

SHELBY HIGH SCHOOL

2023 - 2024

STUDENT HANDBOOK



**One Whippet Way
Shelby, OH 44875
419-342-3647 Option #1
www.shelbyk12.org**

**Principal
Building Secretary**

**John Gies
Tawny Cox**

**Assistant Principal
Athletic Director
Attendance/Athletic Secretary**

**Troy Schwemley
Pat Lewis
Jeanine Haney**

**School Counselor
School Counselor
Guidance Secretary**

**Edie Lerback
Bobbi Weaver
Pam Barker**

Food Service Director

Kelly Stanford

August 1, 2023

SHS Students and Parents:

Welcome to the 2023-24 school year! I hope this is an enjoyable and educational year for you. I also want to challenge you to be as involved as possible this year. Students who are active at school tend to have higher grades and have a much more satisfying high school experience.

This handbook is a very important reference tool for students and parents. Be sure to read over the material in this book and ask if you have any questions. A copy of this handbook is also available on-line on the high school webpage.

With your help, the 2023-24 school year will be an outstanding year. Please feel free to contact me if you have any questions or concerns.

Go Whippets!

John Gies
Principal

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

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Teaching Faculty & Staff

Mr. Matt Albert	Mr. Blake Hixon	Mr. Brian Nabors
Mrs. Alma Allen	Mrs. Nicole Hoffman	Mrs. Leigh Oden
Mr. Geoffrey Allen	Mrs. Erin Howarth	Mrs. Suzanne Ramsey
Mr. Jon Amicone	Ms. Natalie Huggins	Mr. Tim Rodenbaugh
Mrs. Pam Barker	Mrs. Kelly Jung	Mr. Adam Schroeder
Mrs. Brittany Bechtol	Mrs. Edna Karnes	Mr. Justin Schroeder
Mr. Andy Carver	Mr. Mark Kirby	Mr. Troy Schwemley
Mrs. Tawny Cox	Mrs. Lindsay Lantz	Mrs. Melissa Sensmeier
Mrs. Ashlee Craig	Mrs. Edie Lerback	Mr. Kelly Stanford
Mrs. Lauren Dennis	Mr. Pat Lewis	Mrs. Kate VanAlstine
Mrs. Jackie Duncan	Mrs. Patience Lewis	Mrs. Katherine Vichinsky
Mr. Nick Eddleblute	Mr. Brian Madison	Mrs. Ruth Watts
Mr. Randy Eisenhauer	Mrs. Molly Mahaney	Ms. Bobbi Weaver
Mr. Jay Follett	Mr. Rob Mahaney	Ms. Baylie White
Mr. John Gies	Mrs. Samantha Martin	Mr. Erik Will
Mr. Dakota Grosscup	Mr. Tim Mayer	Mrs. Kim Wilson
Mr. Andrew Guertler	Mr. Levi Myers	
Mr. Scott Gurney	Miss Casey McCall	
Ms. Jeanine Haney	Mr. Greg Mongold	
Miss Nicole Harpster	Mr. Grayson Murray	

23-24 SHS Bell Schedule

REGULAR SCHEDULE				2 HOUR EARLY RELEASE			
1ST BLOCK	7:40-9:10	1A	7:40-8:24	1ST BLOCK	7:40-8:30	1A	7:40-8:04
		1B	8:26-9:10			1B	8:06-8:30
2ND BLOCK	9:14-10:48	2A	9:14-10:02	2ND BLOCK	8:34-9:28	2A	8:34-9:02
		2B	10:04-10:48			2B	9:04-9:28
3A LUNCH	10:52-11:22	3ABC	10:52-12:248	3A LUNCH	9:32-10:02	3ABC	9:32-11:08
3B LUNCH	11:25-11:55	3BCD	11:25-1:01	3B LUNCH	10:05-10:35	3BCD	10:05-11:41
3C LUNCH	11:58-12:28	3BC	11:21-12:08	3C LUNCH	10:38-11:08	3BC	10:05-10:52
3D LUNCH	12:31-1:01	3CD	12:10-12:57	3D LUNCH	11:11-11:41	3CD	10:54-11:41
4TH BLOCK	1:05-2:35	4A	1:05-1:49	4TH BLOCK	11:45-12:35	4A	11:45-12:09
		4B	1:51-2:35			4B	12:11-12:35
2 HOUR DELAY SCHEDULE				ACTIVITY PERIOD SCHEDULE (THURSDAYS)			
1ST BLOCK	9:40-10:30	1A	9:40-10:04	1ST BLOCK	7:40-9:00	1A	7:40-8:19
		1B	10:06-10:30			1B	8:21-9:00
2ND BLOCK	10:34-11:28	2A	10:34-11:02	2ND BLOCK	9:04-10:24	2A	9:04-9:43
		2B	11:04-11:28			2B	9:45-10:24
3A LUNCH	11:32-12:02	3ABC	11:32-1:08	ACTIVITY PER.	10:28-10:58		
3B LUNCH	12:05-12:35	3BCD	12:01-1:37	3A LUNCH	11:02-11:32	3ABC	11:02-12:38
3C LUNCH	12:38-1:08	3BC	12:05-12:52	3B LUNCH	11:35-12:05	3BCD	11:35-1:11
3D LUNCH	1:11-1:41	3CD	12:54-1:41	3C LUNCH	12:08-12:38	3BC	11:35-12:22
4TH BLOCK	1:45-2:35	4A	1:45-2:09	3D LUNCH	12:41-1:11	3CD	12:24-1:11
		4B	2:11-2:35	4TH BLOCK	1:15-2:35	4A	1:15-1:54
							4B

2023-2024 SHS Course Fees

Engineering (PLTW)

CIM	\$10
Digital Electronics	\$10
Intro to Engineering Design	\$10
Principles of Engineering	\$10

Other

9th grade dues	\$10
10th grade dues	\$10
FFA Dues	\$17

Family & Cons. Sci

FCCLA Dues	\$15
Principles of Food	\$20
Culinary Fundamentals	\$20
Global Foods	\$20
Lead Dynamics	\$10
Child Development	\$15
Career/College Readiness	\$10
Textile Design	\$20
Personal Finance	\$10

Course fees were waived by the Board of Education for 2023-24. Students are still required to pay any dues (9th, 10th, FFA) and fees for any Pioneer courses (Family & Consumer Science, PLTW)

Scope of Jurisdiction

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee or the property of such official or employee. In some cases, a student can be removed from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed will be responded to as necessary by school district staff.

Reciprocal Policy with Pioneer Career and Technology Center

Students who attend Pioneer Career and Technology Center must still comply with the policies of Shelby High School and the Shelby City Schools. A suspension or expulsion issued at Pioneer will also be enforced at Shelby High School. Students who are suspended or expelled from Pioneer Career and Technology Center shall not be on Shelby City School's property or attend any events during the time of the suspension or expulsion.

FERPA Information

Notification of Rights Regarding Student Records and Designation of Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days after the date the Shelby City School District ("school") receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal, or his/her designee, will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records that the parent, or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a further explanation, see item 5 below.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

- FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. A school official may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (§ 99.31(a) (1).)

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a) (2).)
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a) (3) and 99.35.)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a) (4).)
- To state and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a state statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a) (5).)
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a) (6).)
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a) (7).)
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8).)
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a) (9).)
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.(§ 99.31(a) (10).)
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a) (11).) Specifically, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:
 - A playbill, showing your student's role in a drama production;
 - The annual yearbook;
 - Honor roll or other recognition lists;
 - Graduation programs; and
 - Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school superintendent's office in writing, no later than two

weeks after receiving this notice, of the types of directory information you do not want disclosed. The school has designated the following information as directory information:

- Student's name
- Student's address
- Student's telephone number
- Student's date and place of birth
- Participation in officially recognized activities and sports
- Honors and awards received
- Weight and height if member of athletic team(s)
- Major field of study
- Dates of attendance
- Date of graduation

Sexual Harassment

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Title IX Coordinator: The Board directs the Superintendent to appoint a Title IX Coordinator who is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

Sexual harassment matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

The District Title IX Coordinator is Barb Green. Her contact information is:
green.barb@shelbyk12.org 419-342 3647

Search and Seizure, Interrogation

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. A portable metal detector may be used to detect weapons or other contraband. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. Students accepting use of the lockers must also accept the related responsibilities including keeping the assigned locker clean both inside and outside. The contents of the locker and the student's belongings are subjected to a search at any time when there is reasonable suspicion that the contents may violate the student code of conduct or when the health, safety or welfare of other students may be at risk. The School assumes no responsibility for lost or stolen property or money kept in hallway or locker room lockers. Lockers are assigned to specific students and should not be shared with another student. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. In order to promote the order, safety and security of students, staff and property, the District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities. Student vehicles may be searched at the discretion of the administration, with reasonable suspicion.

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

Any work or files created, loaded, displayed, or saved on school-owned equipment, including laptops, is considered to be the property of the Board of Education and is subject to search by school officials without permission of the student. Any work, files, equipment, hardware, or software that is brought to school or to a school-related event or activity is subject to search by school officials without permission of the student. School authorities will seize any material or weapon observed during a search that is deemed to be dangerous to the safety of individuals in school, the property of another person, the property of the school, or is deemed to violate the school code of conduct. School officials have the responsibility to interview students concerning misconduct or crimes occurring on school property, during school hours or school-sponsored activities.

Interrogation of Students by Law Enforcement

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

Video Surveillance

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

Student Code Of Conduct

Effective school discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment which holds students accountable for their behavior and teaches them to live with the consequences of their actions.

Each of the behaviors and/or types of misconduct described below are prohibited and may be subject to student disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, community service, denial of attendance at extracurricular activities, school events, and field trips, detention, in-school discipline, suspension and/or expulsion from school, and/or participation in commencement. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Students who are suspended from school will have the opportunity to earn credit for assignments missed while suspended. The student will have the number of days suspended to make up their work upon their return. Example: suspended for 3 days, the student has 3 days upon their return to make up work. Suspended 1 day, the student has 1 day to make up work. This is a chance to ask questions, get extra help, and complete tests or quizzes.

1. **Disruption of School:** A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction of the normal school day. While this list is not intended to be inclusive, the following acts illustrate the kinds of offenses covered by this rule: occupying the school grounds or part thereof with intent to deprive others of its use, setting fire to or damaging school property, creating false fire alarms or 911 calls, making bomb threats, unusual dress or appearance, student strikes or walkouts.
2. **Damage to or Defacing of School or Private Property:** A student shall not misuse, cause or attempt to cause damage to the school, school property (including Chromebooks), private property or school premises while at school or at any school activity on or off school grounds. Students shall not deface or attempt to deface or demonstrate a lack of respect for school property or private property while at school or at any school activity on or off school grounds.
3. **Harmful Behavior:** A student shall not cause physical or other pain, injury, or harm or behave in such a way that could cause physical or other pain, injury, or harm to school staff, other students, or visitors while on school property, including school buses, or while in attendance at school-sponsored activities. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the policy.
4. **Threat/Intimidation:** A student shall not cause another person to believe that physical harm may come to them. A student shall not threaten with physical violence or coerce by any means any student, teacher, or

other school employee or visitor. A student shall not encourage another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.

5. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, intend to use, or conceal any object which could be considered a dangerous weapon or look-alike weapon or an instrument capable of harming others on school property or at any school activity on or off school grounds. This category would include, but not limited to: firearms, knives, ice picks, razors, brass knuckles, clubs, matches, cigarette lighters, laser pens, irritating chemicals, fireworks, or other explosives.

6. **Tobacco/Vaping Devices, Alcoholic Beverages and Drugs:** Possession, consumption (or showing evidence of consumption), distribution, purchase or attempt to purchase, and/or use of tobacco products or similar look-alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra curricular event, or other school sponsored event is prohibited. The use of electronic cigarettes, vapor devices, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes where they contain nicotine or not, are also prohibited.

A student shall not possess, use, handle, transmit, sell or conceal alcoholic beverages or look-alikes, drugs (including steroids), look-alike drugs, or substances which are thought to be drugs, sold as drugs, or inferred to be drugs while on school property or at any school related activity. A student shall not show any evidence of use of those items listed above. A student shall not possess or use those items listed above at any school-related activity or while on school premises.

7. **Misuse of Technology:** The Shelby City Schools provides internet access and technology for educational purposes only. Students are not permitted to install any type of program, software, or application on a school device. No student shall gain access, attempt to gain access, or alter any type of school data. This would include, but not limited to, damage to or tampering with computers, software, hardware, files, programs, and calculators. Any violation of the Computer User Agreement, which includes the above, will result in disciplinary action and/or restitution.

8. **Electronic Devices:** Unauthorized use of all non-school issued electronic devices during the school day is prohibited. This includes any device capable of receiving or making calls or texts, videoing, listening, recording, or taking pictures. Students are required to keep the devices in a designated location at the school's discretion. The school is not responsible for any lost, stolen, or damaged electronic devices.

9. **Insubordination:** A student who fails to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel.

10. **Student Respect for all School Personnel:** Shelby students are reminded of their obligation to respect ALL school personnel at ALL times. School personnel have protection under Ohio Law from disrespectful types of student harassment for twenty-four hours each day. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school's authority.

11. **Profanity/Obscenity/Offensive Displays:** A student shall not use profanity or obscene language, gestures, signs, pictures of publications, objectionable material, written or verbal, while communicating with

any other person on school grounds or at any school activities. Furthermore, no student shall display gang symbols/colors, or racial/hate symbols or slurs while at school or at any school-sponsored activity.

12. **Harassment, Hazing and Bullying:** All Shelby City Schools abide by the Board-adopted policy entitled Hazing and Bullying (JFCF). Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, physical, or cyber act that a student has exhibited toward another particular student more than once and causes a school distraction. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

This includes sexual harassment which can include but is not limited to unwanted touching, verbal comments of sexual nature, sexual name calling, repeated propositions, and unwanted body contact. Students are encouraged to report all types of harassment, hazing and bullying to school personnel.

13. **Appropriateness:** Students are expected to keep displays of affection consistent with what is expected in a place of business or learning institution. Close contact, holding hands, hugging, kissing, etc. will not be tolerated in or about the school building. Students are prohibited from engaging in sexual activity on school grounds or at any school activity.
14. **Theft:** A student shall not cause or attempt to take into possession the public property of the school district or the personal property of another person.
15. **Class Disruption:** No student shall be involved in actions that disrupt the educational process of other persons in a class, activity, or organized function of the school.
16. **Forgery/Falsification, Plagiarizing/Cheating:** No student shall falsely use in writing the signature of another person. No student shall falsify any document or information in any manner. No student shall fail to tell the truth. No student shall plagiarize, copy, or allow the plagiarism of his/her own work or the work of another person. No student shall receive unauthorized help of any kind on a test, examination or other assessment given by school personnel.
17. **Gambling:** No student shall gamble on school grounds or at any school activity.
18. **Unauthorized Sale or Distribution:** No student shall solicit any form of compensation, nor shall he or she sell or distribute, or attempt to sell or distribute, any object or substance which has not been authorized for sale or distribution by the building administration.
19. **Assigned Area:** No student shall be out of his/her assigned area during the school day unless he/she has been properly authorized to do so. Once on school property, students must remain on school grounds until school is dismissed.
20. **Loitering:** Students may not loiter or otherwise gather inside, outside, or within sight of the school building before or after school.
21. **Repeated Violations:** A student shall not repeatedly violate any part of the Shelby City Schools Student Code of Conduct.

ANY STUDENT WHO HAS AN UNEXCUSED ABSENCE ON THE DAY ASSIGNED TO SERVE A THURSDAY SCHOOL WILL RECEIVE A TWO DAY AN OUT OF SCHOOL SUSPENSION.

Students found to be in violation of the Board adopted Misconduct Code within sight of the school grounds may be subject to school discipline, including, but not limited to, detention, community service, Thursday School, suspension/expulsion, and/or participation in Commencement. These provisions shall be in effect during a school day, beginning thirty minutes prior to the start of the school day until thirty minutes after the end of the school day.

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313 for the possession or use of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent or his designee. In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he or she resides.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, Principal or Assistant Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision but not from the premises.

No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, due process requirements do not apply.

Academic Integrity

Encouraging and fostering high regard for honesty and integrity is an integral part of our educational preparation. Therefore the administration, faculty and staff will **NOT** condone or tolerate any form of cheating or dishonesty which may include but is not limited to use of cellphone, copying/providing homework, providing test/quiz information/answers/essays, use of "cheat sheets", and use of dishonest, deceptive, or fraudulent means to obtain or attempt to attain credit for academic work. Shelby High School subscribes to Turnitin.com for both student and faculty use (as well as the use of Google Forms.)

Definition of Plagiarism: Plagiarism is the act of passing off as one's own ideas, words, images, or writings of another. (TEXT refers to ideas, words, images, writings, etc.) Acts of plagiarism include but are not limited to the following (without acknowledgement or proper citation):

1. Copying and pasting text from online media or website
2. Copying text from any printed materials (books, magazines, newspapers, etc.)
3. Rewording or altering text and claiming it as your own.
4. Using photo, video, audio
5. Using the work of or collaborating with another student, a family member, or any outside party without teacher permission.
6. Purchasing or obtaining pre-written work from any individual or commercial source.
7. Obtaining a translation from any individual or commercial source, including online translation services.
8. Using an essay that was written for another class/purpose without both teachers' permission
9. Enabling another student to commit any of the above acts.

10. Stealing a school assignment.
11. Possessing and/or distributing a stolen school assignment.

Students must understand that they are required to cite the source and give the credit to the appropriate author or researcher. The above information was obtained from the following sources: Georgetown University, Dartmouth College, Duke University.

FIRST OFFENSE - The student will receive zero points/no credit for the assignment, test, project, etc. involved; the teacher will notify the assistant principal of the incident; and the teacher will talk with the student and parent regarding the incident.

SECOND OFFENSE - The student will receive zero points/no credit for the assignment, test, project, etc. involved; the student will be referred to the assistant principal. The student will fail the quarter. The assistant principal will contact the student's parents.

THIRD OFFENSE - The student will receive zero points/no credit for on assignment; the student will fail the course for the semester/year. A W/F is recorded on the transcript. The assistant principal will contact the student's parents. The student is subject to disciplinary action - 3 days of Out of School Suspension. SHS teachers will NOT write letters of recommendation for students.

These offenses are cumulative throughout the student's years in high school.

Student Dress Code

The personal appearance of each student should not disrupt nor tend to disrupt the educational processes and the environment of the school or the individual classroom. Disruption occurs as attention is drawn to an individual. No student shall act in any manner that endangers (or could endanger) his/her personal health and safety or that of his/her fellow students.

1. All clothing should be clean and properly fitted. Ripped or torn clothing will not be permitted. Ripped jeans will only be permitted if holes are at the knee or below. Students who wear tights/yoga pants/leggings must also wear a longer shirt. Any decision regarding torn clothing or improperly fitted clothing is an individual judgment made by school personnel. Pajama bottoms, excessively baggy pants, and boxer shorts are not permitted.
2. Each student must wear some type of shoe. Students must wear gym shoes for gym class. Skate shoes are not permitted to be worn.
3. Excessively low cut, short (exposing the midriff), or see-through shirts will not be permitted.
4. All shirt straps or sleeves should extend to the edge of the shoulder.
5. Dresses and skirts need to be a credit card length or less from the top of the kneecap. Shorts should be loose fitting and at least fingertip length when arms are relaxed at your side. Students must wear adequate underclothing. All shorts, pants, dresses or skirts must have a hem.
6. Hair must be kept neat and clean, and worn in a manner that doesn't present a danger or disruption to the class.
7. Jewelry and/or other adornments should not attract undue attention, nor pose a health or safety threat to themselves, to any student, or staff member. Chains may not be worn on clothing.
8. Obscene or suggestive tattoos or patches, pictures, and words on clothing are prohibited. Students shall not wear or exhibit clothing, buttons, etc., which suggest drugs, alcohol, tobacco, sexual content or weapons. No student shall display racial/hate epithets at school or any school activity.
9. Hats, bandanas, hoods or sunglasses may not be worn during the school day.
10. Coats must be removed in the building and kept in designated areas.

1st Violation: 30-minute Detention

2nd Violation: 60-minute Detention
3rd-4th Violation: Thursday Schools
5 or more Violations: In School Detention & Parent Meeting

The principal or assistant principal retains the right to alter the dress code at any time for any individual or for the school in general. The decision regarding any piece of clothing, hairstyle or jewelry is an individual judgment of the principal or assistant principal.

Book bags/Backpacks

Due to safety concerns, students are not permitted to carry book bags or backpacks during the school day. All bags must be put in lockers when arriving at school.

Student Religious Liberties

Students enrolled in a public school are permitted to engage in religious expression before, during, and after school hours in the same manner and to the same extent that a student is permitted to engage in secular activities. The Ohio Student Religious Liberties Act of 2019 defines religious expression as prayer, religious gatherings, distribution of materials of literature, any activity of a religious nature, such as wearing symbolic clothing, expressing viewpoint, provided that the activity is not vulgar, offensively lewd, or indecent. The District shall not prohibit a student from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments.

Student Political Activity

All materials or activities proposed by outside political sources for display on school property or at school events or for student or staff use or participation shall be reviewed by the Superintendent and/or the Principal related to the education contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

Non-school literature is not distributed on District property if:

- the materials contain defamatory statements about political figures or others;
- the materials advocate disruptive action and are likely to incite or produce such action;
- the materials are hate literature or similar publications that attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others;
- there is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Course and Graduation Information

Scheduling Courses

Each spring the Guidance department will meet with each class to discuss the scheduling process. Students will be given a form to indicate which courses they would like to take for the next school year. Counselors will then meet with each student individually to discuss an appropriate schedule. If a student wishes to request a schedule change after meeting with their counselor, he/she may do that until the "Change of Mind" deadline **May 3** without questions. After the deadline, students must complete a form that includes the student's name, course (s) to add and/or drop. Schedule changes are discouraged and requests for schedule changes will be given close scrutiny. All changes must be approved by the counselors.

It is our policy to limit specific teacher requests by students and parents. If you feel there is an adequate reason for requesting a teacher, please schedule an appointment with the principal before May 3. As always, we appreciate the trust that you place in us in making the best placement for your child, as we consider all of the

educational factors in each child’s best interests. No request is necessarily guaranteed, as we consider many factors in placing each child in a classroom.

CCP Options

Students in these courses earn both high school and college credit. Only English, math, science and social studies CCP courses are weighted. Courses in other subject areas, such as business or social work, are not weighted. Students must meet all requirements to be accepted into the college to be awarded college credit (certain score on ACT, Accuplacer test score). College credit earned is the decision of the postsecondary institution offering the course

Credit Flexibility Options

Students will have the opportunity to earn credits in a number of different ways. This opportunity is open to all students for any class. Any student interested in earning credit by any means other than attending class will need to develop an educational plan and meet with the principal and guidance counselor to have the plan approved. Applications and more information are available in the Guidance office.

Promotion and Retention Policy

<u>Grade Level</u>	<u>Min Credit Requirements</u>
Freshman	Promotion or Placement from Grade 8
Sophomore	5 Credits
Junior	10 Credits
Senior	15 Credits
Graduation	21 Credits

Twenty-one (21) units of credit are required for graduation from Shelby High School. In addition, all students must pass all testing requirements in order to qualify for a diploma. STUDENTS WHO DO NOT MEET ALL REQUIREMENTS FOR GRADUATION CANNOT TAKE PART IN THE COMMENCEMENT CEREMONY.

Graduation requirements included in the 21 credits:

English	4 Credits	Physical Education	½ Credit
Science	3 Credits	Health	½ Credit
Mathematics	4 Credits	American Government	1 Credit
	Social Studies	2 Credits	

Students must complete at least two semesters of fine arts (or the equivalent) taken anytime in grades 7-12.

Please refer to the current “Course Selection and Curriculum Guide” for further information. This can be found on the Shelby City Schools website or in the guidance office.

ACT Test Information

ACT Test Date	Normal Deadline	Late Deadline
Sept 19, 2023	Aug 4, 2023	Aug 18, 2023
Oct 28, 2023	Sept 22, 2023	Oct 6, 2023
Dec 9, 2023	Nov 3, 2023	Nov 17, 2023
Feb 10, 2024	Jan 5, 2024	Jan 19, 2024
Apr 13, 2024	Mar 8, 2024	Mar 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024
July 13, 2024	June 7, 2024	June 21, 2024

All Juniors will take the ACT test at no charge in the spring.

Drugs & Medicines

Student Drug Abuse

In the interest of the health and safety of all students, the purchase, distribution, possession, or use of illegal drugs (including steroids), and/or alcohol, and the use or possession of drug-related paraphernalia is prohibited on school grounds, buildings, at school activities and in the vicinity of school property.

In cases where school officials have **reasonable suspicion** that a student offers for sale, possesses, distributes, conceals, or shows evidence of use of tobacco or tobacco products, alcoholic beverages or look-alikes, illegal drugs, non-prescribed drugs, look-alike drugs, any substance inferred or implied to be drugs, steroids, drug paraphernalia or any mind-altering substance while on school grounds or facilities at school events on or off school property, or in other situations under the authority of the Shelby City School District, the student shall be subject to disciplinary action up to and including suspension or expulsion from school, and law enforcement officials or agencies may be called and the parent notified. Should subsequent investigation warrant, the student may be subject to prosecution by the authorities.

In cases where school officials receive information concerning students or other persons distributing, furnishing, giving, or selling dangerous, counterfeit, or prescription drugs or narcotics, the information will be turned over to law enforcement officials for investigation. Students found to be in violation will be subject to suspension or expulsion from school.

Prescription or Non-prescription Medicine

If brought to school or taken during the school day, the Ohio law requires schools to have a specific form completed by the student's parent/guardian and the doctor. These forms are in the office.

All prescription or non-prescription drugs or medicine are to be brought to the office in the original container. This medicine will be locked in our clinic and distributed to the student by the school's assigned designee.

Head Lice

Unfortunately, students sometimes get head lice. When an active case of head lice is found, the student will be sent home to be treated with the proper shampoo. The parent/guardian will be instructed concerning the shampoo procedure, nit removal, other cleaning recommendations from clothing, bedding, combs, brushes, upholstered furniture, and carpeting. The student must be accompanied by a parent/guardian upon returning to school. A recheck will be conducted by the health aide or her designee. If a student does not return to school within two days, the student's absence will be considered unexcused.

***Students with head lice are also not permitted to ride the school bus to or from school until they have been cleared.

Student Attendance and Absence Policy

It is important for your child to attend school every day. When your student misses a significant amount of school, even if the absences are legitimate, the child misses critical instruction time and learning opportunities. This often has long-term, negative effects on a child, such as lower achievement and a greater chance of not graduating on time.

The following notification of Absence Procedures has been adopted by the Shelby Board of Education in accordance with requirements of the Missing Child Act:

- Parents should call the school office in the morning of the day of the student's absence. Parents will be called if there is a question concerning the validity of the message.
- Arrangements of pre-planned absences should be completed in advance whenever possible.
- An attempt to contact parents will be made if the school has not received notification of the student's absence.
- In the event that phone contact has not been completed, parents are required to send a written note along with any other required documentation explaining the absence on the day the student returns to school.
- If there is no contact for a student's absence, it will be counted as unexcused.

A legitimate excuse is defined in the Ohio Revised Code as:

- Illness of the child
- Illness in the family necessitating the presence of the child. The principal may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;
- Quarantine of the home
- Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless reasonable causes may be shown by the applicant child for a longer absence
- Medical or dental appointment. The principal may require the written statement of a physician or dentist if it's deemed appropriate
- Observance of religious holidays
- College visitation. The principal may require verification of the date and time of the visitation by the college, university, or technical college
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- Absences due to a student being homeless
- Emergency or other set of circumstances in which the judgment of the principal constitutes a good and sufficient cause for absence from school

The Shelby City Schools follow the guidelines for truancy as established by House Bill 410: Habitual and Chronic Truancy. Every minute that a student misses school is documented as absent. Minutes are accumulated toward a student's attendance status.

Attendance Status:

- Excessive Absences - A student is considered to have excessive absences when the student is absent for 38 or more hours in one month or 65 or more hours in one school year with or without a legitimate excuse.
- Habitual Truancy - A student becomes habitually truant when the student has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year.
- Tardies to school: 1-2 Tardies: Warning Letter
3-6 Tardies: One hour Detention
7-9 Tardies: Thursday Schedule
10 or more Tardies: In School Assignment & Parent Meeting

Absence Intervention Process:

The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Parent and/or student communication via face to face meetings, email, phone calls;
- A warning letter to parents after 12 hours without legitimate excuse;
- An absence intervention meeting may be required with parent/guardian and the student after 30 hours without legitimate excuse;
- Referral to Richland County Juvenile Court Truancy Education Program (TEP) after 48 hours without legitimate excuse;
- A letter will be sent home when a student meets Excessive Absence status. Any further absences must be documented with a doctor's excuse, court documentation, documentation of death in immediate family, or principal's approval.
- When a student reaches Habitual Truancy status, a referral will be made to Richland County Juvenile Court for formal truancy proceedings.
- A student may be retained at the K-8 level or lose credit at the high school level if they exceed the following limits:
 - K-8 - 120 hours
 - High School - 15 hours for a nine weeks course, 22.5 hours for a semester or full-year half block course or 45 hours for a year-long course

(Revised March 2018)

Hazing and Bullying (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

(BOE Policy Re-adoption: June 21, 2012)

Hazing

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm no matter how willing participants may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Shelby Tip Line

The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety related concerns.

Every tip can remain anonymous. School safety analysts may ask for additional information, but the caller can remain secret or leave his or her contact information for later follow-up.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up.

The OSSC partners with the Ohio Department of Education to follow up with affected school and law enforcement agencies to make sure that the incident is investigated, action is taken and resources and supports are provided when necessary.

Student Speech

The effect of any speech that occurs on school property, on a school bus, or at a school sponsored event or is reasonably likely to cause substantial disruption or material interference with the school, school activities or is an invasion of the rights of others is prohibited speech.

Inclement Weather

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. The best place to get information about school closings and delays is the district website www.shelbyk12.org and/or Shelby City Schools Text Alert System. We will also use WMFD television and radio stations WMAN 1400 AM, WSWR 100.1 FM or WYHT 105.3 FM

Attendance at Extracurricular Activities

Attendance at school activities is a privilege. Students are expected at all times to be respectful toward other students, opposing teams and coaches, and game officials. Any student who appears at a school activity showing evidence of consumption of alcohol or drugs will face school discipline. Students who violate this policy may be prohibited from attending school functions for a period of one calendar year.

Motor Vehicles on School Grounds

All vehicles parked on school property must be registered in the office and must display the Shelby High School parking sticker in the front window. We are sincerely concerned about the safe operation of vehicles on school grounds. To assure that no problems develop, the following rules will apply to all motor vehicles:

1. The speed limit on school grounds is 15 mph.
2. Student operators shall not operate vehicles in a reckless manner on the school grounds. "Burning rubber, and doing donuts" are examples of things that will not be permitted.
3. **Student parking is not permitted in the Performing Arts entrance parking lot. This area is reserved for faculty and staff members. Parking in the Athletic entrance parking lot and auxiliary lot is first come first serve.**
4. Cars must be parked straight within the lines of a single parking space.
5. Students are not permitted to park in the "Y" lot. A vehicle may be towed at the owner's expense. Students are subject to these regulations 24 hours a day—7 days a week.

Student Lockers

Lockers are provided in the building for the safekeeping of coats, clothing, and books and will be assigned by the office. Each student is expected to use only the locker assigned to him/her. The lockers should not be defaced in any way. If any locker does not open or close properly, the custodian or the office should be contacted. Students will be charged for misuse of lockers. Kicking lockers is destruction of school property. The school assumes no responsibility for the loss of articles.

Visitors

All visitors must report to the main office. Anyone wishing to talk with teachers should make prior arrangements with the principal and the teacher. **Students are not permitted to bring friends or relatives to school.**

Fees

Each year the Board of Education adopts a schedule of fees and these are normally identified by each classroom teacher. Ninth and tenth graders will be charged \$10.00 in class dues instead of a class fundraiser. The class dues are expected to be paid by the end of the third quarter. These funds will be used to defray a portion of class expenses including homecoming, prom, and commencement.

Textbooks

Textbooks are the property of the Board of Education, are loaned to every student, and become his or her personal responsibility. They should be carefully handled since they must be used by others. The student will be assessed for misuse, marking in books, etc., which occur while in his or her possession. These fines must be paid before the end of the school year. Students should cover all textbooks. Do not use the "**stretchy**" fabric.

Media Center Regulations

The Media Center is used for many purposes. Students should obtain a pass from the appropriate teacher prior to being admitted to the Media Center. All students shall sign in on the appropriate sheet. All students entering or leaving the library during the class time must sign in and out. Books and materials may be checked out for two weeks. Books and materials may be renewed or reserved. If the item is not returned the replacement cost will be charged. Media Center rules are posted within the facility. Food should not be brought into the Media Center. A proper level of noise will be enforced by the library aide or teacher in charge. All students shall treat the Media Center and its contents appropriately.

Computer/Internet Acceptable Use Policy

All students are responsible for following the rules in the Acceptable Use Policy. The complete AUP can be found on the Shelby School District Website. All students must have a signed "Acceptable Use Form" and Laptop Guideline and Procedure Form" on file in the office prior to use. It is a violation of this Policy to use the District's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials or which violates any other applicable law is strictly prohibited. Students violating the AUP will be subject to disciplinary action including, but not limited to having access terminated, detention, suspension and/or expulsion.

School Issued Laptops

Laptops issued by the school are school property and should be treated as such. Use of the school laptop/computer is a privilege. Inappropriate use may result in the cancellation of those privileges. Students are responsible for the laptop during the school year. All students will return school issued laptops prior to summer break. Laptops are to be used for educational purposes. Students will need to sign the care and use agreement prior to laptop use.

Athletic Eligibility

Shelby Senior High School offers its students, both boys and girls, the opportunity to watch and participate in many sports. Shelby is a member of the Mid-Ohio Athletic Conference (MOAC). Shelby Senior High School is also a member of the Ohio High School Athletic Association, and as such, must abide by all the rules, regulations, and bylaws set forth by that organization, including academic eligibility rules. In order to be academically eligible to participate in athletics, each student athlete must meet the OHSAA Eligibility Requirements. These can be found on the OHSAA website, www.ohsaa.org/eligibility, in the guidance office or in the athletic office.

All questions and/or decisions concerning eligibility must go through the principal.

Cafeteria Regulations

There are two identical serving lines. Students may bring his/her lunch to school if desired. Lunch from commercial restaurants, McDonalds, Subway, Taco Bell, etc., and pizza parlors are prohibited unless prior approval is obtained from the principal or assistant principal. Students are not permitted to charge their meals; however, a student may prepay at any cash register in any amount by cash or check. We have a "closed lunch" policy, which does not allow students to leave for lunch or friends to join them in the cafeteria. All students will return school silverware and trays to the dish room and dispose of all trash in the trash containers.

Care of the School

Students are expected to help maintain the condition of the building and school property. Students are also expected to help maintain the cleanliness of the hallways, as well as the lunch room area. All waste paper and wrapping should be disposed of in a trashcan and not on the floor. Students will not destroy or deface any part of the school.

SHS Communication Guidelines

It is the expectation of all students, staff and parents to utilize effective communication skills. Effective communication is an essential 21st Century skill that must be taught to students and practiced by everyone. There are three main areas of focus to remember:

1. Always do what is in the best interest of students.
2. Always be professional.
3. Always follow the chain of command when problems or concerns arise.

It is extremely important to have a set process in place that allows dialogue and a procedure to address any concerns. Many times, concerns can be solved quickly by effectively communicating with the proper person. A good rule is that the concern should stay at the level at which it occurs unless there is some valid legal or ethical reason not to do so. Past practice has shown that concerns are addressed more efficiently and more quickly when concerns are addressed in this manner. If there is still a concern after an attempt to solve the problem at the lowest level, it is then appropriate to move to the next level.

It is also important to have communication expectations in place for all stakeholders:

Communication parents and students should expect from the teacher/coach/advisor

- Expectations the teacher/coach/advisor has for their students
- Class/team/activity requirements
- Care of any equipment issued (laptops, textbooks, sports equipment, etc.)
- Class/team/activity rules or code of conduct
- Requirements to earn any awards issued by the team/activity
- Injury procedures
- Locations and times of all practices/rehearsals/contests
- Philosophy of teacher/coach/advisor
- Timely feedback on the students' grades/abilities/progress
 - Communication teachers/coaches/advisors should expect from parents
- Concerns about the student should be expressed directly to the teacher/coach/advisor in a timely manner and at an appropriate time and place
- Notification of any schedule conflicts should be communicated in advance
- Specific concerns regarding the teacher's/coach's/advisor's philosophy and/or expectations should be expressed directly to that person
 - Communication teachers/coaches/advisors should expect from students
- Specific questions/concerns should be directed to the teacher/coach/advisor in a timely manner and at an appropriate time and place. This is especially important when a student is confused about content or curriculum in class
- Questions on how the student can improve their skills
- Any procedural questions should be addressed to the appropriate teacher/coach/advisor

Appropriate concerns to discuss with your teacher/coach/advisor

- The treatment of your child, mentally and physically
- Ways to help your child improve their grade or performance
- Concerns about your child's behavior
- Setting individual goals for the student's participation in the class/team/activity
- Future goals and potential courses to take
 - Issues not appropriate to discuss with the teacher/coach/advisor
- Personnel decisions and playing time
- Team strategy and play calling
- Content taught in the classrooms
- Matters concerning other students or parents

There are situations that may require a conference between a parent/coach/advisor and the parent and student. We absolutely encourage all parties to sit down and try to resolve all concerns. We also want to see the student involved in these conferences. It is important for the student to learn how to effectively communicate their concern and to practice self-advocacy, or to speak up for themselves. It is also important for all parties to have a clear understanding of each other's position. It is suggested that the following procedures be used to help promote resolution of the issue:

- * The party with the concern should contact the other stakeholders to set up a time and date for a meeting. This may be a parent calling a coach or a teacher calling a parent.
- * All parties should stick to the facts as he/she understands them.
- * All parties are encouraged to think about what he/she expects to accomplish as a result of the meeting.
- * Meetings should not take place immediately after a contest, practice or event. These are emotional times for everyone. Confrontations during these times do not promote resolution of the problem and often escalate it.
- * All parties are encouraged to get all sides of the story and situation. All parties should use wisdom in what is said to others, especially before the meeting takes place. If not, the issue can often escalate unnecessarily and make resolution more difficult.

Social Media

Social media has created many new ways to communicate a message to others and we will continue to use social media to inform parents and the community about what is happening at SHS. Social media has also created a method to express an opinion before gathering all the pertinent information. Through a variety of methods, Shelby High School strives to teach students to be good "digital citizens" and to inform students and parents about both the positive and negative aspects of social media. Our goal is that students, staff and parents always use positive social media practices.

Adhering to these guidelines will help to increase communication, allow for conflicts to be resolved and more importantly, allow everyone to practice effective communication skills.

("Chain of Command Steps Necessary When Dealing with Complaints", Dr. Darrell G. Floyd, High School Today Magazine, November 2017)

Equal Education Opportunity

Shelby High School is an equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

School Bus Transportation

Only those students who are listed as bus students are permitted to ride buses to and from school. Walkers and car riders are not permitted to go home with students on the bus. If a bus student is not riding the bus home, a note of explanation must be sent to the office. A bus rider will not be permitted to ride a bus that he/she is not assigned to ride unless the Transportation Supervisor approves the change.

Students being transported by the bus to and from school or on field trips are subject to the same rules of conduct as in the classroom. Student behavior problems will be reported to the Transportation Supervisor and the building administration; disciplinary action will be taken. Students who miss the P.M. bus should not walk home but should come immediately to the office for assistance.

Bus Pick-Up and Drop-Off Procedures:

The Ohio Department of Education and the Shelby Board of Education have adopted the following rules and regulations for all students preschool through high school.

1. Bus routes and bus stops within the District will be established by the Transportation Supervisor. Routes will be established to provide safe and efficient operation. These routes will be approved by the BOE annually.
2. Routes established may only be changed by the BOE with the recommendation of the Transportation Supervisor and the Superintendent. The Transportation Supervisor is permitted to temporarily alter a route.
3. If a student is to be picked up or dropped off at a babysitter during the entire school year, parents must provide this information prior to August by calling (419) 347-6496. Should changes in the babysitting arrangements be necessary during the school year, parents must notify the transportation department two (2) weeks prior to the change. Any changes, however, will depend upon these reasons: bus population, location of pick-up or drop-off, and length of the route.
4. Students are not permitted to ride on a bus other than their regular A.M. or P.M. bus except in an emergency. Emergency changes may only be made with the Assistant Principal, Principal, or Transportation Supervisor's permission. An emergency IS NOT:
 - i. a. Last minute babysitting arrangement changes
 - ii. b. Slumber party, overnight stay, or going home with a friend
 - iii. c. After-School party
 - iv. d. Evening activities involving school, community, or church
5. Bus drivers are not permitted to make changes in their routes without the approval of the Transportation Supervisor or Superintendent, except in emergency situations.
6. Please notify the Transportation Department at Bus Garage (419)342-2442 when student pick up is not needed that day.
7. Pick-Up crossing the road in front of the bus: (School Bus Stops (O.A.C. 33301-83-13))
 - i. Stand in a designated safety spot chosen by the driver.
 - ii. Wait until the bus stops and watch for the driver's hand signal. When the driver lowers his/her hand, check traffic both ways and go straight across the road in front of the bus and walk down to the door.
 - iii. Quickly and quietly walk to your assigned seat.
8. Drop-Off crossing the road:
 - i. Once off the bus, take 10 steps forward until you can see the driver's hand and face.
 - ii. Watch for the driver's hand signal. When the driver lowers his/her hand, go to the center of the road and stop. Look both directions, making sure it is safe before proceeding.
 - iii. If the driver sounds the horn, this means danger. Look for traffic first, and then look at the driver for further instructions.
 - iv. Once across, go to your designated safety spot chosen by the driver, and wait until the bus leaves.
 - v. NEVER go back and pick up something you dropped.
 - vi. Do not go to the mail/paper box until the bus leaves.

The pick-up and drop-off for the right hand stops are basically the same except you will not be crossing the road. The driver will pick up at designated safety spots. In the afternoon your child is required to stand at the designated safety spot until the bus leaves.

At the bus stop in the afternoon where there are students on both sides of the road, the additional rules apply.

- a. The cross over students get off first, follow driver instructions as noted above, cross the road, and stand in their designated safety spot.
- b. The right side drop-off students get off the bus and stand in their designated safety spot.
- c. The students stay in their designated safety spot until the bus pulls away. Again, NEVER go back and pick up anything. Do not go to the mailbox until the bus leaves.

As you can see there are many rules and steps a driver must perform to ensure your child's safety. Please help us by going over the rules with your children and if you have any questions, call the bus garage.

Video Cameras In Transportation Vehicles

The BOE, as part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, have utilized video cameras on all school vehicles transporting students to and from curricular and extracurricular activities.

Head Lice

Students who are found to have head lice while at school cannot ride the bus home from school that day. Other arrangements for transportation home must be made.

Bus Regulations

Student Conduct On School Buses:

Although the Shelby City School District furnishes transportation in compliance with state law, it does not relieve parents of the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus – and only at that time – he/she becomes the responsibility of the District. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the board and made available to all parents and students.

3301-83-08 Pupil Transportation Management Policies:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps (see paragraph J of rule 3301-83-20 of the administrative code)
 - A. No living creatures can be transported on the bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put their head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
16. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

Bus Conduct Report

In the event of bus misconduct, the driver will notify the student, parent, Transportation Supervisor, and bus disciplinarian. The bus disciplinarian will call home and send a copy of the report home as well. The bus disciplinarian will meet with the student(s) involved in the bus conduct report.

Possible discipline measures may include but are not limited to: loss of recess, change of assigned seat on the bus, and three, five or ten day bus suspension. The bus disciplinarian may recommend suspension of bus riding privileges for the remainder of the year if misconduct continues.