

SHELBY HIGH SCHOOL 2025 - 2026 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**

**Tim Rodenbaugh
Pat Lewis**

**School Counselor
School Counselor
Guidance Secretary**

**Edie Lerback
Bobbi Weaver
Lindsay Lantz**

Food Service Director

Kelly Stanford

August 1, 2025

SHS Students and Parents:

Welcome to the 2025-26 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 2025-26 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.

Table of Contents

Table of Contents	3
Teaching Faculty & Staff	4
2025-26 SHS Bell Schedule	5
2024-2025 SHS Course Fees	6
Scope of Jurisdiction	6
Reciprocal Policy with Pioneer Career and Technology Center	6
FERPA Information	7
Sexual Harassment (Board Policy ACAA)	8
Search and Seizure, Interrogation (Policy JFG, JFG-R)	10
Video Surveillance	12
Student Code Of Conduct	12
Emergency Removal (Policy JGDA)	15
Academic Integrity	16
Student Dress Code (Policy JFCA)	16
Book bags/Backpacks	17
Work Permits	17
Drivers Education	17
Student Religious Liberties	18
Student Political Activity	18
Course and Graduation Information	18
Scheduling Courses	18
CCP Options	19
Credit Flexibility Options	19
Promotion and Retention Policy	19
ACT Test Information	19
Drugs & Medicines (Policy JFCH/JFCI)	20
Prescription or Non-prescription Medicine	20
Head Lice	21
Student Attendance and Absence Policy	21
Hazing and Bullying	24
Shelby Tip Line	25
Student Speech	26
Inclement Weather	26
Attendance at Extracurricular Activities	26
Motor Vehicles on School Grounds	26
Student Lockers	27
Visitors	27
Fees	27
Textbooks	27
Computer/Internet Acceptable Use Policy	27
School Issued Laptops	27
Athletic Eligibility	27

Cafeteria Regulations	28
Care of the School	28
SHS Communication Guidelines	28
Social Media	29
Equal Education Opportunity	29
School Bus Transportation	29
Bus Pick-Up and Drop-Off Procedures:	30
Bus Regulations	31
Bus Conduct Report	32

Teaching Faculty & Staff

Mrs. Leigh Ann Adkins	Mr. Blake Hixon	Mrs. Stacy Miller
Mr. Matt Albert	Mrs. Donna Hipp	Mr. Levi Myers
Mr. Geoffrey Allen	Mrs. Erin Howarth	Mr. Brian Nabors
Mr. Jon Amicone	Mrs. Natalie Huggins-Myers	Mrs. Suzanne Ramsey
Mrs. Brittany Bechtol	Mrs. Kelly Jung	Mr. Charles Ridenour
Mr. Andy Carver	Mrs. Jayme Kilgore	Mr. Tim Rodenbaugh
Mrs. Tawny Cox	Mr. Mark Kirby	Mrs. Misty Santarossa
Mrs. Ashlee Craig	Mrs. Lindsay Lantz	Mrs. Melissa Sensmeier
Mrs. Lauren Dennis	Mrs. Edie Lerback	Mr. Adam Schroeder
Mr. Joe Dubbert	Mr. Pat Lewis	Mr. Kelly Stanford
Mrs. Jackie Duncan	Mrs. Patience Lewis	Ms. Kristen Teglovic
Mr. Nick Eddleblute	Mr. Brian Madison	Mrs. Kate VanAlstine
Ms. Kristen Fintz	Mrs. Molly Mahaney	Mrs. Ruth Watts
Mr. Jay Follett	Mr. Rob Mahaney	Ms. Bobbi Weaver
Mr. John Gies	Mrs. Samantha Martin	Mr. Erik Will
Mr. Andrew Guertler	Mr. Tim Mayer	Mrs. Baylie Wright
Mr. Scott Gurney	Miss Casey McCall	
Miss Nicole Harpster	Mrs. Tracy Montgomery	

2025-26 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	3A	10:52-11:37		3A LUNCH	9:32-10:02	3A	9:32-10:18
3B LUNCH	11:41-12:12	3B	11:41-12:27		3B LUNCH		3B	10:20-11:07
3C LUNCH	12:31-1:01	3C	12:16-1:01		3C LUNCH		3C	10:56-11:41
		3AB	10:52-12:27				3AB	9:32-11:07
		3BC	11:26-1:01			10:21-10:52	3BC	10:05-11:37
		3A SH 3C SH	10:52-11:37 12:16-1:01			11:11-11:41	3A SH 3C SH	9:32-10:17 10:56-11:41
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	3A	11:32-12:18		ACTIVITY PER.	10:28-10:58		
3B LUNCH	12:21-12:52	3B	12:20-1:07		3A LUNCH	11:02-11:32	3A	11:02-11:48
3C LUNCH	1:11-1:41	3C	12:56-1:41		3B LUNCH	11:51-12:21	3B	11:50-12:37
		3AB	11:32-1:07		3C LUNCH	12:41-1:11	3C	12:25-1:11
		3BC	12:06-1:41				3AB	11:02-12:27
		3A SH 3C SH	11:32-12:17 12:56-1:41				3BC	11:36-1:11
4TH BLOCK	1:45-2:35	4A	1:45-2:09		4TH BLOCK	1:15-2:35	3A SH 3C SH	11:02-11:47 12:25-1:11
		4B	2:11-2:35				4A	1:15-1:54
							4B	1:56-2:35

2024-2025 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 2025-26. 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

Board Policy JO

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or the student in compliance with law, and yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with State law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files included in the student's cumulative file are available to parent(s) or the student (if he/she is over 18 years of age). This request must be in writing and is granted within seven calendar days. No records are to be removed from the school. A principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The District uses reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the agency or institution discloses personally identifiable information from education records.

The District provides notice to parents and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the rights held by parents and eligible students under law and this policy. It is the intent of the District to limit the disclosure of information contained in the student's education records except:

1. by prior written consent;
2. as directory information and
3. under other limited circumstances, as enumerated under administrative regulations.

The following rights exist:

1. the right to inspect and review the student's education records;
2. the right, in accordance with administrative regulations, to seek to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s)' or eligible student's request;
3. the right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act and
4. the right to acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies. *(See administrative regulations.)

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information."

1. student's name

2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity or when the parent/eligible student has informed the Board that any or all such information should not be released without their prior written consent or when disclosure is otherwise prohibited by law.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District in writing, in accordance with such regulations, of any or all items which they refuse to permit as directory information about that student.

To carry out their responsibilities, school officials have access to student education records for legitimate educational purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests."

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent or eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations.

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

Sexual Harassment (Board Policy ACAA)

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator:

Name/Title: Mr. Paul Walker/Assistant Superintendent and Curriculum Director
Office address: 109 West Smiley Avenue, Shelby, Ohio 44875
Email: walker.paul@shelbyk12.org

Phone number: 419-342-3647

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited

The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation. It is not considered retaliation if the District imposes a punishment under a zero-tolerance policy that always imposes the same punishment for conduct regardless of the circumstances.

Confidentiality

The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements

The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an

informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias

The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility

The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Search and Seizure, Interrogation (Policy JFG, JFG-R)

The District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

The right to inspect students' school lockers or articles carried upon their persons and to interrogate an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonably likely to produce tangible results to preserve discipline and good order and the safety and security of persons and their property. The Board permits building administrators/designees to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, the Board permits building administrators/designees to search any locker and its contents as the administrator/designee believes necessary. Such notice will be posted at or near the entrance to the school grounds and at the main entrance to each school building.

The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs and explosive devices. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Searches of School Property Assigned to a Student

The following rules apply to the search of school property assigned to a student (locker, desk, etc.) and the seizure of items in his/her possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice. Random searches of lockers may be conducted.
2. A search of a desk or other storage space may be conducted when there exists reasonable suspicion for school authorities to believe that the area being searched contains evidence of a crime or violation of

school rules.

3. Any work or files created, loaded, displayed or saved on District-owned equipment is considered to be the property of the Board and is subject to search by school officials without permission of the student.
4. Search of an area assigned to a student should be for a specifically identified item and should be conducted in his/her presence and with his/her knowledge.
Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel

Building administrators/designees are permitted to search the person and personal property (purse, backpack, gym bag, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases.

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches of a student's person are conducted by a member of the same sex as the student.
3. Searches are conducted in the presence of another administrator or staff member.
4. Parents of a minor student who is the subject of a search are notified of the search and are given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

Searches of Unattended Bags by School Personnel

Building administrators/designees are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator/designee has determined the identity of the owner and that no safety or security issue exists, any subsequent searches of the item are based upon reasonable suspicion.

Searches of Student Property by Law Enforcement Officials

A law enforcement agency must have probable cause or produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the law enforcement officials have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore, the following steps shall be taken.

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school principal must be notified before a student may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be

done.

5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters that are properly in the realm of a law enforcement agency.

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. Assignments must be submitted on the day the student returns from suspension unless prior arrangements have been made with the teacher.

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 that is powered by batteries or electricity and that is capable of receiving, transmitting, or receiving and transmitting communications between two or more persons or a communication from or to a person (ie: phones, smart watches, tablets, etc.). Students are required to keep the devices in their lockers, cars, or leave them at home- they cannot be on their person. 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 refuses 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.

Emergency Removal (Policy JGDA)

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or 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 tools available on the Google platform.

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 (Policy JFCA)

School dress should enhance a positive image of the students and the District and not threaten the health, welfare and safety of the members of the student body. Any form of dress or grooming that attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable.

Requirements include the following.

- Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
- When a student is participating in school activities, including athletics, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students. Apparel worn during interscholastic athletics or extracurricular activities that is related to the practice of a sincerely held religious belief is acceptable unless the apparel presents a legitimate danger to participants. If such a danger is identified, all reasonable accommodations are offered to the participant wearing religious apparel.
- Dress and grooming are not such as to disrupt the teaching/learning process.

SHS Dress Code

1. All clothing should be clean and properly fitted. Excessively ripped or torn clothing will not be permitted. Ripped jeans will only be permitted if holes are at the knee or below. 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.

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.

Work Permits

Students under the age of 18 who obtain employment are required to apply for a work permit. Work permit applications are available in the main office. Students must complete the application in full, including the section to be filled out by their prospective employer. Once completed, the application should be returned to the main office. The school will process and print the official work permit, which the student must then present to their employer.

Drivers Education

Shelby High School students have the opportunity to earn a drivers license through our Drivers Education Program. Students must complete the online coursework and the required hours of driving with the instructor. Please contact our Coordinator, Mrs. Debbie Addison at addison.debbie@shelbyk12.org for more information.

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.

Policy JEFB: The Board permits students to be released from school for religious instruction consistent with law. Absence during the school day for religious instruction is permitted, provided:

1. the student's parents or guardians submit a written request to the building principal;
2. the private entity providing instruction maintains attendance records and makes them available to the District and
3. the student is not absent from core curriculum subject courses.

The District is not responsible for transportation to and from the place of instruction. Regular classroom instruction missed as a result of a student's absence for religious instruction will not be made up and students assume responsibility for any missed schoolwork. Students are not considered absent from school while attending a released time course in religious instruction. The District does not aid, assist or enforce attendance in a religious instruction program. The District does not discriminate against students who participate in such program.

No public funds are expended and no public school personnel are involved in providing religious instruction. This policy is not intended, and shall not be construed in any way, to associate the District with any faith or religious denomination.

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 attach 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 1** 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 1. 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 courses. It is the responsibility of the student to make sure they are fulfilling the entrance requirements for the college, including meeting registration dates and deadlines.

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 6, 2025	Aug 1, 2025	Aug 19, 2025
Oct 18, 2025	Sept 12, 2025	Sept 30, 2025
Dec 13, 2025	Nov 7, 2025	Nov 24, 2025
Feb 14, 2026	Jan 7, 2026	Jan 21, 2026
Apr 11, 2026	Mar 6, 2026	Mar 24, 2026
June 13, 2026	May 8, 2026	May 27, 2026
July 11, 2026	June 5, 2026	June 19, 2026

All Juniors will have the opportunity to take the ACT test on February 24, 2026, at no charge. Juniors will meet with their counselor to discuss either taking the ACT or opting out of the test.

Drugs & Medicines (Policy JFCH/JFCI)

Alcohol Use by Students/Student Drug Abuse

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school-sponsored events; in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

The Board wishes to emphasize the following requirements:

1. A student is required to obey existing laws on school grounds and while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, is determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline is imposed independent of court action. Students are subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3. Parents and students are given a copy of the standards of conduct and the statement of disciplinary sanctions and are notified that compliance with the standards of conduct is mandatory.
4. If conditions warrant, the administration refers the student for prosecution and offers full cooperation in a criminal investigation.
5. A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent establishes and the Board considers for approval detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures are in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. Confidentiality shall be maintained within the limits of the law. The long-range welfare of the student is paramount.

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

Policy JED: Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observation of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. 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;
9. absences due to a student being homeless or
10. as determined by the Superintendent.

Students may be excused from school for up to three religious expression days per school year in accordance with State law.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Policy JEDA- Truancy

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the Ohio Department of Education and Workforce for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and notify the child's parent in writing of the legal consequences of being a "habitual" truant. The written notice may be delivered by regular mail with a certificate of mailing, or other form of delivery with proof of delivery, including electronic delivery and electronic proof of delivery.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;

3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with a nonmedical excuse or without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

Absence Intervention Plan

When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive, the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Attendance Summary

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:

- 6 unexcused hours - Warning letter
- 15 unexcused hours - meeting with parent (further unexcused absences will result in a Thursday School)
- 30 unexcused hours - An absence intervention meeting will be required with student and parent/guardian
- 48 unexcused hours - Referral to Richland County Juvenile Court Truancy Education Program (TEP)
- 65 cumulative hours -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.
- 72 unexcused hours -When a student reaches Habitual Truancy status, a referral will be made to Richland County Juvenile Court for formal truancy proceedings and an Absence Intervention Plan will be established

Hazing and Bullying

Hazing and Bullying (Board Policy JFCF) (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, electronic 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 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

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 or electronic means, 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 principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

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 and by November 30 annually reports to the Ohio Department of Education and Workforce compliance with this requirement through the consolidated school mandate report. If the District reports noncompliance, the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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.

Revised June 17, 2024

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 and Workforce 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 pass from the rear view mirror. 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.

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. We have a “closed lunch” policy, which does not allow students to leave for lunch or friends to join them in the cafeteria. 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. 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.