

SHELBY HIGH SCHOOL 2026 - 2027 STUDENT HANDBOOK



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

**Principal
Building Secretary**

**Joe Morabito
Tawny Cox**

**Assistant Principal
Athletic Director**

**Tim Rodenbaugh
Charles Ridenour**

**School Counselor
School Counselor
Career Counselor
Guidance Secretary**

**Edie Lerback
Bobbi Weaver
Tracy Montgomery
Lindsay Lantz**

Food Service Director

Kelly Stanford

August 1, 2026

SHS Students and Parents:

Welcome to the 2026-27 school year! We hope this is an enjoyable and educational year for you. We 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 2026-27 school year will be an outstanding year. Please feel free to contact us if you have any questions or concerns.

Go Whippets!

Joe Morabito
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	5
2026-27 SHS Bell Schedule	6
2026-2027 SHS Course Fees	7
Scope of Jurisdiction	7
Reciprocal Policy with Pioneer Career and Technology Center	7
FERPA Information	7
Sexual Harassment (Board Policy ACAA)	9
Search and Seizure, Interrogation (Policy JFG, JFG-R)	11
Video Surveillance	13
Student Code Of Conduct	13
Emergency Removal (Policy JGDA)	15
Student Discipline Policies	16
Student Discipline (Policy JG)	16
Student Rights and Responsibilities (Policy JF)	17
Student Due Process Rights (Policy JFA)	17
Student Conduct (Zero Tolerance) (Policy JFC)	18
Corporal Punishment (Policy JGA)	18
Discipline of Students With Disabilities (Policy JGF)	19
Gangs (Policy JFCEA)	19
Unsafe Schools (Policy JFCL)	20
(Persistently Dangerous Schools)	20
Academic Integrity	20
Student Dress Code (Policy JFCA)	21
Book bags/Backpacks	22
Work Permits	22
Drivers Education	22
Student Religious Liberties	22
Student Political Activity	24
Distribution of Materials in the School (Policy KJA)	24
Course and Graduation Information	25
Scheduling Courses	25
CCP Options	25
Credit Flexibility Options	26
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.	26
Promotion and Retention Policy	26
ACT Test Information	26
Graduation Exercises (Policy IKFB)	26
Drugs & Medicines (Policy JFCH/JFCI)	27

Prescription or Non-prescription Medicine	28
Administering Prescription Drugs to Students (Policies JHCD & JHCD-R-1)	28
Administering Over-the-Counter Drugs to Students	28
Religious Convictions	29
Inhalers for Asthma (Policy JHCD)	29
Epinephrine Autoinjectors (Policy JHCD)	29
Diabetes Medication	29
Seizure Medication	29
Head Lice	29
Student Attendance and Absence Policy	30
Policy JED: Student Absences and Excuses	30
Policy JEDA- Truancy	31
Filing a Complaint With Juvenile Court	32
Absence Intervention Plan	32
Hazing and Bullying	33
Hazing and Bullying (Board Policy JFCF)	
(Harassment, Intimidation and Dating Violence)	33
Shelby Tip Line	34
Student Speech	34
Inclement Weather	34
Attendance at Extracurricular Activities	35
Motor Vehicles on School Grounds	35
Student Lockers	35
Visitors	35
Fees	35
Textbooks	35
Computer/Internet Acceptable Use Policy (Policy EDE)	35
School Issued Laptops	36
Interscholastic Athletics (Policy IGDJ)	36
Cafeteria Regulations	38
Care of the School	38
SHS Communication Guidelines	38
Social Media	39
Equal Education Opportunity	40
School Bus Transportation	40
Bus Pick-Up and Drop-Off Procedures:	40
Bus Regulations	41
Bus Conduct Report	42

Teaching Faculty & Staff

Mrs. Leigh Ann Adkins
Mr. Matt Albert
Mr. Jon Amicone
Mr. Andy Carver
Mrs. Tawny Cox
Mrs. Ashlee Craig
Mrs. Lauren Dennis
Mr. Joe Dubbert
Mrs. Jackie Duncan
Mr. Nick Eddleblute
Ms. Kristen Fintz
Mr. Jay Follett
Señora Erin Fee
Mr. Andrew Guertler
Mr. Scott Gurney
Miss Nicole Harpster
Mr. Blake Hixon

Ms. Narissa Hively
Mrs. Erin Howarth
Mrs. Natalie Huggins-Myers
Mrs. Kelly Jung
Mrs. Jayme Kilgore
Mr. Mark Kirby
Mrs. Lindsay Lantz
Mrs. Edie Lerback
Mr. Brian Madison
Mrs. Molly Mahaney
Mr. Rob Mahaney
Mrs. Samantha Martin
Mr. Tim Mayer
Miss Casey McCall
Mr. Troy McMillen
Mrs. Stacy Miller
Mrs. Tracy Montgomery
Mr. Joe Morabito

Mr. Levi Myers
Mr. Brian Nabors
Mrs. Suzanne Ramsey
Mr. Charles Ridenour
Mr. Tim Rodenbaugh
Mrs. Kristin Rowlett
Mrs. Misty Santarossa
Mrs. Melissa Sensmeier
Mr. Adam Schroeder
Mrs. Kara Sprang
Mr. Kelly Stanford
Ms. Kristen Teglovic
Mrs. Kate VanAlstine
Mrs. Ruth Watts
Ms. Bobbi Weaver
Mr. Erik Will
Mrs. Baylie Wright

2026-27 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

2026-2027 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 2026-27. 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 (Policies JFCG, JFCH/JFCI):** 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.

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 (Policy JFCK):** 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. **School Telephones (Policy EGAC):** District telephones are provided for official school use. Students are not to use school phones unless in the case of emergency.
21. **Loitering:** Students may not loiter or otherwise gather inside, outside, or within sight of the school building before or after school.
22. **Repeated Violations:** A student shall not repeatedly violate any part of the Shelby City Schools Student Code of Conduct.

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.

Student Discipline Policies

Student Discipline (Policy JG)

Effective discipline, which requires respect for the rights of others, is necessary if all students are to attain a quality education. The Board delegates to school officials the authority to enforce District policies, regulations and school rules governing student conduct.

A complete statement governing or describing all the relationships and processes involved in student discipline would be very extensive. The most important part of such a statement would be the relationship of the teacher and the principal in matters of discipline. Teachers must feel free to consult and work closely with the building principal in dealing with any problem with which the teacher might need guidance. This working relationship is one key to desirable discipline and a quality instructional environment.

The Board also believes that the teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times. The teacher is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.

Each case of unsatisfactory behavior by a student is handled individually. The classroom teacher may take the steps that he/she believes are justified in each case. If the student does not respond to these measures, the teacher then refers the student to the principal.

When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. 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.

In terms of the relationship of the teacher and principal in discipline matters, the Board expects that whenever a discipline problem appears to extend beyond the classroom, the teacher discusses the problem with the principal. The teacher(s) and the principal work together in attempting to control or correct the problem.

A student's failure to comply with the requirements for conduct outlined in the student handbooks may result in the student being disciplined. A student cannot be suspended, expelled or removed from school solely because of unexcused absences. The student may lose all rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result. Discipline is always administered in a reasonable manner.

If several methods of discipline have been used in an effort to solve a problem and it appears necessary, in the judgment of the principal and Superintendent, to discipline or withdraw privileges from a large group, this action may be taken. Any punishment technique involving an entire class or large group is used only as a last resort.

Student Rights and Responsibilities (Policy JF)

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools.

A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Student Due Process Rights (Policy JFA)

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The State and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of their rights. Due process procedures are:

1. applied equally to all and
2. enforced in a manner that involves:
 - a. adequate and timely notice and opportunity to prepare a defense;

- b. an opportunity to be heard at a reasonable time and in a meaningful manner and
- c. the right to a timely and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

Student Conduct (Zero Tolerance) (Policy JFC)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the student code of conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents receive, at the beginning of each school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

Corporal Punishment (Policy JGA)

Corporal punishment is prohibited and shall not be used as a form of discipline in the District. The Board expects the administration, faculty and staff to use other forms of discipline, counseling and referral, including communication and meetings with the parents, to promote appropriate, positive behavior.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is dealt with according to approved student discipline regulations.

Teachers, principals, administrators and support staff are authorized by law to use, within the scope of their employment, "such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense or for the protection of persons or property."

Discipline of Students With Disabilities (Policy JGF)

The Board recognizes that effective and appropriate discipline for students with disabilities may, at times, differ from effective and appropriate discipline for students without disabilities. The Board does not, however, believe in a double standard for misbehavior and holds the welfare and safety of all persons in the District in highest regard. Disciplinary action of students with disabilities proceeds in a manner that protects the welfare and order of the community as well as recognizes the special needs of the student.

The Board delegates to school officials the authority to enforce District policies, regulations and rules governing the conduct of all students. The District will comply with all State and Federal laws and regulations governing the discipline of students with disabilities. All students, including those with disabilities, will be referred to law enforcement officials when required by law and may be referred to law enforcement officials when their conduct constitutes a crime.

The special needs of the student with a disability are taken into account when setting behavioral expectations. Each case of unsatisfactory behavior by a student with a disability is handled individually in accordance with the student's behavior management plan and interventions articulated in the student's Individualized Education Program (IEP). A student's failure to comply with conduct requirements in student handbooks may result in the student being disciplined.

If the student does not respond to the measures taken by District staff or to the measures articulated in the student's IEP, the staff member refers the student to the principal or other designated individual. The student may lose rights to participate in school-related social events or extracurricular activities for a period of time determined by the principal, unless such programs are included as part of the student's free appropriate public educational program. Depending on the seriousness of the offense committed by the student, suspension or expulsion may also result, but any change in placement will follow mandated procedures in applicable law.

Gangs (Policy JFCEA)

The Board believes gangs or gang activity create an atmosphere where violations of policies, regulations and State laws may occur. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment are not tolerated by the District

Incidents involving initiations, hazings, intimidations and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited.

The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures that symbolize gang membership or causing and/or participating in activities that intimidate or affect the attendance of another student is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

To provide increased awareness of the threat to the safety of students, staff and school property which gang-related activity poses, training is provided on an as-needed basis. Presentations provide training in current

identification symbols used by those involved in gang-related activity and include things such as the identification of hand signals, apparel, jewelry and/or any other pertinent gang-related information.

Unsafe Schools (Policy JFCL) (Persistently Dangerous Schools)

The Board complies with State and Federal law in adopting a policy on persistently dangerous schools.

A student attending a “persistently dangerous” school in this District or who becomes a victim of a “violent criminal offense,” “as determined by State law,” anywhere on District “grounds” or during school-sponsored activities is allowed to attend another school in the District that is not persistently dangerous that offers instruction at the student’s grade level. However, there is no transfer option if there is no other school in this District that offers instruction at the student’s grade level.

A “persistently dangerous” school is defined by State law as a school that has two or more violent criminal offenses in or on school grounds, per 100 students, in each of two consecutive school years. In schools with 300 or fewer students enrolled, six or more violent criminal offenses must occur. Likewise, if a school has 1,350 or more students enrolled, 27 or more violent criminal offenses must occur in each of two consecutive school years.

“Violent criminal offense” refers to any violent criminal offense set forth and defined in State law as violent in nature.

“As determined by State law” means that the student has been identified as the victim and the perpetrator has pled guilty to, been adjudicated or convicted of a violent criminal offense in an Ohio court.

“Grounds” includes school bus transportation to and from school and school-sponsored activities and designated bus stops.

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, other adornments and decorative accessories 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 accessory, 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 JEDC, Religious Expression Days:The Board reasonably accommodates the sincerely held religious beliefs and practices of individual students with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief systems in accordance with State law. Students in grades kindergarten through 12 will be excused for up to three religious expression days per school year to take holidays for reasons of faith or religious or spiritual belief systems, or participate in activities conducted under the auspices of a religious denomination, church or other religious or spiritual organization. No academic penalty will be imposed on a student who is absent for such reasons in accordance with this policy and all requirements of State law. The number of hours for which a student is absent on an approved religious expression day is not considered in the calculations for determining absence hours for the purpose of parental notification under Ohio Revised Code 3321.191.

Students are provided with alternative accommodations with regard to examinations or other academic requirements due to an absence for a religious expression day in accordance with the following procedures:

1. The parent/guardian must provide the school principal with written notice of up to three specific dates for which alternative accommodations are requested within 14 days of the start of the school year, or within 14 days after the date of enrollment if transferring or enrolling into the District after the start of the school year.

2. The principal will approve the request without inquiry into the sincerity of the student's religious or spiritual belief system. The principal may contact the parent/guardian whose signature appears on the request to verify the request; if the parent/guardian disputes signing the request, the request may be denied.
3. If the approved absence creates a conflict, the principal requires the appropriate classroom teachers to schedule a date and time for an alternative examination or other academic requirement that may be before or after the originally scheduled time and date.

Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days.

The District develops a nonexhaustive list of major religious holidays or festivals for which a religious expression day will not be unreasonably withheld or denied. The list is nonexhaustive and may not be used to deny a student's request for accommodation for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list. The list will include a statement to this effect. A student will not be denied a request under this policy for a religious expression day because it is not included on the list.

This policy and the list of holidays developed by the District are posted in a prominent location on the District website.

The Board directs the Superintendent/designee to annually convey this policy to parents and guardians, including a description of the general procedure for requesting accommodations in a manner deemed appropriate by the Superintendent/designee. Each time the policy is posted, printed or published it will include a statement that the holiday list is nonexhaustive and may not be used to deny accommodation for a student for a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on the list.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. If a parent, guardian or student has any grievance with regard to implementation of this policy, the staff member about whom there are concerns should be given the opportunity to consider the issues and attempt to resolve the problems. If the complaint is not resolved at that level, proper channeling of complaint is to the principal or other immediate supervisor, the Superintendent and then the Board.

Policy JEFB: The Board permits students to be released from school for religious instruction consistent with law. The Board collaborates with a sponsoring entity of a released time for religious instruction program to identify a time to offer the course during the school day. Absence during the school day for religious instruction is permitted, provided:

1. the student's parent or guardian submit a written request to the building principal and consents to participation in the released time course in religious instruction;
2. the sponsoring entity providing instruction maintains attendance records and makes them available to the District;
3. the sponsoring entity makes provisions for and assumes liability for the student and
4. the student is not absent from core curriculum subject courses.

A student is permitted to be excused from school to attend a course in religious instruction for one period per week. The District is not responsible for transportation to and from the place of instruction. Transportation to and from the place of instruction, including transportation for students with disabilities, is the complete responsibility of the sponsoring entity, parent or student. The District, Board members and employees are not liable for damages in a civil action for injury allegedly arising during a student's transportation to or from a place of instruction when private transportation is used.

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 does not constitute an endorsement of any particular faith or religious denomination and shall not be interpreted as promoting, favoring or affiliating the District with any religious organization or belief system.

The Board requires the sponsoring entity to provide verification on an annual basis to the District that it has:

1. Requested the superintendent of the Bureau of Criminal Investigation to conduct a criminal records check with respect to any individual who serves as an instructor or volunteer of the sponsoring entity providing the religious instruction. If that individual does not present proof that the individual has been a resident of Ohio for the five-year period immediately prior to the date upon which the criminal records check is requested or does not provide evidence that within a five-year period the Superintendent has requested information about the individual from the FBI in a criminal records check, the sponsoring entity shall request that the Superintendent obtain information from the FBI as a part of the criminal records check for the individual.
2. Not permitted any individual to serve as an instructor or volunteer of the sponsoring entity providing the religious instruction if the individual has previously been convicted of or pleaded guilty to an offense described in Ohio Revised Code (RC) 3319.31(B)(2) or (C) or RC 3319.39(B)(1).

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.

Distribution of Materials in the School (Policy KJA)

The District recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material. In order to protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the District, the following requirements apply to the distribution of non-school-sponsored material on school property and at school activities.

Prior Approval Required: Individuals or groups not affiliated with the District, who desire to distribute materials to the members of the school community, must first receive approval of such materials through the Superintendent/designee. Students and staff members who desire to distribute materials to members of the school community must first receive approval from the building principal and, when in doubt, the Superintendent.

Types of Material Restrictions: Materials must be approved if they fall under one of the following categories:

1. publications of services, special events, public meetings or other items of interest to students or parents/guardians;
2. distribution of promotional materials of a commercial nature to students or parents/guardians;
3. paid advertisements on District property, including but not limited to billboard advertisements;
4. paid advertisements on or in school-sponsored publications, yearbooks, announcements and other school communications and/or
5. products and materials donated by commercial enterprises for use in the classroom, as long as they serve an educational purpose and do not unduly promote any commercial activity or products.

Manner and Mode of Distribution: The Superintendent/designee may approve the use of District time, personnel and resources in the distribution of materials if the materials are of an educational nature. The Superintendent will not, however, approve the use of District time, personnel or District resources for distribution if the materials are not of an educational nature and/or considered to be conducting business by soliciting participation, campaigning for membership or registering participants. District personnel are prohibited from using District time or resources to distribute materials that support or oppose a levy or bond issue.

The building principals designate appropriate times, locations and means for which distribution of non-school-sponsored materials is appropriate. Determinations are made on a case-by-case basis.

Distribution with or without District involvement does not mean to imply sponsorship or support for that which the materials endorse. The District takes no responsibility for problems arising between the sponsoring individual or group and the student or staff member who accepts the materials.

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

1. the materials are obscene, vulgar or otherwise inappropriate for the age and maturity of the audience;
2. the materials endorse actions endangering the health or safety of students;
3. the distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person;
4. the materials contain defamatory statements about public figures or others;
5. the materials advocate imminent lawless or disruptive action and are likely to incite or produce such action;
6. the materials are hate literature or similar publications that scurrilously attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others or
7. 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.

Failure to comply with this policy regarding distribution of non-school literature shall result in appropriate administrative action, including but not limited to confiscation of nonconforming materials and/or suspension of use of District facilities. Appropriate law enforcement officials may be called if a person refuses to comply with this policy or fails to leave the premises when asked.

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 ~~4~~³ without questions. After the deadline, students must complete a form that includes the student's name, course (s) to add and/or drop. Schedule changes are discouraged and requests for schedule changes will be given close scrutiny. All changes must be approved by the counselors.

It is our policy to limit specific teacher requests by students and parents. If you feel there is an adequate reason for requesting a teacher, please schedule an appointment with the principal before May **3**. As always, we appreciate the trust that you place in us in making the best placement for your child, as we consider all of the educational factors in each child's best interests. No request is necessarily guaranteed, as we consider many factors in placing each child in a classroom.

CCP Options

Students in these courses earn both high school and college credit. 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 19, 2026	Aug 14, 2026	Sept 1, 2026
Oct 17, 2026	Sept 11, 2026	Sept 29, 2026
Dec 12, 2026	Nov 6, 2026	Nov 29, 2026
Feb 27, 2027	Jan 22, 2027	Feb 9, 2027
Apr 10, 2027	Mar 5, 2027	Mar 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027
July 10, 2027	June 4, 2027	June 22, 2027

All Juniors will have the opportunity to take the ACT test in the spring of 2027, at no charge. Juniors will meet with their counselor to discuss either taking the ACT or opting out of the test.

Graduation Exercises (Policy IKFB)

Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercises conducted by Shelby High School. Students participating in the ceremony must meet all graduation requirements.

1. Students must have successfully completed all requirements contained in the Ohio Revised Code and set by the Ohio Department of Education and Workforce and the Shelby City Board of Education.
2. Students graduating early shall request participation in the graduation ceremony. Early graduates can only participate in the graduation exercises in the year of graduation.
3. All financial obligations to the District must be paid.
4. All disciplinary obligations must be satisfactorily completed.
5. Participation in graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown.
7. Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.

Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

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 and on the District website.

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.

Administering Prescription Drugs to Students (Policies JHCD & JHCD-R-1)

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. A prescription drug is a drug that is to be administered pursuant to the instructions of the prescriber, whether or not required by law to be sold only upon a prescription.
2. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
3. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The prescription drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
4. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
5. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the prescription drug or other person licensed to prescribe medication.
6. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the prescription drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
7. No employee who is authorized by the Board to administer a prescription drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the prescription drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."

Administering Over-the-Counter Drugs to Students

An over-the-counter drug is a drug that may be legally sold without a prescription and that is administered without the instruction of a prescriber. Employees may not administer over-the-counter drugs to students in the course of their employment.

These procedures for over-the-counter medications do not apply to care given in the following situations; such situations are managed in accordance with law and any applicable policies and procedures:

1. emergency care occurring at the scene of an emergency outside of a hospital, doctor's office, or other place having proper medical equipment;
2. emergency care administered by a physician, dentist, or nurse volunteering at a school athletic event;
3. emergency care provided in a school district pursuant to an emergency medical authorization submitted by a student's parent or guardian;
4. emergency use of epinephrine autoinjectors in a school district pursuant to a school policy regarding their use;
5. diabetes care provided in accordance with an order signed by a student's treating practitioner;
6. emergency use of inhalers in a school district pursuant to a school policy regarding their use and
7. emergency use of injectable or nasally administered glucagon in a school district pursuant to a school policy regarding its use.

Religious Convictions

No person employed by the Board is required to administer a prescription or over-the-counter drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a prescription or over-the-counter drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma (Policy JHCD)

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors (Policy JHCD)

Students are permitted to carry and use an epinephrine autoinjector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

Seizure Medication

If a student has an active seizure disorder diagnosis, the school nurse, or another school employee if the school does not employ a nurse, will create an individualized seizure action plan for that student in accordance with State law. The action plan must include information on how to administer prescribed seizure drugs to the student and school districts must designate at least one employee in each school building aside from a school nurse to be trained every two years on implementing seizure action plans, including training in administering seizure drugs. Prescription drugs prescribed for a seizure disorder that are to be administered to students may be kept in an easily accessible location.

Students are allowed to possess seizure medications at school or at any activity, event or program sponsored by or in which the student's school is a participant, if the student has the written approval of the student's physician containing all information required by law and, if the student is a minor, the written approval of the parent, guardian, or other person having care or charge of the student. The school principal and, if a school nurse is assigned to the student's school building, the school nurse, must receive copies of the written approvals.

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 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;
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;
5. 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);
6. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
7. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
8. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
9. post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
10. pre-enlistment reporting to military enlistment processing station, for which a student may be marked as "present" if the absence is used to help fulfill graduation requirements;
11. 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;
12. 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;
13. absences due to a student being homeless;
14. attending a driver education course outside of core curriculum (applies to absences for two hours per day up to eight hours maximum, which cannot exceed four consecutive days or can be nonconsecutive) or
15. as determined by the Superintendent.

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 acknowledges that student absences from school for any reason, whether excused or unexcused, take away from instructional time and have an adverse effect on student learning. The District consults with the county juvenile court, parents, guardians and other persons having care of a student attending school in the District in developing this policy.

A student cannot be suspended, expelled or removed from school solely because of unexcused absences.

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 will take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration, in consultation with the county juvenile court to:

1. identify strategies to prevent students from becoming chronically absent;
2. establish procedures for notifying a student's parent, guardian or custodian when the student has been absent from school for a number of hours determined by the Board, not to exceed 5% of minimum required hours under Ohio Revised Code (RC) 3313.48;
3. establish a tiered system that provides more intensive interventions and supports for students with greater numbers of absences and includes resources to help students and their families address the root causes of the absences;
4. provide for one or more absence intervention teams to work with students at risk of becoming chronically absent and their families to improve attendance at school.

The Board may consult or partner with private, public and nonprofit agencies to assist students and families in reducing absences.

This policy and any procedures developed must align with the District or school improvement plan developed pursuant to State or Federal Law.

Filing a Complaint With Juvenile Court

The attendance officer must file a complaint against the student in juvenile court alleging a child is an unruly child for being a habitual truant and that the parent, guardian or other person having care of the child has violated RC 3321.38 when any of the following apply:

1. the student was absent without legitimate excuse for 30 or more consecutive hours;
2. the student was absent without legitimate excuse for 42 or more hours in a school month;
3. the student was absent without legitimate excuse for 72 hours or more in a school year.

If the District determines that the student and the student's family are making satisfactory progress in improving the student's attendance at school, the attendance officer will not file a complaint.

If no determination of satisfactory progress is made by the District, or the student and the student's family cease to continue making progress in improving the student's attendance, the attendance officer must file a complaint in juvenile court against the student.

Absence Intervention Plan

- Chronic Absenteeism (Excused or Unexcused Absences)
 - Tier 1
 - 30 hours of absence (excused or unexcused)
 - Notify the parent about the procedures if the student continues to miss school, with the option of an in-person meeting with the attendance officer, parent(s)/guardian, and student
 - Tier 2
 - 52 hours of absence (excused or unexcused)
 - Student placed on Restrictive Status. An absence will only be excused if it meets one of the 15 allowed reasons for absence.
- Unexcused Absences
 - Tier 1
 - 12 unexcused hours
 - Warning letter stating the procedures of further unexcused absences
 - Tier 2
 - 30 unexcused hours
 - Required Truancy Education Meeting with the Truancy Officer, administrator, parent, and student
 - 48 unexcused hours
 - Referral to Richland County Juvenile Court Truancy Education Program (TEP)
 - Tier 3
 - 72 unexcused hours
 - Unruly charges filed in Richland County Juvenile Court
- Charges will also be filed if the student meets the following threshold:
 - 30 or more consecutive unexcused hours of absence
 - 42 or more unexcused hours of absences in a 30 day period
 - 72 or more unexcused hours of absence in a year

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 (Policy EDE)

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.

Interscholastic Athletics (Policy IGDJ)

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.

Participation by students in athletic competition is a privilege subject to Board policies and regulations. While the Board takes great pride in winning, it emphasizes and requires good sportsmanship and a positive mental attitude as prerequisites to participation.

The Superintendent and administrative staff schedule frequent conferences with all physical education instructors, coaches and athletic directors to develop a constructive approach to physical education and athletics throughout the District and to maintain a program that is an educational activity.

Interscholastic athletic programs are subject to approval by the Board. The building principal is responsible for the administration of the interscholastic athletic program within his/her school. In discharging this responsibility, the principal consults with the athletic directors, coaches and physical education instructors on various aspects of the interscholastic athletic program. It is the responsibility of the principal and his/her staff to ensure the proper management of all athletic and physical education programs and the safety of students and the public.

The Board may require that students pay reasonable fees to participate in interscholastic athletics.

Coaches are required to complete all approved course work as specified by State law, the Ohio High School Athletic Association (OHSAA) and the State Board of Education in order to qualify to serve as coaches.

In the conduct of interscholastic athletic programs, the rules, regulations and limitations outlined by State law must be followed. Programs regulated by OHSAA must also comply with all eligibility requirements established by the Association. It is the responsibility of the District's voting delegate to OHSAA to advise the management team of all pending changes in OHSAA's regulations.

A student must have the written permission of his/her parent(s) and shall have been determined as physically fit for the chosen sport by a licensed physician.

All students participating in interscholastic athletics must be covered by insurance. This insurance may be available for purchase through the District. If parents choose not to purchase insurance provided by the District, the parent(s) must sign a waiver ensuring that private coverage is provided.

As character building is one of the major objectives of interscholastic athletics, the athlete assumes responsibility for regulating his/her personal life in such ways as to make him/her a worthy representative of his/her school.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school.

Resident students enrolled in community schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending STEM and STEAM schools are permitted to participate in the District's interscholastic athletics program at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent, and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students attending a nonpublic school are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned if the nonpublic school in which the student is enrolled does not offer the activity. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same academic, nonacademic and financial requirements as any other participant.

Resident students receiving home education in accordance with State law are permitted to participate in the District's interscholastic athletic programs at the school to which the student would be assigned. Students must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

Nonresident students may be authorized by the Superintendent to participate in an interscholastic athletic program offered by a school of the District if the student is a home educated student and the student was subject to any of the following by a school official, employee or volunteer, or by another student from the district or school where the student is participating in athletics:

1. Harassment, intimidation, or bullying, as defined by Ohio Revised Code (RC) 3313.666.
2. A qualifying offense, for which the school official, employee, volunteer or another student has been charged with, indicted for, convicted of or pled guilty to committing or is alleged to be or is adjudicated as a delinquent child for committing. A qualifying offense is defined as an offense or attempt to commit an offense of violence or a violation of RC 2907.07.
3. Conduct by a school official, employee, or volunteer that violates the Licensure Code of Professional Conduct for Ohio Educators.

A home educated student who meets these criteria must be of the appropriate age and grade level as determined by the Superintendent and must fulfill the same nonacademic and financial requirements as any other participant.

A student receiving home education in accordance with State law who is not entitled to attend school in the District may be authorized by the Superintendent to participate in interscholastic athletic programs offered by a school of the District. The activity must be one the district the student is entitled to attend does not offer.

A student attending a nonpublic school located in the District who is not entitled to attend school in the District may be authorized by the Superintendent to participate in an extracurricular activity offered by a school of the District that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics when:

1. the activity is one the school in which the student is enrolled does not offer;
2. the student is not participating in the activity in the student's district of residence;

3. the superintendent of the student's district of residence certifies the student has not participated in any extracurricular activity that is interscholastic athletics or interscholastic contests or competitions in music, drama or forensics in the district for that school year and
4. the Superintendent and the superintendent of the student's district of residence mutually agree in writing to allow the student to participate in the activity.

A student enrolled in another district may participate in ice hockey in the District if the district in which the student is enrolled does not offer ice hockey as an interscholastic athletic activity when:

1. the student's district is less than 20 miles away;
2. the student is not required to enroll in or be a resident of the district that offers ice hockey;
3. the student is of the appropriate age and grade level and fulfills the same academic, nonacademic, and financial requirements as any other participant, including trying out for a position on the team and
4. the superintendents of both school districts enter into an agreement approving the student's participation in ice hockey at the school district in which the student is not enrolled.

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 may not use any type of delivery service to have food delivered during school hours. 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.

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 one, 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.