade 2. Both the teacher and principal must agree on the change.

Changing or Dropping a Class

Only rarely will students be permitted to make a course change after school starts, except in cases of error, change of placement, or other reasons approved by the administrator or 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.

Junior High School Retention and Summer School Recommendation

Middle School students who are below proficiency on their ILearn Assessments and failing English/Language Arts and Mathematics will be recommended for summer school. Retention of students in grades 6 through 8 will be determined by recommendations made to the principal, the counselor, the classroom teachers, and resource staff involved with each student. Students who are below proficiency in ILearn and receive two or more failing grades for the semester in their core subjects (not including

F&P/P.E., etc) may be eligible for retention.

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 for Class of 2026, 2027, & 2028

Graduation Requirements for Class of 2026, 2027, & 2028

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
2. College Prep
3. Vocational
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: 13 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 Requirements for Class of 2029 & Beyond

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.

   A. The student must maintain a minimum attendance rate of ninety-five percent. Students who have experienced long-term medical problems will be considered individually.

   B. 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..

   C. 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

   D. 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.

   E. 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.

      1. The principal must concur with the recommendation.
      2. 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
      3. 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

   F. The student must otherwise satisfy all state and local graduation requirements.

   G. For a student who receives special education services under 511 IAC 7:

      1. 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.
      2. The student must otherwise satisfy all state and local graduation requirements.
      3. The student's case conference committee shall: —decide how frequently the student will take the graduation examination, within the limitations in number 4; and 18 —determine if the student has met the criteria to receive a diploma.

   H. 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

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) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete at least one of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by one the following: • **Project-Based Learning Experience;** • **Service-Based Learning Experience; OR** • **Work-Based Learning Experience.**
3) Postsecondary-Ready Competencies (Students must complete at least one of the following.)	● Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma; ● ACT: College-ready benchmarks; • SAT: College-ready benchmarks; ● ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; ● State- and Industry-recognized Credential or Certification; ● State-, Federal-, or Industry-recognized Apprenticeship; ● Career-Technical Education Concentrator: Must earn a C average or higher in at least 6 high school credits in a career sequence; ● AP/IB/Dual Credit/Cambridge International courses or CLEP Exams: Must earn a C average or higher in at least three courses; OR ● Locally created pathway that meets the framework from and earns the approval of the State Board of Education.

- **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.

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.

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.

Workbased 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).

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. Students 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. Students may not decorate their caps; however, they may wear a special stole that represents a cultural heritage, and the student must receive prior approval from the school administration.

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.

Online Credit Recovery Policy

Online course programs provided by the Shoals Community Schools, such as Edmentum or APEX, are reserved for extenuating academic, medical, or behavioral situations. Students who have failed a required course, are behind in graduation credits, have schedule conflicts, have been suspended or expelled, or have medical conditions requiring multiple absences represent some of the extenuating circumstances when online course programs can be used. Students cannot choose an online course over a classroom course offered at Shoals High School. Students must attempt the course in the classroom first. When scheduling students for the academic year, priority will be given to classroom courses before an online option. Students who need to make up credits for required courses will be given priority for placement in online programs.

Students transferring to Shoals Community School Corporation with credits from online course programs that Shoals Community Schools do not offer can be accepted for course credit **only** if the online program is accredited in Indiana.
Shoals High School students seeking online courses outside those offered by Shoals Community School Corporation **MUST** have the courses approved by the school administration **prior** to enrolling in them. Credit will not be accepted by online programs that are not accredited for Indiana coursework and have not been approved by the administration at Shoals High School.

Synchronous E-Learning

Shoals Community Schools may utilize Live eLearning days, which is also known as synchronous learning, and is a way for students to learn online with their teachers and classmates at the same time.

The Indiana General Assembly enacted House Enrolled Act 1093 as Indiana Code (IC) 20-30-2-1. It requires that schools shall deliver (1) teacher-directed synchronous (real-time) instruction; or (2) a hybrid of: (A) teacher-directed synchronous (real-time) instruction for at least fifty percent (50%) of the instructional day; and (B) asynchronous (eLearning); during the instructional time of a virtual student instructional day. Based on that requirement, the synchronous (live) time to be followed at SCS will be 3 hours for grades 6-12.

Attendance must be taken before the end of the period according to the schedule below. Being marked present means the student checked into the teacher's Google Classroom during the assigned period. If students cannot attend during the live time, parents and/or guardians must call in and report the reason, and those students will be given 3 days to make up the work to be counted present.

MS/HS Synchronous Learning Schedule

Period 1: 8:30-8:55
Period 2: 9:00-9:25
Period 3: 9:30-9:55

Period 4: 10:00-10:25
Period 5: 10:30-10:55
Period 6: 11:00-11:25
Period 7: 11:30-11:55

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 parents. The student's withdrawal must be due to:

a. Financial hardship,
b. Illness, or
c. An order by a court that has a jurisdiction over the 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: With principal permission, a Shoals Middle and 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.

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.

Infraction	Penalty
Bus Misconduct	See page 40
Hallway/Cafeteria/Rest Room Misconduct	1st= 1 LD 2nd =1 AD 3rd=1 TS 4th=1 ISS (Students may be asked to clean the designated area with staff, if necessary.)
Attack (not yet fighting)	1st= 1 ISS 2nd=3 ISS/CASS 3rd=3-5 OSS
Cell Phone or other personal electronic devices	1st= Item confiscated, 1 After School Detention 2nd=Item confiscated, 1 Thursday School 3rd= Item confiscated, 1 In School Suspension 4th= Item confiscated, 3 In School Suspension *After the first offense, parents may be called to retrieve the confiscated item
Vandalism/Destruction/Abuse of Property	Each violation = ISS & Restitution
Cutting Class/Wrong Location/ Leaving Class without Permission	1st = 1 AD 2nd =1 TS 3rd = 1 ISS/CASS 4th = 2 ISS *Administration reserves the right to assign someone to walk a student to and from class if he/she continues to skip class
Technology Misuse/Mistreatment	1st = Warning 2nd = AD 3rd= Loss of privilege

	*Students will be responsible to cover the cost for intentional damages
Defiance/Disrespect/Insubordination	1st = 2 LD 2nd =1 AD 3rd= 1 TS 4th= 1 ISS/CASS
Dress Code Violation	1st=Warning & Student asked to change clothing 2nd=1 LD & Student asked to change clothing 3rd=1 AD & Student asked to change clothing 4th=1 TS & Student asked to change clothing 5th=1 ISS & Student asked to change clothing 6th= 1 OSS & Student asked to change clothing
Display of Affection	1st=Warning 2nd=1 LD 3rd= 1 AD 4th= 1 TS 5th= 1 OSS/CASS
Profanity/Unacceptable Language	1st=Warning 2nd=1 LD 3rd= 1 AD 4th= 1 TS 5th= 1 OSS/CASS
Tardiness When a student accumulates 5 tardies in all classes, consequences will begin with AD	3rd in one period=Warning Letter Sent 4th=2 LD 5th=1 AD 6th-7th= 1 TS 8th=CASS/ISS/OSS
Threatening/Intimidating Language/Action toward staff/faculty or fellow student	1st= ISS 2nd=2 CASS 3rd= 2 OSS
Throwing Objects	1st=2 LD 2nd=1 AD 3rd=1 TS 4th= 1 ISS 5th= 1-2 OSS/CASS
Academic Misconduct	1st=F on Assignment 2nd=F on Assignment Thursday School 3rd= 2 ISS & F for 9 Weeks Grading Period
Alcohol/Drug/Possession and/or Use	10 Days OSS & Recommendation for Expulsion
Major Disruption in Class	1st=1 AD 2nd=1 TS 3rd= 2 TS 4th=1 ISS/CASS 5th= 2-5 OSS

Failure to attend After School Detention	1st=Reschedule the date 2nd=2 TS 3rd= ISS
Failure to attend Thursday School	1st= Reschedule the date 2nd= 2 TS 3rd=1 ISS/CASS 4th=3 ISS
Failure to attend Lunch Detention	1st=2 Lunch Detentions 2nd= 1 after school detention 3rd=1 Thursday School 4th=2 Thursday School 5th=ISS
False Alarm	1st=2 OSS/CASS 2nd=5 OSS-Expulsion
Fighting	1st= 1-3 OSS/CASS 2nd=5 OSS 3rd=5 OSS-Expulsion
Hazing/Harassment/Roughhousing	1st= 1 AD 2nd=1 TS 3rd= 1 ISS
Bullying/Rage Baiting	1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5 OSS-Expulsion
Inciting, Videoing, and/or Promoting a Fight	1st=1-3 OSS/CASS 2nd=3-5 OSS 3rd=5-10 OSS *Confiscation of PED if used; may be turned over to law enforcement if necessary.
Theft	1st=1 ISS & Restitution 2nd=3 ISS & Restitution 3rd=5 OSS & Restitution
Tobacco Possession and/or Use (includes Vaping)	1st= OSS/CASS & Student must attend tobacco cessation classes; failure to do so will result in a ticket being issued 2nd= 2 OSS/CASS & Referral to Law Enforcement/Probation 3rd=3 OSS & Referral to Law Enforcement/Probation
Threat	1st=1-3 ISS/CASS 2nd=3-5 ISS 3rd=5 OSS/Expulsion
Threat with a Weapon	10 Days OSS & Recommendation of Expulsion
	KEY: LD=Lunch Detention AD=After School Detention TS=Thursday School CASS=Court Approved School Suspension

	ISS=In School Suspension OSS= Out-of-School Suspension *=Faculty Handled

Cumulative Discipline
Starting in 26-27 Discipline will be cumulative to the students' experience at Shoals Middle School. Administration may decrease or increase punishment in any given situation, as well as notify law enforcement, depending upon the facts of the situation.

- Lunch detention will be served for 30 minutes in an assigned, supervised location, away from peers, during a student's lunch time. A student will serve no more than 5 lunch detentions in a semester before escalating to afterschool detention.
- After School Detentions will be arranged with the assigning teacher/administrator, and the student will serve a supervised detention after school until 4 PM. Parents/guardians must arrange transportation. A student will serve no more than a total of 3 after school detentions per semester, before discipline escalates to Thursday School
- Thursday School will be assigned by administration, and will be served with a supervising teacher until 5 PM. Parents/guardians must arrange transportation. A student will serve no more than 3 Thursday School's before discipline escalates to In School Suspension or CASS.
- In School Suspension (ISS) or CASS (Court Assisted School Suspension) will be assigned by administration. Students will serve in a supervised location throughout the school day. Students will serve no more than 3 ISS/CASS Program experiences per school year. As OSS may be substituted with the CASS Program at the administrator's discretion.

CASS (Court Assisted School Suspension)

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

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

If the student does not comply with the CASS classroom regulations, he or she will be placed in the CASS field service program during regular school hours for completion of the school suspension period. The Martin County Community Corrections Department has developed partnerships with non-profit organizations throughout Martin County to provide assistance for those organizations when needed. Although the preferred track for the student is to successfully complete his or her suspension time in the CASS classroom, the CASS field service program will be utilized, if necessary, during the remaining time of the student's suspension. Please be aware that the CASS field service program will require the student to perform a working service for an organization deemed appropriate for the student's age and abilities.

Like the CASS classroom program, the student will report to school as usual. The student will be returned to the school by the Martin County Community Corrections Department prior to the end of the school day for utilizing his or her regular mode of transportation home.

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

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative, and not limited, of the type of conduct prohibited by this rule.
    a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
    c. Setting fire to or damaging any school building or property, or attempting to set fire or cause damage. This includes the use or attempted use of pipe bombs, “Molotov cocktails,” or other explosive or incendiary devices.
    d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon dis-ease-producing organism, as well as triggering a false fire alarm and delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
    e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under their supervision.
    f. Through any means of communication including gestures, symbols, or signals, placing any student, teacher, employee, or other person in fear of harm to one’s self, a family member, or personal property. This includes by way of example such conduct as threatening “to get” the person, creating a “hit list” of persons who are to be put in fear of harm, and warning the person that a family member could get hurt or one’s car could be damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school and/or private property
3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person.Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
5. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. “Any object” includes any item that is considered a weapon but is not a firearm.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, caffeine based

pill, methcathinone, tobacco product or nicotine delivering product such as electronic cigarettes, intoxicant or stimulant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

7. Engaging in the unlawful selling of a controlled substance in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

8. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

10. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established under Indiana law, including but not limited to:

a. engaging in sexual behavior on school property;

b. disobedience of administrative authority;

c. willful absence or tardiness of students;

d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, synthetic drugs, bath salts, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind (IC 35-48-4-10);

e. possessing, using, transmitting, selling or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

f. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar or offensive to school purposes.

g. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal laws.

h. What is not protected freedom of speech under the first amendment is threats of harm to persons, their relatives, or their property, as well as deliberately or recklessly false statements that damage reputation – IC 20-33-8-15. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1) The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

2) The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may or may not be attending classes or other school functions.

11. Possessing a Firearm

a. No student shall possess, handle or transmit any firearm on school property.

b. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive —the frame or receiver of any weapon described above —any firearm muffler or firearm silencer —any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive

or other propellant, and which has any barrel with a bore of more than one-half inch in diameter any combination of parts either designed or intended for use in 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.

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.

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.

Credit for Suspended Students

Regarding credit for suspended students, I.C. 20-33-8-18 was amended and is reflected in the 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.

Student Due Process Code

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

1. insubordination—(failure to follow teacher request, defiant attitude, being disruptive, not doing class work), failure to come to class prepared by not bringing books, paper, pen/pencil, Chromebook, and other necessary items.
2. hallway disruptions
3. possession or use of any tobacco, vape, alcohol product, or drug—this includes glue sniffing and anything used for the consumption of a tobacco product such as a lighter, matches, or rolling papers
4. leaving school or class without permission
5. threats to or intimidation of another student or staff member
6. fighting
7. cafeteria disruptions
8. throwing objects while in class or on school grounds
9. improper attire
10. reckless driving
11. cheating/plagiarism — **Cheating** is any work that is not your own. It is not acceptable to copy another student's homework, workbook answers, answers to textbook questions, essays, projects, tests, quizzes, or any assignment given by the teacher. This is not cooperative learning; it is cheating. Students caught cheating will receive a zero on the assignment, project, essay, quiz, or test. Plagiarism occurs most often in writing assignments. **Plagiarism** is considered any portion of the writing assignment that is not your own work or ideas and is not properly cited. **The use of Artificial Intelligence (AI) is strictly at the teacher's discretion. Students are expected to adhere to all AI guidelines set in each of their classes, and cite its use when appropriate.** 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. It is a violation of school rules for students to have cell phones in their possession during the school day. Cell phones are to be left at home or locked in a locker. At no time during the school day are cell phones allowed to be carried by students in their pockets, purses, jackets or backpacks. Consequences:
    a. 1st = Parent/Guardian/Designee Picks Up & lunch detention
    b. 2nd = Parent/Guardian/Designee Picks Up & after school detention
    c. 3rd = Parent/Guardian/Designee Picks Up & Thursday school
    d. 4th = Parent/Guardian/Designee Picks Up & ISS
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 in their possession, they may ask their teacher to be excused to come to the office to self-report the situation to an administrator. Self reporting can greatly reduce the punishment for possession of prohibited articles.
37. possession or use of a laser pointer
38. The teacher's edition of a textbook should never be purchased by a student.
39. External audio equipment such as headphones or ear buds are not to be used during passing periods. They may be used at lunch and during after-lunch free time. They may be used with specific teacher permission in the classroom.

Parent/Guardian Participation

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

Parent participation includes but is not limited to meetings, conferences, hearings, supervising after-school home-study time, reviewing homework, and assuring regular school attendance and attendance after school if necessary. When a school official deems it necessary to require parent participation to resolve behavioral problems of a student, the parent shall be notified in one of the following ways:

1. Telephone contact by a school official at least five days in advance of the meeting, conference, or hearing, followed by a letter of confirmation by regular or certified mail; or
2. Personal delivery of written notice of the required attendance at the meeting, conference, or hearing by a school official at least three days beforehand. The superintendent, principal, or their designee shall be authorized upon receipt of parental consent to require the student to participate in behavioral testing, counseling, or drug or alcohol abuse intervention by a licensed agency if such testing, counseling,or evaluation is reasonably necessary to help any student, to further school purposes or to prevent an interference with school purposes. The cost of these services shall be the responsibility of the parent/guardian/custodian.

Upon receipt of proper notice, any parent, guardian, or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare and the child may be considered to be a "child in need of services" in accordance with I.C. 20-33-8-26). Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to $5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

Thursday School Rules

The purpose of After-school Detention and Thursday School is to reduce in-school and out-of-school suspensions. Students who have been assigned either an After school Detention or a Thursday School will be given at least 24 hours notice for parents to make transportation arrangements. After-School Detention is 3:05 to 4:00PM; 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 After School Detention or Thursday School may reschedule one (1) time per semester, unless it is a certified absence. If additional after school detentions are missed as a result of being absent from school, the student will be assigned a Thursday School. If additional Thursday Schools are missed as a result of being absent from school, the student will be assigned up to two days of CASS Program suspension, in-school suspension or out-of-school suspension, at the discretion of the administration. The administration will take into consideration doctor/dentist notes that accompany a student who is not in school on the day of the assigned Thursday School. Students who refuse to report for their After School Detention or Thursday School 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 will be delivered before their first period class on the Wednesday before they are to serve their Thursday detention. It is the student's responsibility to take the assignment sheet to each of his or her teachers.

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

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

1. Arrive by 3:05 or additional detention will be added.

2. No talking.
3. Sit in assigned seat.
4. No cell phones.
5. No visitors.
6. Cannot leave the building.

Search and Seizure—Procedure—Use of Evidence

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

1. Evidence of a violation of the student conduct standards contained in the 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
d. glue sniffing (IC 35-46-6-1)

Dress Code

Students are expected to dress in an appropriate manner. It is not the intent of the Shoals Community Schools to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors; logos or symbols which slander social or ethnic groups are also prohibited. “Fake” alcohol or drug advertisement is also prohibited.

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

Pants:

- Any article of clothing worn in a manner that allows undergarments to be exposed is inappropriate for school and cannot be worn.
- Pants and shorts must be worn above the hips. No sagging pants.
- Pants that cannot be worn properly on the waist will require a belt.
- Pants with excessive holes, rips, or tears above fingertip length may not be worn without a sewn-in patch or piece of fabric underneath it.

Shirts:

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

Skirts:

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

Shorts:

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

- No biking shorts are allowed.
- No transparent fabric is allowed.

Shoes:

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

Hats:

- Hats, caps, hoods and other head coverings may not be worn in the building at any time (unless authorized by the principal). This includes ALL head coverings (i.e. knitted hats, etc.)
- Headbands and bandanas may not be worn in the building at any time. A headband is permitted if it is worn above the forehead as part of a hairstyle. Medical exceptions shall be granted or authorization by the principal or his/her designee.
- Fish hooks are not permitted in the school. This includes attaching them to your hat.

Coats:

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

Accessories:

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

Piercings:

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

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

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

Personal Electronic Devices (PED) (IC 20-26-5-40.7)

SEA 78 amends IC 20-26-5-40.7, effective July 1, 2026, to require Indiana school corporations to adopt a policy governing student use of wireless communication devices during the school day. A "school day" is defined in the law as the time a student is present on school property for instruction. The Act also amended the definition of wireless communication devices to include cell phones, tablets, laptops, gaming devices, and certain smartwatches capable of voice, messaging, or data communication. It also added a definition of a school-sanctioned wireless communication device as a student- or vendor-owned device approved for instructional use and subject to school-managed network controls, but it may not be a phone, gaming device, or smartwatch.

In accordance with SEA 78 and IC 20-26-5-40.7, the use of personal electronic devices is prohibited from 8:00AM to 3:00PM. The law requires the devices be powered off, stored, and inaccessible to the student for the day OR prohibits students from bringing such devices to school. **Students at Shoals Middle School will be required to turn off and secure all personal electronic devices in their locker or personal vehicle.**

The law provides for mandatory exceptions. The school may not prohibit devices when the device is

- Required by an Individualized Education Program (IEP) or a Section 504 Plan
- Necessary to manage a documented medical condition with provider authorization
- Authorized by the superintendent during an emergency
- Needed for language translation for multilingual learners, prioritizing school-managed devices where available
- An audio recording device used by a student that is unobtrusive and used for personal educational notetaking if the device is designed only for spoken-word capture, does not record images or video, is visible to school staff, is available for inspection upon request, and complies with consent laws and recordings made by such devices may not be used for disciplinary or evaluative purposes against students or employees

A student phone is available in the middle school office for students to contact parents when a need arises. Students not in compliance with the law will face disciplinary action.

- 1st offense = Item confiscated, 1 After School Detention
- 2nd offense= Item confiscated, 1 Thursday School
- 3rd offense = Item confiscated, 1 In School Suspension
- 4th offense = Item confiscated, 3 In School Suspension
- *After the first offense, parents may be called to retrieve the confiscated item
- *After the 5th offense the SRO may write a ticket or citation.

Traveling to Another Part of Campus

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

Walking or Riding Bicycles

Due to the rural location, it shall be the policy of the Shoals Community School Corporation not to allow any student to walk or ride bicycles to and/or from the school complex from any location off the school campus without pre-arranged written approval and authorization from the building principal in charge and the parent/guardian of the students. All students attending school or any school related event will be transported to and from school on a regular or ECA school bus or by a legal motor vehicle as arranged through and approved by their Athletic Director/Principal.

ATTENDANCE

Each student enrolled in the Shoals Community School Corporation is expected to attend school on a regular basis and to be punctual to all classes. The State Compulsory Attendance law requires that each student under the age of 18 years of age 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.

Reporting an Absence

A parent or guardian must notify the school on the day a student is absent.
Absences may be reported by phone call, note, email, or the school's attendance system. If the school is not notified, the absence may be recorded as unexcused until documentation is provided.
All absences are recorded.

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

Certified Absences
(will not count toward the 10 allowed days of absence)

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

Excused Absences
An absence may be considered excused if it meets the reasons listed below and the required documentation is provided. Excused absences do not count toward the truancy limits required by Indiana law. Absences may be excused for:

- Illness (up to 10 days; a doctor's note is required after 10 days)
- Family emergencies
- Death in the family
- Being sent home sick by the school

20-33-2-16. Excused Absences

1. School sponsored activities.
2. Page at State Legislature – must have verification from an official of the General Assembly.
3. Absences with unique or extenuating circumstances of which the principal approves.

4. Exhibiting at the Indiana State Fair.
5. Driving test (behind the wheel).
6. In the nurse's office with an illness or injury.
7. Religious observation requested by the parents and church officials.
8. Failure of bus driver to pick up a student because of adverse road conditions with verification by the bus driver.
9. High water in which the student is isolated with verification from the bus driver.
10. A written excuse or phone call from a parent/guardian indicating that their student is sick. Reminder: Students are allowed a maximum of 8 absences per semester before they are placed on a doctor's note only.
11. Students have one day to make up work for each day they are not in school if the absence is Excused.

12. Rules for makeup work will be in effect for all of the above types of absences except for #8.

Prearranged / Approved Absences
(Please request approval in advance whenever possible.)

- Election Day worker or page
- Religious holidays
- Court appearances as a witness
- Medical, dental, or legal appointments (Documentation required)
- Educational activities (college visits, FFA, 4-H, State Fair) (Documentation required)
- Maternity- or military-related activities (Documentation required)

Family Education Trips During the School Year Absences
(will count toward the allowed days of absence)

Every educational study of attendance and its effect upon achievement in school recognizes that there is a positive correlation between regular attendance and achievement. With schools being evaluated by the state and federal government on their attendance rate, it has become imperative that local schools place greater emphasis on student attendance. In order for a student to be excused for any trip in which the student will be absent from any class, the trip must meet the following standards:

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

Unexcused Absences

An absence may be considered unexcused if:

- The school is not notified on the day of the absence
- The reason does not meet the excused absence guidelines
- Required documentation is not provided
- **Unexcused absences may result in truancy intervention, as required by Indiana law**

Unexcused Absences
An absence for reasons not stated in attendance laws or permitted by school officials will result in an unexcused absence. No credit will be given for daily assignments missed during an unexcused absence with the exception of a classroom examination. If the student is on doctor's

excuse only, the Indiana Department of Education Certificate of Child's Capacity may be required to be filled out by a doctor within six days after a student returns to school or the absence will be unexcused and the proper authorities
will be notified.
Here are some, but not all, examples:

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

Suspended students are not permitted to return to school, attend any home or away school-affiliated or sponsored events, or come on to school property for any reason until the morning following the final day of the suspension. This includes all athletic activities and all other scheduled activities during and after school hours.

Leaving School Early

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

Tardiness

At Shoals Middle School, tardiness is considered arriving late to or leaving early from school or class. Tardiness to school or class is a negative habit that is easy to develop. A student is considered tardy to class if they are not in their seat when the bell rings.

This is at the discretion of the classroom teacher. A student arriving at school after the beginning of first period will be considered tardy to school. It will not be treated as a classroom discipline problem, but will be handled by the office. Students who miss first period four (4) times during a semester without their absence being excused will be assigned a Thursday school. Each additional unexcused absence to first period will result in an additional Thursday school.

Tardiness to class will be considered a classroom discipline problem. Consequences for tardiness can be found on page: 11

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.

Truancy Intervention

Grades K–6

If a student in grades K–6 has five (5) unexcused absences within a ten-week period, the school will:

- Hold a meeting with the parent/guardian within five instructional days
- Create a truancy prevention plan to support improved attendance

Grades 7–12

Beginning July 1, 2025, the same intervention process applies to students in grades 7–12 who accumulate five (5) unexcused absences within a ten-week period.

Habitual Truancy

Students with ten (10) or more unexcused absences in a school year are considered habitual truants.
As required by law, habitual truancy cases must be referred to the Martin County Prosecutor.

Chronic Absenteeism

Students who are absent eighteen (18) or more total days for any reason during the school year are considered chronically absent. Students identified as chronically absent will receive additional support and interventions to help improve attendance.

Family and School Partnership

Shoals Community Schools is committed to working with families to:

- Identify and remove barriers to attendance
- Provide early support and intervention
- Help students stay engaged and successful in school

Families are encouraged to contact the school if attendance concerns arise.

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 Prosecutor's 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.

Second Regular Session of the 123rd General Assembly (2024)
PRINTING CODE. Amendments: Whenever an existing statute (or a section of the Indiana Constitution) is being amended, the text of the existing provision will appear in this style type, additions will appear in this style type, and deletions will appear in this style type.
Additions: Whenever a new statutory provision is being enacted (or a new constitutional provision adopted), the text of the new provision will appear in this style type. Also, the word NEWwill appear in that style type in the introductory clause of each SECTION that adds a new provision to the Indiana Code or the Indiana Constitution.
Conflict reconciliation: Text in a statute in this style type or this style type reconciles conflicts between statutes enacted by the 2023 Regular Session of the General Assembly.

SENATE ENROLLED ACT No. 282

AN ACT to amend the Indiana Code concerning education. Be it enacted by the General Assembly of the State of Indiana:
SECTION 1. IC 20-18-2-26.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Sec. 26.5. "Truancy prevention measure" means an action designed to:

(1) address truancy before a child becomes a habitual truant; and
(2) minimize the need for:
(A) referrals to a voluntary truancy prevention program;or
(B) reports to a juvenile court.

SECTION 2. IC 20-33-2-26, AS AMENDED BY P.L.34-2008, SECTION 2, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Sec. 26.
(a) It is the duty of each:

(1) superintendent;
(2) attendance officer;
(3) state attendance official;
(4) security police officer appointed under IC 36-8-3-7; and
(5) school corporation police officers appointed under IC 20-26-16; to enforce this chapter in their respective jurisdictions and to execute the affidavits authorized under this section. The duty is several, and the failure of one (1) or more to act does not excuse another official from SEA 282 — CC 12 the obligation to enforce this chapter. The duty includes reporting to the prosecuting attorney that a child is a habitual truant.

(b) An affidavit:

(1) against a parent for a violation of this chapter; and
(2) concerning a child being a habitual truant; shall be prepared and filed in the same manner and under the procedure prescribed for filing affidavits for the prosecution of public offenses.

(c) An affidavit under this section shall be filed in a court with jurisdiction in the county in which the affected child resides.
(d) The prosecuting attorney shall notify each parent of a child regarding an affidavit described in subsection (b) when the affidavit is filed under this section.
(e) The prosecuting attorney shall file and prosecute actions under this section as in other criminal cases.
(f) The court shall promptly hear cases brought under this section.

SECTION 3. IC 20-33-2-39, AS ADDED BY P.L.1-2005, SECTION17, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Sec. 39.An attendance officer has the following duties:

(1) To serve subject to the rules, direction, and control of the superintendent in the attendance officer's attendance district.
(2) To maintain an office at a place designated by the superintendent.
(3) To be on duty during school hours and at other times as the superintendent may request.
(4) To keep records and make reports as required by the state board.
(5) To visit the homes of children who are absent from school or who are reported to be in need of books, clothing, or parental care.
(6) Whenever the superintendent directs or approves it, to bring suit to enforce any provision of this chapter that is being violated.
(7) To serve written notice on any parent whose child is out of school illegally.
(8) To visit factories where children are employed.
(9) To implement the truancy prevention measures required under IC 20-33-2.5.
(10) To meet at least one (1) time each year with the department of child services and the intake officer for the juvenile court to discuss the effectiveness of truancy prevention measures

adopted in the attendance officer's jurisdiction.

(11) To meet at least one (1) time each year with the state SEA 282 — CC 13 attendance officer To:

(A) review data, policies, and procedures; and

(B) discuss recommending to the legislative council under section 43 of this chapter legislation to deter absenteeism and to promote school attendance. The meeting with the state attendance officer may be conducted in person, virtually, or both.

(12) To perform other duties necessary for complete enforcement of this chapter and IC 20-33-2.5.

SECTION 4. IC 20-33-2-42, AS AMENDED BY P.L.43-2021, SECTION 110, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Sec. 42. The secretary of education shall::

(1) prescribe duties for the state attendance officer not provided by law;

(2) design and require use of a system of attendance reports, records, and forms necessary for the enforcement of this chapter; and

(3) establish guidance regarding truancy prevention policies adopted by governing authorities in accordance with IC 20-33-2.5; and

(4) perform all other duties necessary for the complete enforcement of this chapter.

SECTION 5. IC 20-33-2-43, AS AMENDED BY P.L.43-2021, SECTION 111, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Sec. 43.

(a) The secretary of education shall appoint a state attendance officer. The state attendance officer serves at the pleasure of the secretary of education and maybe removed by the secretary of education at any time.

(b) The state attendance officer shall:

(1) exercise general supervision over the attendance officers of Indiana;

(2) visit the various attendance districts throughout Indiana;

(3) inspect the work of the attendance officers; and

(4)investigate the manner in which this chapter is being enforced.

(c) The state attendance officer may initiate court action whenever necessary for the enforcement of this chapter.

(d) The state attendance officer shall meet at least one (1) time each year with all attendance officers to:

(1) review data, policies, and procedures; and

(2) discuss recommending to the legislative council legislation to deter absenteeism and to promote school attendance.

SEA 282 — CC 14

(e) Not later thanNovember 1 of each year,the state attendance officer shall submit a report to the legislative council containing recommended legislation based on the state attendance officer's discussions with attendance officers under subsection (d) and section 39 of this chapter. A report required by this subsection must be submitted in an electronic format under IC 5-14-6.

SECTION 6. IC 20-33-2.5 IS ADDED TO THE INDIANA CODE AS A NEW CHAPTER TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2024]: Chapter 2.5. Truancy Prevention Policy

Sec. 1. As used in this chapter, "absent student" means a student who:

(1) is enrolled in a school in kindergarten through grade 6; and

(2) is absent from school five (5) days within a ten (10) week period without being:

(A) excused; or

(B) absent in conformity with a note on file from the student's doctor, therapist, or other professional requesting frequent absences be excused under the student's:

(i) individualized education program;
(ii) service plan developed under 511 IAC 7-34;
(iii) choice scholarship education plan developed under 511 IAC 7-49; or
(iv) plan developed under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794.

Sec. 2. As used in this chapter, "governing authority" refers to the:
(1) governing body of a school corporation; or
(2) organizer of a charter school.

Sec. 3. As used in this chapter, "school" refers to a public school, including a charter school.

Sec. 4. Each governing authority shall adopt a truancy prevention policy regarding absent students that includes the following:
(1) A school shall immediately provide written notification to the parent of an absent student that includes the following information:
(A) That the student is an absent student based on the student's school attendance.
(B) That the parent is responsible for:SEA 282 — CC 15
(i) monitoring the absent student's school attendance; and
(ii) ensuring the absent student attends school in accordance with compulsory attendance laws.
(C) That the school will be initiating truancy prevention measures regarding the absent student.
(D) That the parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student.
(E) That, if the student meets the requirements of a habitual truant, the:
(i) superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25;
(ii) juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3; and
(iii) parents of the student may be subject to prosecution under IC 35-46-1-4.
(2) Except as provided under section 5 of this chapter, a school shall hold an attendance conference with at least the following individuals to discuss the student's absences and establish a plan for the student to prevent future absences:
(A) A representative of the school.
(B) A teacher of the student.
(C) The student's parents.
(D) A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent:
(i) makes a request to the school that the representative attend; and
(ii) provides notice to the school regarding the identification of the representative; at least forty-eight (48) hours before the attendance conference.
(3) A school shall establish a plan under subdivision (2) that may include the following:
(A) Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
(B) A specific description of the behavior that is required SEA 282 — CC 16 or prohibited for the absent student.
(C) The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date the plan is established.
(D) Any additional disciplinary action the school will take if the absent student does not comply with the plan.

(E) If applicable, a referral to counseling, mentoring, or other services for the student.
(F) If applicable,whether a parent is expected to attend the counseling, mentoring, or other services under clause (E) with the student.
(G) To the extent possible, the signature of the parent of the student agreeing to comply with the plan.

(4) A school shall offer additional counseling or services to an absent student if the school determines that the student's absences are related to any of the following:
(A) The student's pregnancy.
(B) That the student is in foster care (as defined in IC 31-9-2-46.7).
(C) That the student is homeless.
(D) That the student has a severe or life threatening illness or related treatment.

Sec. 5. (a) A school shall hold an attendance conference described in section 4(2) of this chapter not more than five (5) instructional days after the student's fifth absence described in section 1(2) of this chapter regardless of whether:
(1) the parent of the student; or
(2) a representative described under section 4(2)(D) of this chapter; is able to attend the conference.

(b) A school shall make all reasonable efforts to hold an attendance conference as required under subsection (a) on a date and at a time that works with the schedule of the student's parent.

GENERAL BUILDING DETAILS

~~Teams/Cohorts~~

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

- ~~Teams will earn rewards and privileges all year based on (but not limited to) attendance, GPA, random acts of kindness, improvement, lack of disciplinary referrals, etc.~~
- ~~There will be an ultimate winner at the end of the year culminating in a special class field trip.~~
- ~~Each Team/Cohort will have a faculty sponsor who will lead the team and be in charge of points, guidance, and morale.~~

School Counseling

Shoals Middle School and 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 from our building social worker or guidance counselor.

All students may seek counseling for (but not limited to):
• Coping strategies for life changes
• Self-esteem
• Academic progress/difficulties
• Relationship and social skills
• Conflict resolution
• Stress management
• Fear or worries

• Bullying
• Motivation and study skills
• Depression
• Thoughts of suicide
These services are available at no cost. They are not a replacement or substitute for psychological counseling, diagnosis, or medication. Long-term or more intense services may be recommended.All students are eligible to be seen unless a parent requests otherwise.

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

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

Nurse Visit

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

Lost and Found:

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

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

Lunch:

Shoals Middle School and Shoals High School are considered closed campuses, which means all students must use school facilities for lunch. No one will be allowed to leave the school grounds for lunch.

During lunch, Shoals Middle Students may not enter the cafeteria lobby or High School without specific permission. Shoals Middle School students may go outside after lunch, weather and supervision permitting. On days of inclement weather, Middle School students may go to the multi-purpose room according to a posted schedule. While Middle School students are outside, they are to stay away from the road, away from the elementary building, and out of the mud.

During lunch Shoals High School students may not enter the middle school or multipurpose rooms. High school students may go to the gym after lunch, weather and supervision permitting.

Due to shared facilities, additional rules for outside activities may be needed. Due to problems in the past, NO visitors will be allowed during the lunch period. No outside food or drinks may be brought to school. Drinks in aluminum cans may be packed and consumed with lunch. No drinks may be brought to school during an extracurricular activity. **Students should not have opened canned drinks, fountain drinks, plastic coffee cups, or milk/juice boxes in their locker or the classrooms**.

Prepaid Lunch:

Shoals Community School Corporation is currently participating in the USDA's Community Eligibility Provision (CEP) Program. As a result all students are offered free breakfast and lunch without collecting individual household applications for free and reduced lunch. Students may also opt to maintain a cafeteria account balance to purchase additional food, a la carte items, or snacks such as ice cream or chips.

Money is to be deposited into a student's account in the mornings if he/she plans on buying anything additional at lunch. Money must be in an envelope with the child's name on it and the amount of money being deposited. Students will step up to the cash register in the lunch line and enter their 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. Students can deposit money for the entire week, month or school year at any time in the mornings.

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. 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. 60

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 7:45 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 7:45 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.

Other Rules and Regulations:

1. Students are not permitted to sell or trade personal items at school.
2. No student shall enter or remain in the building at any time school is not in session without the presence of a faculty member who is responsible for that student.
3. Personal electronic devices should not be brought to school or used by students in hallways, gym or other areas. Students are not allowed to record a teacher or class without the teacher's prior permission. Students are not allowed to photograph or video record other students and staff members without prior permission.
4. Students' profile pictures in Google Classroom represent them and should be professional. Students are not allowed to use pictures of other students or staff members as their profile pictures.
5. Students are not allowed in the teachers' workrooms without the permission of a teacher
6. 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 stands. Students may not hang out in the halls. Violators will be barred from basketball games.
7. No food or drink should be in the classroom, except grab and go breakfasts provided by the school cafeteria. Students may have a bottled water bottle or container with a screwtop lid. No

styrofoam fountain drink cups or lightweight coffee cups will be permitted in the classroom. **No energy drinks will be permitted in the middle school (ie. Monsters, Alani, etc).**

8. 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.
9. Open beverages may not be brought into the school. Unopened beverages may be brought into the school and consumed during lunch only.
10. Front doors will NOT be open before 7:45 am. All students must use entrance 15 and remain in the cafeteria until the 8:05 am bell rings.
11. Backpacks must be stored in the locker during the school day and are not allowed in classrooms or the cafeteria.

Sales to the Elementary School:

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

Telephones:

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

Unwanted Textbook Policy

In accordance with I.C. 20-10.1-10-3, prior to destruction of outdated textbooks and library books, the school will provide one copy of each book to any parent of a child enrolled at Shoals at no cost. The requests for these books will be addressed on a first come, first serve basis, and will be subject to availability of the books. If any books remain, any resident of the school corporation can request them. These requests should be made at the Jr/Sr High School office.

Media Center/Library: Library Fines:

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

Visitors:

Parents are always welcome to visit our school at any time. Students are not to invite or to bring guests to school. All visitors who wish to visit the school must report to and sign in at the High School office. The respective office will be called to see if the visitor's requests can be accommodated. When a visitor wishes to talk with a student, that student, if circumstances warrant, will be brought to the office. When the visitor wishes to talk with a teacher, the teacher shall have the discretion of the meeting time and place.

Educational Programs:

Each year students and schools receive information/literature that is designed to enrich a promoter at the expense of students or their parents. Some are disguised as honors or educational programs and charge membership fees of up to $50. Our school participates only in sanctioned activities approved by the

national and state principal's associations. If you have questions regarding the authenticity of any programs, please feel free to contact the school counselor.

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

Physical Education Dress Code

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

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

Class Officer/Club Officer/Student Council Member Guidelines

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

Dances

1. Students must sign in at the door.
2. No student may leave without signing out.
3. Any student who has left cannot return.
4. A student may leave to check about their ride if accompanied by an adult or sponsor.
5. The floor must be mopped, trash put in the dumpster and all chairs wiped off and put back in the cafeteria in the correct color combinations.
6. The sponsor may not leave until the DJ has left and all students have been picked up.
7. Students should not be in any other part of the building except where the dance is being held.
8. Sponsors: Male and female sponsors must be present (minimum of 4 total)
    - One or two at the door, one in the JHS hallway (sponsor may open the teacher workroom for students to call for rides).
9. Money should be:
    - counted and a slip with the total put in the drop bag
    - turned in to the principal or his designee prior to leaving and
    - must be put in the drop bag and deposited in the night deposit until the school treasurer picks it up
10. Arrangement must be made for a police presence at the dance.
11. If any student commits any infraction of school rules they should be removed from the dance, signed out, parents called, and a report made to the office the first school day following the dance.
12. All dances are closed dances. Only Shoals students may attend with their guest and any guest must have a guest pass or he/she cannot be admitted.

Extracurricular Activities Eligibility

The Board of Trustees of the Shoals Community School Corporation recognizes that extracurricular activities are important enrichment experiences. However, it is the position of the Board that participation in such activities is a student privilege and not a student right. Therefore, students must be in good

academic standing and have good citizenship before they devote time to extracurricular activities. The following eligibility requirements must be met before a student can participate in activity clubs, athletics, student council, overnight trips, and/or trips consuming class time with the exception of authorized class field trips.

- Extracurricular activities are defined as those activities that students participate in outside the regular school day that are not mandatory to meet course requirements.
- The student's grade will not be determined by whether he/she participates in the activity. These activities may or may not be related to a specific course offering.
- Co-curricular activities are defined as activities that students can be involved in in order to partially fulfill the requirements of a particular course. The student's grade may be determined in part by participation in the activity.

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

1. To participate in academic extracurricular activities such as Spell Bowl and Academic Team, a student cannot have any failing grades on their report card. If a student does not meet this standard, he/she will not participate in extracurricular activities during the next grading period. A student not meeting this standard during the last semester of a school year will not participate in extracurricular activities during the first grading period of the next school year. Eligibility will be determined at the end of the first 9-week grading period, the semester grades at the end of the semester; at the end of the second 9-week grading period and the semester grades at the end of the second semester. F&P Classes will count as one of the five full credit subjects at the Jr. High level.
2. Any student who is assigned to Thursday school for any disciplinary reason, shall not be permitted to participate in extracurricular activities if they fail to attend the Thursday school on the date set by the school.
3. Any student who is suspended out of school, placed in the CASS program, or expelled from school shall not be permitted to participate or attend extra-curricular activities until the day following their suspension.
4. Any student who is expelled from school for any disciplinary reason shall not be permitted to participate in extracurricular activities for one grading period following his/her return to school. During this time it is expected that the student will show intent to seriously pursue his/her academic education and fulfill his/her responsibilities as a student to the rules and regulations of the school. Students returning in the fall from spring semester expulsion will not be per-mitted to participate in extracurricular activities for the first grading period of the new school year.
5. None of the above is seen as a forfeiture of the right and responsibility of the school administration to protect the image of the school by removing a student from participation in any extracurricular activity at any time that the student's participation is not in the best interest of the School Corporation.
6. None of the above is seen as a forfeiture of the right of coaches or sponsors of extracurricular activities to set additional approved rules which regulate participation of students in extracurricular activities.

Field Trip Eligibility

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

1. The permission form must be submitted no later than 3:00 pm the day before the field trip. Students who do not submit the necessary permission form will not be eligible to attend.

2. Students may not have more than 3 unexcused absences within four weeks of the scheduled trip.
3. Any student who has had more than eight (8) Thursday School assignments, and/or has served three (3) CASS/OSS will not be eligible to attend the trip.
4. Students may not have 3 or more F's.
5. Students who have 3 or more discipline notices for disruptive/disrespectful or aggressive behaviors within the 9 weeks, will not be permitted to attend.

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 antisocial behavior immediately and consistently. The program is ultimately a school-wide culture-change that seeks to prevent anti-social behavior from occurring by allowing students to earn points and win prizes for meeting behavior expectations.

SHOALS JUNIOR / SENIOR HIGH SCHOOL					
	POSITIVE	**RESPECTFUL**	**IMPROVING**	**DISCIPLINED**	**ENGAGED**
EVENTS	I WILL: -smile and have fun. -respond appropriately to others. -show interest and enjoy learning. -praise others.	I WILL: -recognize the personal space of others. -use kind words and actions. -help others when possible.	I WILL: -be a role model by setting a good example. -use time wisely.	I WILL: -take responsibility for my actions. -use appropriate language.	I WILL: -participate. -follow directions.
RESTROOMS	I WILL: -smile. -respond appropriately to adults and others.	I WILL: -use kind words. -recognize the personal space of others. -use equipment properly.	I WILL: -be a role model by setting a good example.	I WILL: -not disturb others. -use appropriate language. -take responsibility for my actions.	I WILL: -wash and dry my hands. -properly dispose of trash. -return to class.
BUS	I WILL: -respond appropriately to adults and others. -smile.	I WILL: -use kind words. -recognize the personal space of others. -properly use car and bus equipment.	I WILL: -will be a role model by setting a good example. -make safe choices. -ask driver for help.	I WILL: -take responsibility for my actions -follow directions and use appropriate language. -talk softly.	I WILL: -stay seated -ask the driver for permission to move, open windows, etc. -follow directions.
CAFETERIA	I WILL: -smile. -respond appropriately to others.	I WILL: -use kind words. -recognize the personal space of others. -help others. -use good manners.	I WILL: -will be a role model by setting a good example. -make healthy choices.	I WILL: -take responsibility for my actions -clean up my area and use appropriate language. -talk softly.	I WILL: -eat my lunch using good manners. -not be wasteful. -follow directions.
HALLWAY	I WILL: -smile. -respond appropriately to	I WILL: -use kind words. -recognize the personal	I WILL: -will be a role model by setting a good example.	I WILL: -take responsibility for my actions.	I WILL: -walk on the right side. -follow directions.

	others.	space of others. -help others.		-moe quietly and use appropriate language. -get a pass if needed.	
CLASSROOM	I WILL: -smile. -respond appropriately to others.	I WILL: -use kind words. -recognize the personal space of others. -help others.	I WILL: -do my best work. -ask questions when I need help. -learn more everyday	I WILL: -bring all necessary materials to class and arrive on time. -complete work and submit on time. -use time wisely. -use appropriate language.	I WILL: -share and participate. -listen and pay attention. -follow directions.
DEVICES	I WILL: -use my device appropriately. -respond appropriately to adults and others.	I WILL: -respect the privacy and individual work of others. -properly use my device.	I WILL: -will be a role model by setting a good example with my device. -make safe chives by the way I use my device.	I WILL: -appropriately use my device at all times. -keep track of my device and assignments. -use my device to further my education.	I WILL: -participate. -share my thoughts, ideas, and projects. -follow directions.

PBIS at our school looks like this:

SHOALS COMMUNITY SCHOOLS
We have JUG ROX PRIDE !!
We are:
Positive
Respectful
Improving
Disciplined
Engaged
We are the MIGHTY JUG ROX !!

PBIS MISSION STATEMENT
We are a community of learners supported by a caring staff.
We come to school to be our best selves.
We study hard and become good citizens in a safe, helpful, friendly environment.

PBIS SCHOOL-WIDE EXPECTATIONS
BE SAFE- do no harm
BE RESPONSIBLE- work hard, be accountable
BE RESPECTFUL- treat others how you want to be treated

SCHOOL BUS POLICY

Bus Driver Route and Contact Information

The Shoals Community School Corporation will be operating 13 school bus routes for the 2025-26 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 Molly Tharp Corporation Secretary, by phone at 812-247-2060 ext. 700 or by email at Molly.Tharp@shoals.k12.in.us

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

Shoals Community School Corporation

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 the 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. Upon arrival at school, students are to stay on the bus until the 7:45 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. After students have been dismissed from school, and exit the bus, clear the area immediately. If crossing the street, wait for a signal from the bus driver before crossing in front of the bus. Walk quickly across.

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

When you obey the rules:

—you keep the privilege of riding the bus and
—it is a safer ride for everyone when you disobey the rules
—you could cause an accident
—you could be denied the privilege of riding the school bus

Bus Driver
Student Behavior Management Plan

• Clearly explain the Rules and Consequences •
• Stress "Safety Is the Issue"

• Explain the Consequences for choosing to misbehave •

4 Step Plan For Minor Safety Violations

Step One

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

Step Two

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

Step Three

Two actions will be taken:

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

Step Four

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

For Major Safety Violations

Step Four

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

General Procedures

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

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

DEVICE AND TECHNOLOGY

Student Device Expectations and Electronic Resources/ Computer System Usage Policy

1. Are students and families responsible for the device?
    a. Our students are competent and worthy of our trust; we trust that they will act responsibly and maturely with such important personal learning devices.
    Students will be responsible for the care, security, and safety of the devices.
    When being transported devices are required to be carried in a student's school provided bag or other administrator approved bag to and from all classes and secured in lockers when not in use.
    b. As with any other instructional material, the student is responsible for his or her device. Teachers will work with students on responsible use and safekeeping of their device. Each device comes with a protective bag for safekeeping. Students are required to report a lost or stolen device immediately to the office.
2. Can I remove the provided hard shell or remove the device from the bag?
    a. No, doing so will void the accidental insurance.

   b. 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 devices before leaving.
6. Who is responsible for loss, theft, or damage?
   a. We ask our students to treat the device with care and respect. Parents/ guardians and students will be held fiscally responsible for damage or loss of the device both on and off school grounds.
   b. All physical damage to the device must be reported as soon as possible, but no later than the next school day. Damages will be evaluated by the technology department to determine whether or not they can be repaired. A loaner or new device will be issued as needed. The parent/guardian/student is responsible for all accidental damages to the district issued device and subject to the cost of the repair or replacement. If parents/guardians pay the insurance fee, damage to their device will be covered. If parents/ guardians choose not to pay the school provided insurance fee, the parent/ guardian will take sole responsibility of the device repair/replacement cost.
   c. Loss and theft that occurs will be the responsibility of the student and parent/guardian. In cases of legitimate theft, students and parents/guardians must report the theft to the police and provide a police report of the incident.
7. Will the district provide support and maintenance for the devices?
   a. The Corporation provides technology support and maintenance on all school issued student devices. If a device needs to be repaired, the corporation may loan students a device to use until it's returned. Under no circumstances should anyone take the device to a third party for repair or assistance. Corporation personnel are the only individuals who should attempt repair on the devices.
8. What if a student moves or transfers during the school year?
   a. Each device is the property of the Corporation.
   b. If a student changes schools, withdraws from school officially, or is absent (un-excused) 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 commu-nity 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 request without further notice to the user.

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

Disclosure of Passwords. 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 system disks, system key shortcuts.
l. Downloading or listening to audio and movie clips unless used for educational purposes.
    Examples included but not limited to MP3, Real Audio, WAV, MPEG, AVI, etc.
m. Electronic & Communication Resources are for school education related purposes. Game playing, shopping, surfing, etc. for personal use is not authorized for students, but is allowed for staff prior to 8:00 a.m. and after 3:00 p.m.
n. The Electronic & Communication Resources are not to be used for economic gain.
    Examples include but not limited to home business, stock trading, auctions, items for sale, etc.
o. Information in support of a candidate or group of candidates for elected office at the local, state, and national level other than information about how to register to vote.
p. Downloading, uploading, possessing or using pirated or illegal software, plug-ins, etc.

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

Limited Use for Employee Personal Messages. In recognition of the desire of School Corporation employees to communicate with each other concerning issues of common interest that are not related to School Corporation business, the School Cor-poration 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 mes-sage 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 stored on school district resources. This policy will be "Exhibit A" in a disci- plinary action resulting from a search of Electronic & Communication Resources.
- This policy permits the use of e-mail, voice mail, and truck mail to communicate concerning the business of employee organizations such as a teacher union, except during a representation election campaign to determine which union will represent a group of employees. It does provide that computer resources shall not be used to store records of such an organization.
- This document creates a presumption that a student's parent/guardian agrees to a student having access to the Internet and other Electronic & Communication
- Resources. If the parent/guardian objects to this access, they must file a written objection annually.
- By using the Shoals Community Corporation Electronic & Communication Resources you, the user, agree to and will abide by the Shoals Community Corporation Electronic & Communication Resources Usage Policy.

MEDICAL INFORMATION

Hearing Screening

Indiana State Law requires that each school year, students in grades 1, 4, 7, and 10 receive a hearing screening. In addition, students new to the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screened a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if a 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.

In compliance 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 the 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 students. 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 emer-gency 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 offices 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 central nervous system, reduce pain, and induce sleep. Naloxone/Narcan is not a scheduled drug, and it has no euphoric properties and minimal side effects. **If it is administered to a person who is not suffering an opioid overdose, it will do no harm.** Naloxone/Narcan can be administered to any child greater than a month old if needed. Do not administer to infants 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 the 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 notetime.
   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 breathe less than 10-12 breaths a minute. Squirt a second does 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-tet-anus-pertussis (DTP), or pediatric diphtheria-tetanus (DT) vaccine (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- Four (4) doses of any combination of IPV or OPV by age 4-6. (3 doses are acceptable if the 3rd dose was administered on or after the 4th birthday.)
- Three (3) doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age).
- Two (2) doses of measles (rubeola) vaccine on or after the first birthday.
- Two (2) doses of mumps vaccine on or after the first birthday.
- One (1) dose of rubella (German measles) vaccine on or after the first birthday.
- Two (2) doses of varicella (chickenpox) vaccine on or after the first birthday or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- One (1) dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- One (1) dose of meningococcal conjugate vaccine (MCV4).
- Two (2) doses of hepatitis A recommended Indiana State Law Section 1. IC 20-34-3-12, requires that the governing body of each school corporation shall conduct a vision test each school year for each student enrolling in or transferring into:
  1. either kindergarten or grade 1;
  2. grade 3;
  3. grade 5; and
  4. grade 8; and for each student suspected of having a visual defect.

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

Textbook Rental Charges and Refunds:

Under Indiana legislation (HEA 1001), public schools no longer charge families for curricular materials or textbook rentals. While mandatory textbook and device rental fees are gone, districts may still charge fees for labs, extracurricular activities, lost or damaged property, or specialized elective materials

OFFICIAL POLICIES

Anti-Bullying Policy (IC 20-33-8-.02)

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this policy, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images trans- mitted 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
   a. school corporation and disciplinary action is reasonably necessary to avoid substantial
   b. interference with school discipline or prevent an unreasonable threat to the rights of other
   c. students to a safe and peaceful learning environment
5. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the principal who has the responsibility for all investigations of student misconduct including bullying. A student may also report the conduct to a teacher or counselor who will be responsible for notifying the principal. This report may be made anonymously using the box located across the hall from the elementary and high school offices.
6. The principal shall investigate immediately all reports of bullying made pursuant to the provisions of this policy. Such investigation will be expedited and must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. Information relating to the investigation will be gathered using means including, but not limited to the following: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. Investigations will be initiated immediately and will ordinarily be completed within thirty (30) calendar days. The parents of the bully and the targeted student(s) shall be notified initially of the reported behaviors and subsequently notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
7. The principal will be responsible for working with the school counselor and other community resources that may be available to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the principal and school counselor will be

responsible for determining if the bullying behavior is a violation of law required to be reporte 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

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 statute. Students who engage in sexual harassment could receive the consequences outlined in later sections of this handbook or reported to the civil authorities.

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

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploration" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/ student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4©), 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 that 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 Statue at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- "Sexting" is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law. Any student taking,disseminating or sharing obscene, pornographic, lewd or illegal images or photographs will be disciplined under the student

discipline code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

Notification of Availability of Asbestos Management Plan

The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K-12 grades) to identify asbestos containing building materials. After the inspection, an Asbestos Management Plan was developed to safely manage the identified asbestos in each school facility.To ensure that the identified asbestos containing materials are maintained in a safe condition, AHERA also requires that the asbestos materials be checked every 6 months by trained school personnel and that these materials be re-inspected by an IDEM accredited inspector every three years for as long as the materials remain in the building.The six month periodic surveillance inspections are routinely being conducted and the second triennial asbestos re-inspection of all school facilities has just been completed. The surveillance and re-inspection reports can be found in the Record keeping

Section of the Asbestos Management Plan.

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

Pest Control Policy

The Shoals Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.Pesticides will be applied by certified pesticide applicators and when students and staff members are not present such as during non-instructional time or school vacation periods.

The corporation will:

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

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/HEA 1447)

House Enrolled Act 1447 regulates student surveys in K-12 schools by prioritizing parental consent, data privacy, and transparency. Schools must obtain active or passive parental consent before administering personal or ideological evaluations.

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

1. political affiliations
2. religious beliefs or practices
3. mental or psychological conditions that may embarrass the student or the student's family

4. sexual behavior or attitudes
5. illegal, antisocial, self-incriminating, or demeaning behavior
6. critical appraisals of other individuals with whom the student has a close family relationship
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program) without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is an unemancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal evaluation, analysis, or survey.

Title IX, Title VI and Section 504 Policy

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

Shoals Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or natural origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Civil Rights Compliance Coordinator who is Dr. Sue Lanham, Shoals Community School Corporation, 11741 Ironton Road, Shoals, IN 47581, Phone 812-247-2060. Dr. Lanham is also the Title IX Coordinator. The Section 504 Coordinator for grades 6-8 is Dr. Emily Dykstra, Shoals Middle School, 11741 Ironton Road, Shoals, IN 47581, Phone 812-247-1313.

Admission From Private Schools

According to the Shoals Community School Corporation Board Policy Hand- book,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
3. School Corporation assessment program to determine grade placement, or she/he shall require evidence of credit equivalency. The evidence for equivalency may include an evaluation of teachers' licenses, a course of study from the private school and results of nationally normed standardized achievement tests.
4. The final decision regarding matters of student grade placement will be the responsibility of the public school officials.

Policy For Exchange Program

Number of International Exchange Students:
Shoals Middle School will accept no more than five exchange students per year.

Timing of Placement Process:
• Shoals Middle School asks that organizations contact the school each year to indicate an interest in placing exchange students.
• Exchange organizations should submit student and host applications as early as possible or up to two weeks prior to the school's start date
• Host families should schedule an appointment with the school counselor the week prior to registration to complete enrollment paperwork for exchange students. Selecting Student Exchange Programs
• Shoals Middle School reserves the right to work with exchange organizations that have proved their commitment and responsiveness.
• The school will also be open to new organizations that demonstrate a commitment to the school and community.

School Expectations for Student Exchange Programs: Shoals Middle School reserves right of final approval on all student placements. Each individual student exchange program must:

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

School Expectations for Exchange Students:

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

- Exchange students must have medical and accident insurance that exceeds the U.S. Department of State guidelines.
- Exchange students will understand that they will not be granted diplomas; however they may participate in commencement ceremonies.

Senate Bill 65: Instruction on Human Sexuality

Requires each school corporation to make available for inspection to a parent of a student instructional material used in connection with instruction on human sexuality.

Provided that, before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student, if the student is an adult or an emancipated minor, with a written request for consent of instruction. Provides that a consent form provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. Provides that the parent of the student or the student,

if the student is an adult or an emancipated minor, may return the consent form indicating that the parent of the student or the adult or emancipated student: (1) consents to the instruction; or (2) declines instruction. Provides that, if the parent of the student or the student, if the student is an adult or an emancipated minor, does not respond to the written request provided by the school within 21 calendar days of receiving the request, the school shall provide the parent of the student, or the adult or emancipated minor student, a written notice requesting that the parent of the student, or the student, if the student is an adult or an emancipated minor, indicate whether the parent of the student or the adult or emancipated student: (1) consents to the instruction; or (2) declines instruction. Provides that the parent or the adult or emancipated student may subsequently opt out of the instruction.

Drug Policy

Rationale

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

Purpose

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

of the privilege or participation in school sponsored extracurricular activities, and the operation of a motor vehicle on school property as hereinafter provided. The purposes of the program are:

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

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

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

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

Testing Procedures

This policy applies to all students in grades 6-12 who want to participate in extra-curricular activities that are approved by the Shoals Community Schools. Each student will be assigned a number. The principal will maintain the cross-reference list of names and numbers. The selection of students to be tested will be done randomly on Monday through Friday throughout the school year. If the toxicology service does not utilize a random selection company, the building principal will utilize www.randomizer.org to select random numbers.

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

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

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

If the results of the test are "positive", that is, if they show drug-residue substances and/or alcohol the principal will 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 satisfactorily 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. The rules or regulations in this code shall apply to any violations, on or off school premises, 365 days a year.

- 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.
- The 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.
- 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.
- 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:

1. A student's behavior indicates the possibility that the student is in possession of alcohol, marijuana, or any other behavior altering substance.
2. The student possesses drug paraphernalia, alcohol, marijuana, or any other controlled substance.
3. 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 indicators 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.
4. 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 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 of the Substance Abuse policy.

Cafeteria Policy

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

Student Accounts

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

Free and Reduced Meals

Shoals Community School Corporation participates in the USDA's Community Eligibility Provision (CEP) program. This program allows qualifying high poverty schools to offer breakfast and lunch at no charge at all. Free meals are available to all families without filling out qualifying applications.

Milk/A la Carte

A reimbursable tray contains all items that are required by state standards, including one milk. Extra milk is purchased separately as an a la carte item. Those students who bring a lunch supply their own drink, or purchase a milk. Free milk is only included with a reimbursable tray. A la carte items are available to students in grades 3-12. Each student must have funds in their account to purchase extra items. A la carte items are priced according to current food cost.

Returned Check Policy

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

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

Food Balances

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

No Gum/Glass Bottles

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

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