

THIS UPLOAD SERVES AS ACKNOWLEDGEMENT OF RECEIPT AND COMPREHENSION OF THE HANDBOOKS WITHIN THIS ELECTRONIC STUDENT PLANNER

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STUDENT HANDBOOK 2018-2019



ELECTRONIC STUDENT PLANNER

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STUDENT HANDBOOK 2017-2018



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MISSION STATEMENT

The mission of Shelby Eastern Schools is to:
Shape, Empower, and Support the minds of tomorrow.

MESSAGE FROM THE ADMINISTRATION

The administration, faculty, and staff would like to welcome you to the school and to the opportunities which await you. It is our hope that you will have an enjoyable and successful year. Let us make our school the pride of the community. The intent of the handbook is to provide communication between students, parents, and the school about policies, practices, and procedures of student life.

We encourage you to become involved in the many activities at our school and also to do your best in the classroom in order to achieve the necessary preparation for the future. Each student will be successful only to the extent that he/she takes the initiative in classes and in other activities. The combined efforts of students, parents, and staff will result in helping each student get the very best education.

Our entire staff is ready and willing to assist you whenever and wherever possible. We hope your educational experience will be very enriching and rewarding. We look forward to working with you during the school year and shall expect each of you to do your utmost in whatever you undertake. Our door is always open to you.

LINE OF COMMUNICATION

The proper line of communication for parents/guardians when making contact with school personnel is listed below. The individuals listed are asked to direct the parents/guardians to the proper person if the line of communication has not been followed. Using this line of communication will help to quickly resolve any questions or concerns you may have.

For Academic/Discipline Concerns:

1. Teacher
2. Counselor or Asst. Principal
3. Principal
4. Superintendent of Schools
5. School Board

For Athletic Concerns:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent of Schools
5. School Board

For Bus Concerns:

1. Bus Driver
2. Transportation Director
3. Principal
4. Superintendent of Schools
5. School Board

Every effort will be made to return all calls or answer requests within 48 hours from the time of initial contact.

HARASSMENT

It is the policy of Shelby Eastern Schools to maintain a school and working environment free from harassment. It shall be a violation of this policy for any employee of the corporation to harass a student or for a student to harass another student or staff member through conduct or communication of a sexual nature. The anti-harassment policy and procedures may be found in the Shelby Eastern by-laws and policy manual. This policy is available for review upon request from either the superintendent of schools or the principal of each building. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be referred to the proper legal authorities in compliance with

state law.

EQUAL OPPORTUNITY

It is the policy of Shelby Eastern Schools not to discriminate on the basis of race, color, religion, gender, national origin, age, limited English proficiency, 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)

Waldron Junior Senior High School

**Onward Waldron, Onward Waldron
Dear old Waldron High
Toss the ball right in the basket
Win this game or try
Onward Waldron, Onward Waldron
Fight to Keep Your Fame
Fight Mohawks Fight, Fight, Fight
And Win This Game**

EXTRA-CURRICULAR ACTIVITIES

The school wants as many students as possible to participate in the extra-curricular activities. Students are strongly encouraged to get involved and make the most of the opportunities of these activities. We want our students to look for ways to develop leadership skills, volunteer and demonstrate the qualities of character: respect, responsibility, trustworthiness, fairness, caring and citizenship

ATHLETIC TEAMS

Boys		Girls
Cross Country		Cross Country
Soccer		Volleyball
Basketball		Basketball
Tennis		Tennis
Track		Track
Baseball		Golf
Golf		Softball
Cheerleading		Cheerleading Gymnastics



WHS CLUBS AND ORGANIZATIONS

- National Honor Society
- SADD Club
- Sunshine Society
- Student Council
- Fellowship of Christian Athletes
- FFA

Morristown Junior Senior High School

**Morristown High School, oh
Morristown High School,
Our hearts are loyal and true to you.
We will fight for our gold and black team,
And the victory of Morristown, too.
Never daunted, we cannot falter.
In the battle, we're tried and true.
So give three cheers for
Morristown High School.
Morristown High School, we're all for you!**

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ATHLETIC TEAMS

Boys		Girls
Cross Country		Cross Country
Soccer		Soccer
Basketball		Basketball
Tennis		Tennis
Track		Track
Baseball		Softball
Golf		Golf
Cheerleading		Cheerleading
		Volleyball
		Gymnastics

MHS CLUBS AND ORGANIZATIONS

Academic Teams	Spanish Club
Drama Club	Student Council
National Honor Society	Sunshine Society
FFA	FCA
BPA	Winter Guard

DAILY TIME SCHEDULE

Period 1	8:10 – 8:57
Period 2	9:02 – 9:49
Period 3	9:54 – 10:41
Period 4	10:46 - 11:33
JH Lunch	11:33 - 12:03
JH A-Lab	12:08 - 12:33
HS A-Lab	11:38 - 12:03
HS Lunch.....	12:03 - 12:33
Period 6	12:38 - 1:25
Period 7	1:30 - 2:17
Period 8	2:22 - 3:10

**TWO-HOUR DELAY SCHEDULE-
(No am BRCP classes)**

Period 1.....	10:10 - 10:45
Period 2.....	10:50 - 11:24
Period 3.....	11:29 - 12:03
JH Lunch	12:08 - 12:33
JH Period 4.....	12:38 - 1:12
HS Period 4.....	12:08 – 12:42
HS Lunch.....	12:42 – 1:12
Period 6.....	1:17 - 1:51
Period 7.....	1:56 - 2:30
Period 8.....	2:35 - 3:10

The school day begins at 8:10 a.m. and ends at 3:10 p.m. Prior to 8:10 a.m., students are expected to gather in the assigned areas. Students are expected to leave the building at the end of the school day unless he/she participates in after school activities and is supervised.

SCHOOL CLOSING or EARLY DISMISSAL

If weather or any other emergency should make it necessary to call off school, the following radio and television stations will provide announcements and information regarding any alteration of the school schedule. Any delay in the start of school will be for 2 hours.

WRTV - Channel 6 WTHR - Channel 13 WFMS - 95.5 FM WZPL- 99.5 FM
WISH – Channel 8 WXIN – Channel 59 WSVX – 96.5 FM WKWH – 94. 3 FM

Parents will also be notified through our School Messenger Alert System of closings, delays or early dismissals. It is therefore very important for parents to advise the school of any changes to their phone number(s).

ATTENDANCE POLICY

According to Indiana law, the school corporation has the power to establish rules and policies in regard to student attendance. Shelby Eastern Schools is in compliance with Indiana Law (I.C. 20-33-2-6) which requires regular school attendance.

REPORTING POLICY

Phone calls not received by 9:00am will result in an unexcused absence. Students have 24 hours upon returning to school to change an unexcused absence to an excused absence with parental notification or documentation. Administrative discretion may be used in determining the change of an unexcused absence.

COMPULSORY ATTENDANCE

Every child between the ages of seven (7) and eighteen (18) years of age is required to attend school unless there is on file, in the school office, a physician's statement that he/she is physically or mentally unable to profit from the services offered by the school. **Any student under eighteen (18) years of age must have in writing, a legal reason to withdraw.**

EXCUSED ABSENCES

Each student will be allowed up to 8 excused absences per year. Excused absences that count toward the 8 day limit include:

- Personal illness verified by parent/guardian
- Parent requested funeral attendance other than immediate family.
- Medical or dental appointments verified by school officials
- Emergency situation
- Family vacation (5 day limit)

Excused absences that do NOT count towards the 8 day limit include:

- Clinic dismissal due to illness or injury (for that day only).
- Participation in a school-sponsored activity
- Activities authorized by the State of Indiana which require verification and are not recorded as an absence.
 - Absences spent as a page on Honoree of the Indiana General Assembly.
 - Absences spent serving on a precinct election board or as a helper to a political candidate or political party.
 - Absences spent as a witness in a court proceeding verified by a subpoena or court approved certification of attendance.
 - Absences spent serving active duty with the Indiana National Guard.
- Exhibitions in the Indiana State Fair which are properly pre-arranged with school officials and are not recorded as an absence.
- Death in the immediate family (parent, grandparent, sibling, child, or other relative that lives in the household).
- Observance of religious holiday.
- College visits (up to 3 days per year for Juniors and Seniors only)
- Special administrative releases approved by the principal or designee.

UNEXCUSED ABSENCES

An unexcused absence is an absence not recognized by state law or the school corporation.

Examples of unexcused absences include:

- Unverified by a parent within 24 hours
- Weather; if school is in session and a bus runs by a student's regular bus stop
- Truancies
- Absences beyond the 8 day limit which are not excused by proper documentation.
- Court appearances not verified by a subpoena, unless countermanded by the court.
- Absences identified as unexcused by the principal or designee.

CONSEQUENCE PROCEDURE

Any student shall not exceed eight (8) absences in any class per school year. Written notification will be sent to parents / guardians on the 5th and 8th absence. When a student exceeds this eight (8) absence limit, an attendance contract will begin to avoid a more serious attendance problem. This contract may include, but is not limited to:

- Report to Shelby County Prosecutor's Office and/or Department of Child Services
- Detentions
- Friday and/or Saturday school
- Revocation of driving privileges to school
- Report to BMV with recommendation for revocation of driver's license
- Suspension
- Expulsion

If the parents or guardians and student feel there are legitimate reasons for extending the number of absences beyond eight (8), they may appeal to the principal or designee. The appeal must be made within five (5) school days of the ninth (9th) student absence.

ABSENCE RESPONSIBILITIES:

STUDENT AND PARENT RESPONSIBILITIES

1. Students and parents are responsible for the verification of every absence by contacting the school before 9:00 am.
2. Students leaving school without permission are considered truant. Students leaving school during the school day must have parental and administrative permission. Students must sign out from the school in the front office. Students must sign in at the front office when returning to school during the school day.
3. Students must complete all classroom work missed because of an absence from school, regardless of reason.
4. Students absent from school must contact their teacher upon return from school for assignments. Teachers will allow for makeup work completion one class session for each day of absence.
5. Administrative consideration to extend the makeup work deadline may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.
6. Students and/or parents may request homework when absent from school. To allow ample time for teachers to organize work for the student, please call the office prior to 9:00a.m. Requests made after 9:00a.m. may delay getting the homework until the following day. Homework will be available in the front office at the end of the day.
7. Students and parents have the right to appeal any school-based decision in compliance with the policy by notifying the Superintendent of Schools in writing five (5) school days of such decision.

PREARRANGED ABSENCE OR COLLEGE VISITS

Extenuating circumstances, other than personal illness or death in the immediate family, will require a pre-arranged absence for excused absence consideration. Prearranged absences may be approved only for students whose parents/guardians have contacted the school in advance and explained the reason for the absence. Students should not be taken out of school for family vacation except in extreme circumstances. The maximum number of days for pre-arranged absence is five (5) days. Juniors and seniors may request three college visits per year. Contact your guidance office for details. Make up work should be completed in a timely fashion.

TRUANCY

Truancy means "any student who is absent or not in class without legitimate reason or without knowledge of either parent or school official." Absence from school under any of the following conditions is truancy:

1. Absence without the consent or knowledge of the parents or guardians.
2. Leaving school for a portion of a school period or more without permission from school administration.
3. Absence or tardiness from a class or a part of class without proper school permission.

TARDIES

Tardiness is any unexcused appearance of a student beyond the scheduled time that a class begins. Students are expected to report to school and to each class on time and be prepared for class according to each teacher's classroom management plan.

All tardies are cumulative per semester and will be handled in the following manner:

Tardy #1: Teacher/administrative warning

Tardy #2: Teacher/administrative warning

Tardy #3: Teacher/administrative warning

Tardy #4: After School Detention

Tardy #5: After School Detention

Tardy #6: After School Detention

Tardy #7: After School Detention

Tardy #8: Half day In-School Suspension

Tardy #9: Full day In-School Suspension

Tardy #10: In-School Suspension and loss of driving privileges for the remainder of the nine weeks.

Tardy #11: Three days of In-School Suspension and loss of driving privileges for the remainder of the semester.

These rules refer to the first 5 minutes of class. Any student that comes to class more than 5 minutes late

(with the exception of first period which must always have a pass from the office to be admitted) will be referred to the office for disciplinary action.

ACADEMICS

GRADES AND GRADING

Percentage	Letter Grade	Regular Index*	A.P. Index*
100-99	A+	4.33	5.33
98-93	A	4.00	5.00
92-90	A-	3.67	4.67
89-88	B+	3.33	4.33
87-83	B	3.00	4.00
82-80	B-	2.67	3.67
79-78	C+	2.33	3.33
77-73	C	2.00	3.00
72-70	C-	1.67	2.67
69-68	D+	1.33	2.33
67-63	D	1.00	2.00
62-60	D-	0.67	1.67
59-00	F	0.00	0.00

Report cards are issued following the end of each grading period. Grades will be assigned according to the following scale:

Courses selected for weighting are those which are determined to be rigorous, and are considered as preparation for college. All Advanced Placement (AP) and approved four-year college dual-credit classes will be weighted. Students must earn at least a C in a weighted class in order to receive the weighted grade.

SCHEDULE CHANGES

Students make course selections for the entire school year and are expected to give careful consideration to course selections when they are made during the scheduling period. After students register for classes, teachers are hired and teacher schedules established based upon selections made by students.

Schedule Changes may be requested for five days at the beginning of each semester. Classes dropped after five days may receive a W/F grade on their transcript.

A student shall be required to enroll in a minimum of six (6) credit classes per day. He/she shall attend school all seven (7) periods each semester.

HONOR ROLL

The honor roll is divided into two sections: an "A" Honor Roll and an "AB" Honor Roll. The honor roll will be published at the end of each grading period.

STUDENT ACADEMIC RECORDS

Parents and guardians are encouraged to monitor their student's progress regularly on PowerSchool. Progress reports will be mailed to a student's parent or guardian four and one half weeks into each grading period if they have one or more failing grades. Report cards are mailed to a student's parent or guardian each nine weeks. Semester grades are recorded on the student permanent transcript. Students and guardians may request copies of transcripts from the guidance office.

PARENT/ TEACHER CONFERENCES

In October, time is set aside for Parents and Teachers to talk about student progress. Teachers may also be reached by email: First Initial Last Name @ses.k12.in.us.

COURSE TEXTBOOK FEES AND FIELD TRIP FEES

Textbook rental fees are due by Oct 1st. Contact the school treasurer if you need a payment plan or an application for reduced fees. Parents are reminded that field trip fees, gym uniforms, AP exam fees and other incidental classroom project expenses are separate from textbook fees.

ACADEMIC ELIGIBILITY FOR ATHLETES AND EXTRACURRICULAR ACTIVITIES

The Indiana High School Athletic Association regulations determine the minimum academic standards which a student must meet in order to participate in athletic contests with students of other schools. A high school athlete must be enrolled in and passing a minimum of (5) subjects or 70% of courses enrolled in when exceeding the normal course load of 7 classes. Likewise, students are expected to maintain passing grades in 5 classes to participate in extracurricular clubs and organizations and maintain good standing.

All student athletes must have a current physical on file in order to participate. Physicals are good from April 1 through the following school year.

EXTRA CURRICULAR RESTRICTIONS

The principal or administrator may restrict the extracurricular activity and attendance of the student. This shall include participation and attendance in any form of activity considered outside the state required curriculum provided to each student. It may include sports, music and art events, clubs, agricultural exhibiting and judging, class sponsored activities, field trips, drama and class plays and any other function considered by the school to be extra to the regular curriculum of the school, including participation and attendance in graduation and award and honor ceremonies.

FINAL EXAM SCHEDULE

Final exams will be administered following a two day schedule.

Shelby Eastern School Board Policy mandates that a comprehensive written exam must be administered to all students, grades 9-12, in all subjects during the scheduled exam time unless final exam exemption requirements have been met.

GRADUATION REQUIREMENTS

1. Students are expected to achieve the Core 40, Academic Honors Diploma, or Technical Honors Diploma as detailed on the next two pages. Students who academically cannot meet these standards may seek a General Diploma after that decision has been reached in a parent-requested conference.
2. Students are also expected to meet the passing score on ISTEP for 10th grade. Each student will take these tests in the spring of the year the course is taken. If tests are not passed initially students will participate in the examination process again the following December and May until the test is passed. Participation in offered remediation is mandatory. In special cases a waiver may be granted if certain conditions are met. Student and parent should request a conference with administration in the spring of the student's junior year to insure complete understanding of waiver regulations and be willing to comply with all regulations.
3. Graduation requires eight (8) semesters of student attendance. Any exceptions must be pre-approved by administration. An application for early graduation is required by January of the student's Junior year.
4. Credits earned in Junior High School, Summer School or authorized Correspondence Courses will be added to the student's permanent records with the accompanied GPA values. The earned semester grades will be figured into the student's cumulative GPA and class rank.

Shelby Eastern Schools Semester Exam Exemption Permission Form For Students in Grades 9 through 12

Student Name: _____ Grade: _____

I (we) understand that the above named student is eligible for an exemption from this semester's exam pendent upon the following:

No more than 4 excused or unexcused absences for the chosen class.

The student must not have had more than 3 unexcused tardies for the semester.

The student cannot be exempt from an exam for dual credit or AP courses, or any other state required exams where college credit is available.

The student will have obtained an average of 90% or better for the semester he/she is seeking exemption from.

Teachers do not have the right to refuse exemption if the student meets the requirements spelled out on this form.

The student will not have had any In-school / out-of-school suspensions for the semester.

The student must have the signature section from below filled out completely.

**This form must be completed and returned to the office by the last
Friday preceding the start of final exams.**

The student, parent(s) / guardian(s), administrator(s), and teacher realize that if a student misses any days that puts them beyond the allotted days after turning in this form, the student will lose final exam exemption status for the semester requested. The student may also accumulate tardies that would put them beyond the allotted amount. Should a student be in violation of the behavior components described within after turning in this form, this would also result in the student losing exemption status.

Classes Seeking Exemption From

Period	Semester %	Teacher	Teacher Signature:
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

I / We have read the above guidelines and give the above named student permission to be exempt from the semester examination in the above named class / classes.

Student: _____ Date: _____

Parent / Guardian: _____ Date _____

Core 40 Diploma

Course and Credit Requirements	
English/ Language Arts	8 credits
	Including a balance literature, composition and speech.
Mathematics	6 credits
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra All students are required to take a quantitative reasoning course all four years. (Currently SES offers only math or physics as a quantitative reasoning course.)
Science	6 credits
	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
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career/Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits (Career Academic Sequence Recommended)
Total: 40 Credits	

* College bound students are encouraged to take college entrance exams. The SAT, SAT Subject and ACT are available in several high school and college campuses in central Indiana. Dates and registration information is available in the guidance office and on the internet at www.collegeboard.org and www.act.org.

CORE 40 with ACADEMIC HONORS DIPLOMA

The Academic Honors Diploma track best prepares students for the rigors of college.

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit course
 - C. Earn two of the following:
 - A minimum of 3 verifiable transcribed college credits.
 - 2 credits in AP courses and corresponding AP exams
 - D. Earn a combined score of 1250+ (minimum 560 math/590 Evidence Based Reading & Writing)
 - E. Earn an ACT composite score of 26 or higher and a complete written section.

Total: **47 credits**

Students are advised that the best way to raise his/her SAT or ACT score is to take rigorous coursework.

CORE 40 WITH TECHNICAL HONORS

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

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 - Pathway designated industry-based certification on credential, or
 - Pathway dual credits resulting in 6 transcribed college credits.
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Any one of the options A-E of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information = Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5.
 - C. Earn the following Minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.
- Total: **47 credits**

COMMENCEMENT PARTICIPATION

According to Shelby Eastern Schools' policy, only students who meet **all** graduation requirements will be allowed to participate in the commencement ceremonies. Students participating in graduation ceremonies are expected to attend commencement practice. Graduating males are expected to wear dress shoes, socks, dress pants, and a dress shirt with their gowns. Graduating females are expected to wear dress shoes, a dress or dress slacks and a blouse with their gowns. Dress that is deemed inappropriate will result in a senior not participating in the Commencement ceremony. Graduating seniors are expected to follow all reasonable expectations to ensure an orderly ceremony.

CREDITS – ALTERNATE, SUMMER AND CORRESPONDENCE

A student may earn up to four (4) credits by enrolling in virtual and/or correspondence courses, earning a passing grade and providing official documentation of the course final grade. Student may earn up to four (4) credits attending summer and/or evening classes at an Indiana High School other than Morristown or Waldron, and up to four (4) alternate credits during their high school career (Excluding SES Approved programming such as APEX courses.). Students must obtain prior approval from the principal BEFORE enrolling in any of the above classes: **All final exams are proctored by guidance personnel.** Only High School Principals may, in extreme circumstances, designate an alternate proctor.

ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Shelby Eastern Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Shelby Eastern expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing District-provided Internet access must first have permission of and must be supervised by Shelby Eastern professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Shelby Eastern Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to share passwords;
6. to access another individual's materials, information, or files without permission; and
7. to violate copyright or otherwise use the intellectual property of another individual or organization without permission (ex: downloading music, or video files).

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Shelby Eastern Schools makes no warranties of any kind, expressed or implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The

District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Shelby Eastern Schools is pleased to offer its students' access to the Internet. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, Shelby Eastern Schools makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

Notice: This administrative guideline and all its provisions are subordinate to district policy #7540, state, and federal statutes.

CAMPUS POLICIES

ACADEMIC LAB / STUDY HALL

Each student in academic lab / study hall must have study materials to use during this period. If a student desires to see another teacher, he/she must obtain a pass from that particular teacher prior to the study period.

ACCIDENTS

Accidents happening at school **must be reported** to either the faculty member in charge of the group or to the administrative office.

CAFETERIA

Cafeteria meals are expected to be paid at the time of purchase. Purchases may be made daily with cash or monies may be added to an account that is drawn from at the time of purchase. Cash or a check payable to cafeteria may fund the student's cafeteria account. Checks are preferred. Please include student's first, last name and grade on the check. An online payment system, www.mypaymentsplus.com, is available. Payments may also be made to the cafeteria through an automatic bill-pay system with your bank. Parents can pre-pay on a weekly, bi-weekly or monthly basis. Shelby Eastern Schools understands that on rare occasions students may forget to bring meal money to school. Students who have insufficient meal money will be allowed to charge the cost of a standard meal. To comply with federal guidelines, Shelby Eastern Schools will allow only a complete main line meal be charged. Snacks, ala carte or second meals may not be charged. The cost of this meal must be repaid as soon as possible with cash or a sufficiently funded account. Parents with negative balances will be notified by phone, email or in writing. Junior High and High school students may also be notified via their school email account. Any funds provided will be applied to the negative balance before other purchases may be made.

Breakfast is offered from 7:45 - 8:05 am. Only students eating breakfast will be allowed in the cafeteria. Students may not be tardy to first period. Food may not be taken from the cafeteria unless authorized by school administration. Shelby Eastern Schools operate a closed cafeteria and campus. Visitors may not eat in the cafeteria without administrative approval. Students may not leave campus for lunch, nor are they to have lunch delivered from outside (i.e. pizzas, subs, etc.) Special day shared items such as birthday cupcakes must be pre-approved by school administration. The administration retains the right to disallow such items.

CLOSED CAMPUS / LUNCH

Students (grades 6-12) are NOT allowed to leave school grounds during the school day. Stores and other businesses located near the school are OFF-LIMITS to all students during class time. Phone-in food deliveries by students or parents will not be permitted. Delivery persons will be declined by office personnel

Students' cars and the student parking lot are OFF-LIMITS during the school day except with permission from the principal.

Student visitors are not permitted on school grounds during the school day including lunch. Parents wishing to eat lunch with their child need to sign-in in the office.

DISTRIBUTION OF MATERIALS ON SCHOOL PROPERTY

Any materials to be distributed and/or posted on school property must be cleared by the principal before distribution. Those doing the distribution and posting are responsible for cleaning up any litter.

No materials are to be sold on school grounds without the approval of the school administration. Selling of items is usually limited to school sponsored groups or activities. Fund raising by any group or individual must be pre-approved by administration.

DRESS AND APPEARANCE

Improper or inappropriate dress that can be distracting and/or unsafe in the educational atmosphere at school will not be permitted. **Principal, or designee, will determine the appropriateness of clothing.** The wearing of shoes is required. Modest clothing is preferred. Students may be asked to call home for appropriate clothing if necessary.

1. Each student needs to wear clothing, jewelry, or a hairstyle that is a positive reflection on him/her. Clothing that is profane, vulgar, indecent, lewd, offensive, or obscene may not be worn. Clothing bearing tobacco, alcohol, drug, or gang promotion or slogan will not be permitted.
2. Hats and head coverings are not to be worn or displayed. (While school is in session).
3. Pants that sag below waist, cut-off T-shirts, midriff tops, or see-through tops are not allowed.
4. Chains are not acceptable.
5. Clothing which presents an indecent or immoral appearance which may reasonably be expected to disrupt the educational process is prohibited.
6. No skateboards, skate shoes, rollers or wheels are permitted on footwear. Footwear should protect the toes and feet of students
7. No sleepwear, including but not limited to: pajamas, blankets, pillows, and stuffed animals.
8. Shorts and skirts must be at least fingertip length when arms are relaxed at the sides.
9. Holes in jeans above the knee are not permitted

EMERGENCY PROCEDURES (FIRE, TORNADO, AND LOCKDOWN/EVACUATION)

Information cards will be posted in each classroom stating directions to follow in case of tornado, fire, or disaster drills. Teachers will give further instructions about leaving the building in case of emergencies. **VOICE ANNOUNCEMENT** indicates a **TORNADO** and students are to report to safe areas within the building. **STEADY BELL** indicates **FIRE** and students are to leave the building. **VOICE ANNOUNCEMENT AND DIRECTIONS** will be given in case of Lockdown/Evacuation. In case of emergency:

1. BE QUIET!! No talking except when necessary.
2. WALK!! Running or rushing is unsafe.
3. REMAIN ALERT!! In any drill or emergency it pays to be calm and collected so that the most intelligent course of action can be followed if it becomes impossible to follow normal procedures.
4. Be ready to respond to your teacher's ROLL CALL.

HALLWAY TRAFFIC

It is the responsibility of students to use passing time between classes efficiently and be in class on time. Students are encouraged not to loiter in hallways. Students must present passes to staff members in the hallways during instructional time.

LOCKERS - STATEMENT OF POLICY

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial technology classrooms, and the art classrooms, are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Locker combinations should not be shared.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect and search the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent the use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

LOSS OF DRIVER'S LICENSE

Section 1 of IC 9-24-2-1 is as follows: Sec. 1 (a) A driver's license or a 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 20-8.1-3-17.2.
2. Is under at least a second suspension from school year under IC 20-33-8-14 or IC 20-33-2-11.
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 20-33-2-2.
 - a. before graduating.
 - b. at least five (5) days before holding an exit interview under IC 20-33-2-6, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent/guardian of the following:
 - i. That the exit interview will include a hearing to determine if the reason for the student's withdrawal is financial hardship.
 - ii. If the principal determines that the reason for the student's withdrawal is not financial hardship:
 - (1) The student and the student's parent or guardian will receive a copy of the determination; and
 - (2) The student's name may 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.

MEDIA CENTER

Students are encouraged to use the Media Center. Students wishing to use the Media Center during class time should obtain a pass from their teacher. Students wishing to use the Media Center for an entire class period should obtain a pass from the teacher who assigned the work to be done.

Borrowed materials should be returned by the due date. Repeated failure to do this will result in the loss of privilege to borrow materials.

An atmosphere which promotes the best use of the Media Center by all must be maintained. If a student does not make good use of his/her time in the Media Center, or if he/she attempts to be disruptive, he/she will not be allowed to remain there. Repeated poor usage or disruptions will result in loss of privilege to use the Media Center.

PERSONAL PROPERTY

Student owned items are not insured by the school system. Students and parents are encouraged to be sure items brought to school are insured under individual insurance policies. The school corporation is not responsible for lost or stolen items.

SCHOOL SPONSORED ACTIVITIES

Your behavior at evening activities, field trips, or other school related trips or activities should reflect well upon you and your school sponsored activities. Participation may be suspended by the principal/designee for academic, disciplinary, or other reasons. School sponsored activities include any event, home or away, where the Shelby Eastern Schools are officially represented.

NATIONAL HONOR SOCIETY

Conditions for Selection

1. Only those students who have attended the school the equivalent of one semester may be considered for membership.
2. Membership may be open to qualified sophomores, juniors, and seniors.

The Criteria

The Faculty Council of the chapter selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character. According to the principles outlined in Article IX, Section 2, or the NHS Constitution, the Faculty Council should first identify students with the prerequisite GPA of an A- (as stated in the local selection guidelines), and then evaluate the candidates' performance in the areas of leadership, service, and character.

Faculty Councils may wish to survey academically eligible students to determine interest in membership and to obtain information regarding service and leadership activities. Students who complete a Candidate Information Form should understand that it is not an application for membership, and that review of information gathered does not guarantee selection.

Leadership, service, and character are evaluated according to the information provided by the candidate and observations of the faculty. The Faculty Council selects candidates who clearly demonstrate all four qualities: scholarship, leadership, service, and character.

Scholarship

The minimum grade point average allowable is an A- (3.67 on a 4.0 scale). In all cases, only those students who have a cumulative grade point average of an A- or higher meet the scholarship requirement for membership in the NHS. These students are then eligible for consideration on the basis of service, leadership, and character.

Leadership

The candidate must successfully demonstrate his or her leadership qualities by serving in at least two leadership roles in either the school or community. A student who has not had opportunity to serve in an elected or appointed role may also be selected, provided that he or she receives a high/outstanding rating in potential leadership qualities from at least two-thirds of the high school faculty. If two-thirds of the faculty recognizes that the student displays at least six leadership qualities from the descriptors below, the candidate will have met the standard for leadership.

Service

Service is considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation. To be selected, a candidate must demonstrate on his or her Candidate Form the completion of ten (10) hours of service in the school or community since the start of ninth grade. The Candidate Form should also provide the signature and phone number of the adult who supervised the student's service. Time spent during the school day as a teacher assistant, library assistant, or office assistant is not considered as service. The following qualities should be displayed by the student who serves but is not to be considered a checklist for selection.

Character

A candidate will demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies, or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. Character qualities may be supported by the observation of the faculty or by school records.

A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

STUDENT CARE OF SCHOOL EQUIPMENT and PROPERTY

Reasonable care of lockers, books, equipment, inside property and outside property is expected of the student. Parents may be assessed a replacement fee should damage occur. Students are expected to cooperate in maintaining a clean facility. Pride in our school environment is everyone's responsibility. **The use of skateboards is prohibited on school property at ALL TIMES.** Students who break this rule may face disciplinary actions.

STUDENT DRIVING AND PARKING

1. Driving privileges may be revoked or denied if driving or parking regulations are not followed.
2. Parking is provided in designated areas.
3. Vehicles need to be parked properly.
4. Sitting in cars during the school day is NOT permitted.
5. The parking lot is off limits to students during the school day unless he/she has received permission from the office.
6. Each driver should lock his/her vehicle while at school.
7. Speeding or reckless driving on school grounds is not permitted.
8. Students are required to purchase a parking tag and have it displayed on the mirror at all times. Failure to do so may result in loss of driving privileges and/or the vehicle being towed at the owner's expense.

TELEPHONES, CELL PHONES and ELECTRONICS

Students may carry a personal communication device. Students may use personal communication devices (PCDs) before and after school, during their lunch break, during passing periods, during after school activities (e.g., extra-curricular activities) or at school-related functions outside of the school day. PCD's are not to be used or turned on during class time unless instructed to do so by the teacher. PCDs, including but not limited to those with cameras, may **not** be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

VISITORS and VOLUNTEERS

All visitors must sign in at main office and receive a visitor badge. Advanced arrangements with both the classroom teacher and building principal will be made with 24 hour notice, unless waived by the teacher. Unless accompanied by parents/guardians, children of less than school age will not be permitted to visit school during the time when classes are in session. Students are not allowed to bring school age visitors to school unless approved by school administration.

Adult volunteers and field trip chaperones are required to file criminal background checks prior to working with students or chaperoning a trip.

VOCATIONAL SCHOOL

The school will provide bus transportation to and from the Blue River Career Program. Students **are required** to ride the bus unless issued a driving pass from the Blue River Career Program. This pass can be used by a student wishing to take a vehicle to the Vocational School for purposes of having work done, etc... and must make prior arrangements with the sending school at least one day before needing to do so. Driving passes can be used a maximum of three times per semester. Any other special conditions where the student needs to drive must be pre-approved by administration.

Students enrolled in programs at Blue River Career Center are responsible for attending courses at both their home school and BRCC when they are in session. On days when MHS / WHS are in session, but BRCC is not, students will only need to attend their home school during the time they are scheduled to be there. On days when BRCC is in session and MHS / WHS are not in session, students will need to attend their programs/classes at BRCC. If students or parent/guardians have any questions they should direct them to the guidance office of their home school. Transportation from the home school to BRCC will be provided on the days that BRCC is in session.

WORK PERMITS

Work permits may be obtained in the high school office. An Intention to Employ form must be presented to the issuing officer at the school before a certificate will be issued. Work permits issued under the Indiana Laws may be revoked by the school corporation if it is determined there has been a significant decrease in a student's grade-point average since the issuance of the permit or if the student becomes involved in any disciplinary action that results in suspension or expulsion from school.

STUDENT DISCIPLINE

Shelby Eastern Schools (SES) are committed to programs that will ensure the development of students who have self-respect, respect for others, and who comply with existing laws and accept their corresponding rights and responsibilities. To accomplish this, SES must formulate clear expectations for students and the legal processes that guarantee and regulate them.

Students within the Shelby Eastern Schools are expected to maintain a high standard of personal conduct. All students are expected to follow the building, classroom, cafeteria, school grounds and bus rules at all times.

Conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is in part, reflected in the behavior of students. Each student of this corporation is required to follow the Code of Conduct established by the School Board. Such Code of Conduct shall require that students:

- conform to reasonable standards of socially acceptable behavior;
- respect the person and property rights of others regardless of race, ethnic background, or gender.
- preserve the degree of order necessary to the educational program in which they are engaged;
- obey constituted authority and respond to those who hold that authority.

Students who choose not to follow the Code of Conduct will be subject to disciplinary action, which may include suspension and/or expulsion. Students are under the jurisdiction of the school Code of Conduct on the way to school and to home, as well as during the time they're on school grounds or at school related functions.

STAFF AUTHORITY

Any professional employee acting with the procedures described by these guidelines will be supported by the Board and the central office staff. Each teacher shall be responsible for the order and discipline of pupils in his or her own room, immediate surroundings, and on any school property or at any school activity. In maintaining a well-disciplined room, a positive approach to elicit good behavior shall be used to avoid the necessity of disciplinary action.

It is the responsibility of the parent or guardian to instill in the individual son/daughter the proper standards of acceptable behavior. The parents/guardians, too, should insist that the child follow the rules of the school at all times.

1. The public school teacher and authorities of the school stand in loco parentis (acting in place of parents) of the child.
2. School authorities have the power and responsibility to adopt appropriate rules and regulations for governing of the schools under their control.
3. When a student's behavior disrupts learning, either of the student himself and/or the learning of others, the teacher and/or school officials are obligated to investigate the cause of such behavior and initiate appropriate remedial action, including contact with parents.
4. Any violation of student handbook policy could result in consequences ranging from verbal warning to expulsion.

REMINDER – A second suspension or expulsion may affect a student's driving privileges. Students on probation will also be referred to Probation Officials when Discipline Code violations occur.

GROUNDINGS FOR SUSPENSION OR EXPULSION IC 20-33-8-14

These rules apply when a student is:

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

A. Student Misconduct and/or Substantial Disobedience

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 conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative to 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 entrances 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.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member and/or other persons. Prohibited
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - i. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - iii. The student has been instructed in how to self-administer the prescribed medication.
 - iv. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form including electronic cigarettes and vaping devices.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purposes or educational function.
23. Engaging in pranks that could result in harm to another person.
24. Use or possession of gunpowder, ammunition, or an inflammable substance.

25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
- a. engaging in sexual behavior on school property;
 - b. engaging in any form of sexual harassment toward another person;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct; including clothing, jewelry or hair style; that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. Possessing or using a laser pointer or similar device.
26. Possessing or using, on school grounds during school hours, an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. The sending, sharing, viewing, possession of pictures, text messages, emails or other materials depicting, displaying, exhibiting, photographing, or created image of a sexual nature, in electronic or any other form, including the contents of a cell phone, or other electronic device.
28. Any student conduct rule the school building establishes and gives publication of it to all students and parents/guardians in the principal's school building.

STUDENT DUE PROCESS

Recognizing that the behavior of a student may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER: A junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL - 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 ten (10) consecutive school days.

RIGHT TO APPEAL

The student or parent/guardian has the right to appeal an expulsion decision to the superintendent within 10 days of the receipt of notice of the action taken. The student or parent/guardian appeal to the superintendent must be in writing. If an appeal is properly made, the superintendent will consider an appeal over the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/guardian. The superintendent will then take any action deemed appropriate.

A school may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent/guardian or group of parents/guardians.
3. Assigning additional work.
4. Rearranging class schedules
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher's class for a period not to exceed one class period for a middle or high school student.
8. Assignment by the principal for:
 - a. A special course of study;

- b. An alternative educational program; or
 - c. An alternative school.
9. Removal of a student from school sponsored transportation.

LEGAL REFERENCE: I.C. 20-33-8-1, I.C. 35-47.5-2-4, I.C. 35-41-1-8, I.C. 35-47-1-5

BULLYING

1. This rule applies when a student is:
 - i. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - ii. Off school grounds at a school activity, function, or event;
 - iii. Traveling to or from school or a school activity, function, or event; or
 - iv. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. 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.

Extracurricular Activities Drug Testing Program

Introduction

This program does not affect the current policies, practices, or rights of Shelby Eastern Schools with drug and or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Shelby Eastern Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Purpose

It is the purpose of this program to provide a safe environment for our students as they travel to and from school, attend class during the school day, and participate in extracurricular activities. It is our hope that this program will educate, help, and direct students away from drugs and alcohol usage and towards healthy and drug free lives.

Scope

Participation in extracurricular activities is a privilege. This policy applies to all Shelby Eastern Schools students in grades 8-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

Consent Form

It is **MANDATORY** that each student who participates in extracurricular activities signs and returns the "consent form" prior to participation in any activity. Failure to comply will result in non-participation.

Testing Procedure

1. *The selection of participants to be tested will be done randomly by the principal/administrative designee*, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. *If the student shows signs of reasonable suspicion, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested.* Factors may include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent may request testing of his/her student.
3. **No student will be given advance notice or early warning of the testing.** In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 8 ounces of water. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and told he/she is no longer eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
5. If it has been proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

Chain of Custody

1. The certified laboratory will provide training and direction to those who supervise the testing program, set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and will not be allowed to go to his/her locker.
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking prescription medication.
4. A sanitized kit containing a specimen cup will be given to each student. The cup will remain in the student's possession until a seal is placed upon the cup. The student will sign and initial that the specimen has been sealed. *The seal may only be broken by the lab testing the specimen.*

Test Results

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The principal/administrative designee will be notified of a student testing "positive". The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
3. If the test is verified "positive", the student will be prevented from participating in extracurricular activities until a "follow-up" test is requested by the principal/administrative designee and the results are reported.

Financial Responsibility

1. Shelby Eastern Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is in the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

MEDICAL INFORMATION

FIRST AID

Minor injuries may be cared for by general first aid. If any question exists, it is the policy of the school to contact the parents and arrange for the student to be taken home. On the enrollment card/form, there is a space for telephone numbers where the parent or person to call may be reached in the CASE OF AN EMERGENCY. Please fill these in properly at the beginning of the year and inform the school office of changes during the year. We aim to serve you best; therefore, your cooperation is appreciated. Your student is always important to us. We want him/her to be kept safe.

HEALTH RECORDS

Health records are required by law and are now a very important part of your student's folder of information. Please have all proper forms, including a complete list of immunizations and a birth certificate, on file. We MUST have these records.

ILLNESSES

If your student becomes ill at school, we will make every attempt possible to contact you whether at home or at work. Unless a student has a fever of 100°F or higher or it has been verified that the student has vomited or has persistent diarrhea, we will not call. In cases where the student comes to the clinic and has not vomited, does not have diarrhea, and/ or doesn't have a fever, we may have the student lie down for a while and then return the student to the classroom. The nurse, or another designated staff member, will contact the parent when it is necessary for the student to go home due to illness.

Criteria for returning students after illness or contagious disease:

- a. **Fever-free (less than 100.0F) without Tylenol, etc. for 24 hours.**
- b. **No recurrent vomiting or diarrhea without medications for 24 hours.**
- c. **For contagious conditions, the student must be on antibiotics and fever free (less than 100.0F) for 24 hours.**

IMMUNIZATIONS

These are the requirements for your student to enter school according to our Indiana State Health Laws. (Indiana Code #20-34-4) School officials may exclude students from school attendance according to Indiana law if parents do not have the proper immunizations for their student. When a student enters a school corporation for the first time at any level, his/her parents/guardian must show either that he/she has been immunized, or provide a signed parental religious objection or a medical exemption from the physician. The month, day, and year of all immunizations must be provided. All immunizations must meet the recommendations of the Advisory Committee for Immunization Practices (ACIP).

If exemptions are submitted, they must be resubmitted to the school each year. New immunizations may be required at any time in accordance with Indiana state law or Indiana code. The required immunizations to attend school are listed below:

Preschool (3 to 5 years old)	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella
Kindergarten and 1st	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grades 2 to 5	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella

Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 1 Tdap 2 MCV4

- **Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.
- **DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after student's 4th birthday.
- **Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 4th grade the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.
- **Live Vaccines (MMR, Varicella & LAIV)** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.
- **Varicella** Physician documentation of disease history, including month and year, is proof of immunity for students entering preschool through 6th grade. Parental report of disease history is acceptable for grades 7-12.
- **Tdap** There is no minimum interval from the last Tdap dose.
- **MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4. Please help us by reviewing your records and making sure the school has all the needed immunization dates. Contact your physician to make arrangements for obtaining immunizations. You may also contact the Shelby County Health Department (317-392-6470) for their clinic hours and to inquire about eligibility in obtaining immunizations. Children and Hoosiers Immunization Registry Program (CHIRP) is utilized. CHIRP is a free, confidential, online system that stores and updates immunization records. We strongly encourage parents to consent to the use of this program to assist in maintaining immunization records. CHIRP consents may be obtained from the health clinic. Please notify the school for any questions or concerns. A licensed nurse handles all immunization records.

FIRST AID / INJURIES

First aid may be administered for minor injuries. If a more serious situation occurs, the parent will be called. **Parents are responsible for keeping the Emergency Card in the office current.** If a student is seriously injured at school, we will make every attempt possible to notify the parents. If we cannot reach the parents or any other designated adult, we will take the following steps:

1. Notify the emergency numbers listed on the enrollment.
2. Call for an emergency vehicle if needed. (The school is not responsible for the cost of transportation to the hospital.)
3. Accompany the student to the emergency room. (The school is not responsible for the cost of treatment.)
4. Continue to try and reach the parents of the student.

INSURANCE

Parents are responsible for any medical costs incurred for treatment of their student for any illness or injury occurring to their student during any period of time the school is providing any supervision of your student. Parents have the opportunity to purchase student insurance up to 30 days after the date of enrollment. Forms for this low-cost insurance are available upon request from the school at the beginning of the school year. Additional forms are kept at the school office and will be made available to new students.

MEDICATION POLICY

In order to safely manage medication administration, the following criteria must be met before medicine will be given. **All of the following criteria must be met before medication will be administered:**

1. The parents must send a note giving us permission with specific instructions. Parents may also be asked to complete a medication permission form. A note from the doctor is also needed for prescription medications. A school administrator, teacher, or other school employee designated by the school administrator may, in good faith, administer medication.
2. The medicine must be in the proper prescription bottle or original container with the student's name, the name of the medication and the dosage with the times to be given. All directions from the parent and the physician must match the directions on the label of the medication. Adult medications may not be used with children under 12 years and under unless there is a prescription from a physician to do so. Over-the-counter medication that is to be given for four weeks or longer requires a physician's signature. No vitamins or natural/ homeopathic medications will be administered.
3. The student remembers to come to the office at the specified time.

Medication will **not** be sent home with students in Pre-K through 8th grade. Parents must bring and pick up all medications. Students in 9th through 12th grade may pick up medications to be brought home from school with written permission from the parent. **An adult must bring any controlled substance (i.e. Ritalin or prescribed pain medication) to the school. It may not be brought to school by the student. A student may take home an empty bottle for refill, but unused medication that has been dispensed at school must be picked up by the parent unless the student is in 9th through 12th grade and written permission is provided from the parent.**

Please send only the amount of medication to be given at school. No student may carry medication on his/her person; keep it in the classroom, or locker with the exception of emergency medicines such as insulin, inhalers, or Epi-Pens. This requires written permission from **both** the parent and doctor specifically stating that the student may carry the medication with him/her at school. This written permission must be resubmitted to the school yearly if needed.

SPEECH AND HEARING

Kindergarten, first grade, fourth grade, seventh grade, tenth grade, new students and referrals are tested for hearing problems by a speech and hearing specialist each year. This screening is in no way a substitute for proper diagnosis by a physician. The speech and language pathologist receives teacher or parent referrals for suspected speech/language problems. Evaluation procedures are initiated by the speech and language pathologist according to Article 7 of the Indiana Code.

VISION SCREENING

Vision screening will be done in Kindergarten or first grade, third grade, fifth grade, eighth grade, and for referrals. Countywide Kindergarten screening to complete the Indiana state mandated modified clinical technique occurs yearly. If a student is not given permission to participate or is absent the day of this screening, the parent/guardian is responsible for having an ophthalmologist or optometrist perform this testing. These screenings are in no way a substitute for proper diagnosis by an optometrist.

WOUND/OPEN WOUNDS

Any student who has an open or draining wound shall keep the wound covered and taped on all 4 sides with an occlusive dressing. The school nurse shall be notified if a student has been diagnosed with MRSA or any other infectious disease processes or condition by a licensed health care provider. In general, students with draining lesions or wounds shall not be kept from school if they are able to keep lesions adequately and completely covered with a dry, occlusive bandage unless otherwise directed by a licensed health care provider. All supplies for bandaging must be supplied by the parent/guardian.

HEAD LICE

The Shelby Eastern School Corporation has developed specific guidelines for the treatment of head lice and/or nits. These guidelines include parent notification, treatment instructions, and parent responsibilities. Any student who has live head lice will be sent home from school for treatment in accordance with established guidelines. If a student is reported to have head lice, the School Nurse will do the following:

1. The student will be examined to determine if there is an active infestation (live lice).
2. If the School Nurse determines that there is an active infestation, the student's parent/guardian will be notified and the student will be sent home.
3. Siblings of any positive cases may be checked.
4. It is the responsibility of the parent to make arrangements with the School Nurse for the student to be examined before re-entry into school. The parent may accompany the student, if the School Nurse feels it is necessary, to school for this examination so that the School Nurse can check for the presence of live lice, review treatment, and provide any needed instructions or support.
5. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up unless there are unusual or extenuating circumstances brought to the attention of the School Nurse. It is recognized that no student should routinely be excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the student to school the next day.
6. In the case of repeated head lice infestations, the student may be excluded from school even if the case is not active (live lice) but chronically has nits (eggs). The student will be excluded until effective treatment has been provided and the nits are removed.

BED BUGS

The Shelby Eastern School Corporation has developed specific guidelines for bed bugs. These guidelines include parent notification, treatment instructions, and parent responsibilities. Guidelines include:

1. If a bed bug is found on a student or his/her belongings, the student will be removed discreetly from the classroom and the student's clothing and other belongings will be examined. It is not recommended to exclude students from school.
2. Student's personal items will be placed in a garbage bag or sealed plastic bin until the student leaves school.
3. The student's parent/guardian will be contacted by telephone or through a notification letter to let them know a bed bug was found on the student's belongings and recommend a home

inspection by a licensed professional.

4. If a student reports that they have bed bugs and/or if a student has bites that appear to be bed bug bites, the parent/guardian will be contacted.

5. The parent/guardian will be instructed on obtaining professional treatment for the home.

6. If a live bed bug is found, the principal will be notified and they will assess the situation case by case by doing the following:

A) Do basic protocol as described above.

B) The custodian will be notified and along with the principal, the school may contact a pest control company for inspection and/or treatment should this be a true concern for the school.

C) Shelby Eastern Schools will work in cooperation with the Indiana State Health Department regarding bed bugs.

PEST CONTROL, PESTICIDES AND HERBICIDES

Shelby Eastern Schools is committed to providing a safe environment for students and staff. With this in mind, we seek to prevent children from being exposed to pests, pesticides, and herbicides. We will use non-chemical methods of pest control when possible. If non-chemical methods are deemed ineffective, we may contract-out with pest control specialists to use chemical methods. Spraying of chemicals from persons certified (or individuals operating under their supervision) in pest control will only be in areas far away from students and staff, or in areas which students and staff will not use for a period of at least forty-eight (48) hours.

SCHOOL TRANSPORTATION (BUS)

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate a student stopping a bus operator from doing their job or preventing other students from having safe transportation. **Riding the school bus is a privilege.**

BUS RULES

- Follow classroom rules while on the school bus
- Be courteous and use your manners
- Cooperate with the driver and others without argument or delay (Refusal to do so is insubordination and will not be tolerated)
- Stay in assigned seat and face forward at all times
- Keep hands, head, feet, and objects inside the bus and to yourself (No throwing)
- Open windows only with permission
- No inappropriate language or gestures
- No physical or verbal altercations (i.e. fighting, play fighting, bullying, etc.)
- No weapons, alcohol, or drugs including tobacco and e-cigarettes
- No eating or drinking on the bus
- Help keep the bus clean
- No vandalism to the bus or another person's property

BUS DISCIPLINE PLAN

Serious or repeated misconduct will result in steps according to the Progressive Bus Discipline Plan (see below). Behavior at bus stops should align with school expectations and rules. Any step of the plan may be waived depending on situation and severity of offense as deemed appropriate by school administration. Steps include:

1. Written warning via bus ticket-call to parents by driver
2. Bus ticket-1 day bus suspension-call to parents by driver
3. Bus ticket-3 days bus suspension-call to parents by office
4. Bus ticket-10 days bus suspension-conference with parents, administration, and driver
5. Bus ticket-suspension for remainder of school year-conference with parents, administration, and driver.

In addition to the above listed progressive bus discipline plan, disciplinary measures for similar conduct occurring in school may be imposed for conduct on the bus or at the bus stop.

BUS DRIVER RESPONSIBILITIES

- Operate the bus safely
- Be on the bus to supervise daily boarding and disembarking of students
- Within the first 2 weeks of school discuss safety, evacuation, and student conduct on school bus with students
- Assign seats and give current copy to school officials and transportation director

ADMINISTRATION RESPONSIBILITIES

- Inform parents and students of school bus rules and consequences
- Investigate all complaints and referrals
- Confer with students, parents, and drivers when appropriate
- Be present, or designate a representative, at loading/unloading zones during arrivals/dismissals
- Meet with drivers at the beginning of each school year and as needed throughout the year to discuss safety procedures, discipline procedures, etc.
- Maintain a copy of the seating assignments for each bus in the front office

PARENT RESPONSIBILITIES

- Read and discuss with your children the bus policies
- Inform your children of the location of the bus stop, pickup time, and to wait for the bus in a single line
- Arrange for your children to arrive 5 minutes before pickup time and to conduct themselves appropriately on school buses. In case of an emergency causing late arrival by the pupil at his/her stop, the school bus driver shall use his/her discretion in waiting for the student.
- Support the school officials in their efforts to operate a safe and efficient transportation system.

Annual Notifications

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, and eligible student who is eighteen (18) years of age or older, and those authorized by Federal law and Corporation regulations.

A parent or eligible student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or eligible student of the time and place where the records can be inspected.
- B. request amendments if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form which may be used to identify which information in the record the parent or eligible student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's administrative guideline 8330 describes those exceptions and is available upon request.
- D. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or eligible student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided then notified of the opportunity for a hearing.
- E. file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington, D.C. 200202.
- F. obtain a copy of the Corporation's Policy 8330 and AG 8330 on student records.

The Corporation has established the following information about each student as “directory information”:

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information: The Board designates as student “directory information”: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; and scholarships.

The Corporation will make the above information available upon a legitimate request unless a parent, guardian, or eligible student notifies the School in writing within ten days (refer to Policy 8330) from the date of this notification that s/he will not permit distribution of any or all such information.

NOTICE OF RESTRICTION TO RELEASE DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES

Release of Student Directory Information by the high school recruiting representative of the various military services and academies are required by State law. (IC 20-10.1-29-3) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student’s sophomore year in high school.

RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION

Any parent or student who believes that the School Corporation has failed to comply with the Family Education Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA) with regard to student records, may file a complaint directly with the following:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTIFICATION TO PUBLIC REGARDING INSPECTION OF INSTRUCTIONAL MATERIALS

Members of the public have the right to inspect instructional materials, including but not limited to print and non-print materials, teacher’s manuals, films, tapes and any other supplementary material, used as part of the educational curriculum.

PROTECTION OF PUPIL RIGHTS

Parents may review all instructional materials including teacher manuals, films, tapes, or other supplementary materials which will be used in connection with any survey, questionnaire, analysis, or evaluation which are administered to students. No student will be required, without prior written consent of the student’s parent, or of the student if he is eighteen (18) years of age, to participate in any survey, analysis, or evaluation which contains information concerning: political affiliation; mental or psychological; problems potentially embarrassing to a student or other student’s family; sexual behavior and attitudes; illegal, anti-social, self-discriminating; and demeaning behavior; critical appraisals of other individuals with whom the student has close family relationships; legally-recognized; privileged or similar relationships, such as those with lawyers, physicians, and ministers, or income, other than information required to determine participation in programs or eligibility for receipt of federal financial assistance.

NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, and ADA)

Nondiscrimination

The school Board does not discriminate on the bases of religion, race, color, national origin, sex, disability, age, or genetic information in its programs, activities, or employment. Further, it is the policy of the Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation.

Complaint Procedure

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Corporation's Civil Rights Coordinator.

Eric Glasco, 2451 N. 600 E., Shelbyville, IN 46176 * 765-544-2246

The individual may also, at any time contact the U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite, 1475, Chicago, Illinois 60661: telephone: (317) 730-1530; Fax: (317) 730-1576; TDD: 877-521-2172; E-mail: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Section II

A person who believes they have a valid basis for a complaint may discuss the matter, informally and on an oral basis with the Corporation's Civil Rights Coordinator, who will investigate the complaint and respond in writing to the complainant. If the informal procedures, do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

STEP 1

Investigation by the Corporation's Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the Corporation's Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Right Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the Corporation's files and records relating to the complaint.

STEP 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of receiving the written appeal.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In compliance with the AHERA law passed by Congress in 1986, Shelby Eastern Schools tested all buildings for asbestos containing materials. This inspection report and additional information related to the inspection report are maintained in a management plan. Shelby Eastern's management plan is available for inspection by parent, guardians, and staff without cost or restriction during normal business hours at the district offices. The Waldron and Morristown campuses are asbestos free.