SHELBY CITY SCHOOLS

FAMILY-STUDENT HANDBOOK
2026-2027

Shelby K-8
109 W Smiley Avenue
Shelby, Ohio 44875
419-342-DOGS(3647)

Early Learning Center
PK-2
Kelly Kuhn, Principal
Tracy Barnd, Secretary
Elizabeth Eyring, Counselor

Middle School
6-8
Corey Ream, Principal
Jeremy Miller, Asst. Principal & MS AD
Karen Harvey, Secretary
Chris Zuercher, Counselor

Intermediate
3-5
Justin Schroeder, Principal
DeeDee Paulo, Secretary
Amy Buzard, Counselor

Shelby K-8
Tara Bates, Secretary
Hannah Hall, School Resource Office
Sheri Mitchell, Director of Preschool and Special Education Director

Dear Students and Families,

Welcome to the Shelby City Schools!

We are all eager to work with you to assure the best educational program and environment for every child. Working cooperatively in this endeavor will allow us to help each child develop to his or her fullest potential.

This district handbook has been written to provide you with the important information about our ~~P~~K-8 schools. It includes specific building information, rules and routines, school health and safety guidelines, parent activities, and school policies and procedures.

We encourage you to call your child's school any time, become involved in the ~~P~~K-8 PTO, and communicate any questions, comments, or suggestions to the staff. Your opinions and communications can only help to constantly improve the quality of education in our schools.

Sincerely,

Kelly Kuhn
Principal: Early Learning Center K-2

Justin Schroeder
Principal: Intermediate 3-5

Corey Ream
Principal: Middle School

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 website, www.shelbyk12.org *In accordance with Board Policy CHCA

TABLE OF CONTENTS

Where to Get Answers to Questions

Arrival and Departure

Closings, Delays and Emergency Early Dismissal

School Bus Transportation

Bus Regulations

Medical Information

Immunization Information

Student Attendance and Absence Policy

PBIS and the Whippet Way

Student Code of Conduct

Search and Seizure, Interrogation

Student Dress Code

Additional Policies for Grades 6-8

Cafeteria Conduct

Hazing and Bullying

Sexual Harassment

Shelby Tip Line

Pupil Services

Miscellaneous

Equal Education Opportunity

Non Discrimination Statement

Student Records

FERPA

WHERE TO GET ANSWERS TO YOUR QUESTIONS

YOUR CHILD'S TEACHER can help if it is a matter concerning your child's progress, what is being taught, or any other matter directly related to the classroom. Please call your child's teacher or send a note to arrange a conference.

SCHOOL SECRETARY can help you with routine matters concerning school situations.

BUILDING PRINCIPAL can help you on matters relating to school-wide operation policy, provide you with school information, or help you resolve a problem.

SCHOOL COUNSELOR can help support your student with social, academic, and emotional concerns

SCHOOL RESOURCE OFFICER can help support student safety in the building (threats, violence, (drug/alcohol/tobacco) and outside school issues (social media, truancy, Shelby students)

Officer, Hannah Hall 419-342-3647
hall.hannah@shelbyk12.org

BUS GARAGE can help you with problems dealing with transporting students by bus.

Mr. John Gies, Transportation Coordinator, 419-342-3647

SUPERINTENDENT OF SCHOOLS is responsible to the Board of Education for the administration of the school system. He recommends policies to the Board and is responsible for implementing Board-adopted policies.

Mr. Michael Browning at the Shelby Board of Education, 419-342-3647

TITLE IX COORDINATOR

Paul Walker, Assistant Superintendent, at Shelby Board of Education, 419-342-3647

BOARD OF EDUCATION MEMBERS

Mr. Scott Rose, President	rose.scott@shelbyk12.org
Mrs. Heather Braun, Vice President	braun.heather@shelbyk12.org
Mrs. Brandel Boyd	boyd.brandel@shelbyk12.org
Mr. Jonathan Lawson	lawson.jonathan@shelbyk12.org
Mr. Brad Ream	ream.brad@shelbyk12.org

PTO

The Parent Teacher Organization is an important partner in your child's education, providing opportunities for parents to work with the school staff. The PTO conducts or assists with money making projects throughout the year. These funds are then used to purchase materials, equipment and field trips to enhance the educational offerings and atmosphere of your child's school.

SHELBY CITY SCHOOLS WEBSITE: www.shelbyk12.org
News and announcements, teacher/team information, calendars, resources etc.

PARENT AND FAMILY INVOLVEMENT IN EDUCATION

The Board believes that parent and family involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents and families in the education of their children generally result in higher achievement scores, improved student behavior and reduced absenteeism. All parents, family members and foster caregivers are encouraged to take an active role in the education of their children or foster children.

The Board directs the administration to develop along with parents, family members and foster caregivers the necessary regulations to ensure that this policy is followed and that parent and family involvement is encouraged. The regulations are to:

1. encourage strong home-school partnerships;

2. provide for consistent and effective communication between parents and family members or foster caregivers and school officials;

3. offer parents and family members or foster caregivers ways to assist and encourage their children or foster children to do their best and

4. offer ways parents and family members or foster caregivers can support classroom learning activities.

*In accordance with Board Policy IGBL

ARRIVAL AND DEPARTURE

SCHOOL ARRIVAL AND DEPARTURE

K-5: Pupils should arrive between 8:15 and 8:40 a.m. Students will be counted tardy after 8:35 a.m. Please allow time for your child to get to his/her classroom or he/she will be counted tardy. School personnel are not responsible for the supervision of students prior to school doors' opening at 8:15 a.m. Breakfast is only served to students arriving prior to 8:30 a.m.

> Special Schedule Considerations: In the case of a 2-Hour Delay, students may arrive in the building beginning at 10:15 a.m., and school will start at 10:40 a.m. No breakfast is served on 2-Hour Delay days. On 2-Hour Early Release days, students will be dismissed at 1:20 p.m. The daily schedule remains otherwise intact (lunch/recess times do not change). Please contact the office if your student's dismissal arrangements may change.

6-8: Pupils should arrive between 7:15-7:35 am . The tardy bell will ring at 7:35 am. Students arriving after this time will be counted tardy. Please allow time for your child to get to his/her classroom by this time or he/she will be counted tardy. School personnel are not responsible for the supervision of students prior to school doors' opening at 7:15 a.m. Breakfast is only served to students arriving prior to 7:35 a.m.

> Special Schedule Considerations: In the case of a 2-Hour Delay, students may arrive in the building beginning at 9:15 a.m., and school will start at 9:35 a.m. No breakfast is served on 2-Hour Delay days. On 2-Hour Early Release days, students will be dismissed at 12:30 p.m. The daily schedule will be adjusted but students will still attend all classes and lunch will be served. Please contact the office if your student's dismissal arrangements may change.

K-8 GENERAL PROCEDURES

SIGNING IN AND SIGNING OUT

Students arriving late to school must report to the school office or assigned area and be signed in on the Student Attendance Register **by the parent** or having note or phone call documentation. If it is necessary for students to leave school during school hours, a note should be sent to the office that morning. Students leaving the school during school hours must be signed out by the parent/guardian on the Student Attendance Register before leaving the building. **Any adult picking up a child during school hours should be prepared to show their ID (identification card).** Parents are urged to arrange medical/dental appointments outside the school day. Written permission should be sent by the parent/guardian for someone else to remove a student from school.

*During the school day, only the main entrance doors will be used. All other doors will be locked.

WALKING TO AND FROM SCHOOL

1. Please discuss with your child the safest route to and from school. Please have a designated meeting spot if someone is meeting your child to walk with him/her. Please impress upon your child that it is important that he/she obey the crossing guard.
2. Please remind your child about not walking through or playing on private property.
3. Walk on sidewalks when available. Use appropriate crosswalks.
4. Wear appropriate weather clothing (rain - raincoats and umbrellas; snow - warm coats, gloves and boots).
5. Warn your child about not talking to and accepting rides from strangers. Have them tell you and report to the school.
6. The school is directly responsible for supervision of students only while they are on school property during school hours. School supervision will begin when school doors open (8:15 am PK-5 and 7:15 am for grades 6-8). Once students leave the school property, this becomes the responsibility of the parents.

BICYCLES/SKATEBOARDS/ROLLERBLADES

1. Bicycles may be ridden by students in grade K-8. Bicycles will be parked in front of the board office (old middle school) and students will enter the front doors of the board office to be escorted to the PK-8 building.
2. Bicycle riders are to obey all traffic rules and regulations.
3. Bicycles must be walked in the crosswalk and on school grounds.
4. Once on school grounds, bicycles must be parked in the racks provided in front of the old middle school.
5. The school accepts no responsibility for bicycles parked on school grounds.
6. Only one rider is to be on a bicycle.
7. No skateboards, scooters, roller blades, or shoe roller blades are permitted to be ridden to/from school.
8. Not following the rules may result in the loss of bicycle-riding privileges.

CAR RIDERS

1. Car riders should be dropped off at the designated drop off zone after 7:15 a.m. (grades 6-8) and 8:15 a.m. (PK-5).
2. Please refrain from parking when dropping off your child. Follow the assigned traffic pattern for car riders.
3. Car riders are dismissed at 2:30 p.m. (6-8) and 3:20 p.m. (K-5). Students should be picked up at the designated area (Blue and Orange designated pick up lanes). Parents of K-5 Car Riders are prohibited from entering the pick-up lanes prior to 3:00pm. Parents of students in K-5 must have the automated rear view mirror hanger pick up tag and name sign prominently displayed in the front window to pick up their child. If you do not have the pick up tag & name sign, you will be asked to park and wait until the end of the pick up line.

CLOSINGS, DELAYS AND EMERGENCY EARLY DISMISSAL

Please subscribe to text, call, &/or email alerts on the shelbyk12.org homepage "Sign-Up for Test Alerts."
In case of unexpected bad weather, please do not call the school. Additional Notifications:

WMFD - www.wmfd.com/closings

If students need to be dismissed early due to weather conditions, they will be sent home on the bus or walk home, unless we have specific instructions from the parents on file in the office. Parents are advised to have alternate arrangements made so that your child knows where to go on days when school might dismiss early. Please be sure to discuss such emergency dismissal plans with your child. Return the emergency dismissal plan form to school. Make them aware of their responsibilities.

The decision will be made by the Superintendent whether to "hold" or "dismiss" students in the event there is a tornado watch or warning. Parents wishing to pick up their students may do so by stopping in the office.

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 PROCEDURE:
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 Board annually.
2. Routes established may only be changed by the Board 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 419-342-3647. 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**:
    a. Last minute babysitting arrangement changes
    b. Slumber party, overnight stay, or going home with a friend

c. After-School Party
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: 419-342-3647, when student pick up is not needed that day.
7. School Bus Stops (O.A.C. 33301-83-13)
   Pick-Up crossing the road in front of the bus:
   a. Stand in a designated safety spot chosen by the driver.
   b. 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.
   c. Quickly and quietly walk to your assigned seat.
8. Drop –Off crossing the road:
   a. Once off the bus, take 10 steps forward until you can see the driver's hand and face.
   b. 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.
   c. If the driver sounds the horn, this means danger. Look for traffic first, and then look at the driver for further instructions.
   d. Once across, go to your designated safety spot chosen by the driver, and wait until the bus leaves.
      1. NEVER go back and pick up something you dropped.
      2. 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 Board, 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 live head lice while at school **cannot** ride the bus home from school that day. Parents will be notified to immediately pick up the child. Students will not be permitted back on the bus until cleared by school personnel.

BUS REGULATIONS

STUDENT CONDUCT ON SCHOOL BUSES:

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

3301-83-08 Pupil transportation management policies:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at the school bus stop must not threaten life, limb or property of any individual.
4. Pupils must go directly to an available or assigned seat so the bus may safely resume motion
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco or vaping devices 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, transportation supervisor, and/or building principal. The principal or transportation coordinator will meet with the student(s) involved in the Bus Conduct Report, call home, and may send a copy of the report home.

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

Egregious and/or aggressive misconduct may result in immediate suspension of bus riding privileges without progressive discipline. Examples of this include but are not limited to: fighting or acts of aggression (including threats) towards others; possession and/or use of nicotine products, drugs or alcohol.

PROGRESSIVE DISCIPLINE

1. Verbal Warning: Students who exhibit unacceptable/unsafe behavior will be given a "verbal warning" explaining that if the behavior continues the next offense will result in a written warning being sent home along with a phone call to the parent.
2. First Written Warning: Guardian will be notified via phone call and in writing of the student's continued unacceptable behavior. Failure to correct future behavior will result in loss of bus privileges for 1 day.
3. Second Write-up: 3 day suspension of bus riding privileges.
4. Third Write-up: 5 day suspension of bus riding privileges.
5. Fourth Write-up: 10 day suspension of bus riding privileges.
6. Fifth Write-up: Loss of bus privileges for the remainder of the school year.

*In accordance with Board Policies EEACC and JFCC

MEDICAL INFORMATION

Each year parents fill out an enrollment form with emergency medical information and submit it to the school. This information is necessary in case of an emergency during school hours.

MEDICAL ATTENTION AT SCHOOL

A student who becomes injured or ill during the school day should be sent to the office. If it is determined that the child needs to go home, a parent or an emergency contact person will be called. The student will be permitted to leave when the parent or emergency contact person reports to the school office and signs the student out of school.

PRESCRIPTION AND NON-PRESCRIPTION MEDICINE

The school recognizes that students must occasionally take medicine in order to fully participate in school. Whenever possible, medication should either be given by the parent or taken at home.

If medication must be taken by a child while at school, the medication must be kept and administered by the health aide, school secretary, principal, or designee. The medicine must be in the original container. Most importantly, a required permission form must be turned into the office signed by both the parent and the doctor. This form is available in the office and on the school website. Local physicians might also have copies of this form. No medication can be administered until this form is completed and returned to the office along with the medication in its original container. Students are **not** permitted to carry medication with them (except inhalers). All drugs must be turned into the office for dispensing. This includes "over the counter" medications such as cough drops, Tylenol, Advil, Benadryl, etc.

The state law forbids the dispensing of any medication, even by the health aide, without specific permission. If a child must receive medication, the medicine must be in the original container, with the following information on the label – the child's name, the name of the medicine, the time to take it , and the dosage recommended. The required form signed by the doctor and parent must also accompany any medication. **All such medicine**

must be brought to/from the office by an adult. Children are not permitted to transport medication.
*In accordance with Board Policies JHCD, JHCD-R-1

INHALERS, EPINEPHERINE AUTOINJECTORS, DIABETES AND SEIZURE MEDICATIONS
In order for a student to possess and use inhalers, epinephrine autoinjectors, diabetes or seizure medication, the required form signed by the doctor and parent must be submitted to the principal or health aide.
*In accordance with Board Policies JHCD, JHCD-R-2, JHCD-R-3

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.**

IMMUNIZATIONS REQUIRED FOR DAY CARE, HEAD START, PRE-SCHOOL AND SCHOOL ATTENDANCE

VACCINES	IMMUNIZATIONS REQUIREMENTS FOR DAY CARE, HEAD START & PRE-SCHOOLS	IMMUNIZATION REQUIREMENTS FOR SCHOOL*
DTaP/DTP/DT/Td Diphtheria, Tetanus, Pertussis	4 doses of DTaP or DTP or any combination.	**Kindergarten**: 5 doses of DTaP, DTP, DT or any combination, if the fourth dose was administered prior to the 4th birthday. **Grade 1 – 12 **** 3-4 doses of DTaP, DTP, or Td or any combination
POLIO	3 doses of OPV or IPV or any combination	**Kindergarten**: 4 doses of any combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday. **Grade 1 – 12** 3 doses of OPV or IPV or any combination of OPV or IPV
MMR	1 dose of MMR administered on	**K – 12** 2 doses of MMR. Dose 1 must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
Hib Heamophilus Influenza Type B	3 or 4 doses depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 months or 1 dose given on or after 15 months of age	None

HEP B Hepatitis B	3 doses of Hepatitis B	**K -7** 3 doses of Hepatitis B. The 2nd dose must be administered at least 28 days after the 1st. The 3rd dose should be given at least 16 weeks after the 1st dose and at least 8 weeks after the 2nd dose. The last dose in the series (3rd or 4th dose) should not be administered before age 24 weeks*** **Grades 8-12** Hepatitis B not required
Varicella Chickenpox	None	**K-3 2009-2010** **(K-4 2010-2011)** 1 dose of varicella vaccine must be administered on or after the 1st birthday

*The 5th dose of DTaP, DTP, or DT and 4th dose of Polio will not be required until Kindergarten. At Kindergarten, these doses will be required if the 4th DTaP, and 3rd Polio were administered prior to the 4th birthday. The Hepatitis B and Varicella requirements will be progressive.
** For students age 7 or older, if the 3rd dose is Td a 4th dose is not required.
***Previously, the 3rd dose could not be given before the child was 6 months old. There has been a change, the 3rd dose is given at or after 24 weeks of age (as long as all the other spacing is correct) the dose counts and does not have to be repeated.
NOTE: The 4 day "grace period" applies to all age and interval minimums. If MMR and Varicella have not been give on the same day they must be separated by 28 days with no grace period
Only full doses of vaccine using proper intervals shall be counted as valid doses.

STUDENT ATTENDANCE AND ABSENCE POLICY

The District believes that attendance and engagement are key to success in school. Students who attend school regularly have a greater opportunity to develop well academically and socially. Research shows that Ohio students who are never chronically absent are much more likely to read and perform on grade level and graduate on time. It is the policy of the district to support removing barriers to full participation in learning.

The Shelby City Schools follow the guidelines for absences and tardies established by House Bill 96. Every minute that a student misses school is documented as absent. Minutes are accumulated toward a student's attendance status.

The parent, legal guardian, or custodian must provide an explanation for a student absence, which shall be recorded by the approving authority of the school and shall include the date and time of the absence according to local policy.
* In accordance with Board Policy JED

Student Absence Procedures: have been adopted by the Shelby Board of Education Policy JEE in accordance with requirements of the Missing Child Act:

- Parents should call the school office in the morning on the day of the student's absence within 2 hours of the start of the school day. Parents will be called if there is a question concerning the validity of the message.
- An attempt to contact parents will be made if the school has not received notification of the student's absence.
- In the event that phone contact has not been completed, parents are required to send a written note along with any other required documentation explaining the absence on the day the student returns to school.
- Arrangements of pre-planned absences should be communicated with the office in advance whenever possible.

Definition of Terms

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Excused Absence: The Board acknowledges there are times when a student simply cannot be at school. The Board considers the following factors to be reasonable excuses for time missed at school:
A legitimate excuse is defined in the Ohio Revised Code as:

- personal illness of the student (may require a written physician's statement);
- illness in the student's family necessitating the presence of the child;
- quarantine for contagious disease;
- absences due to documented medical, behavioral or dental appointments. (Coming to school before and/or after the appointment is recommended);
- 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);
- death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
- up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;
- traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
- post-secondary visitation, for which a student may be marked as "present" for such absences for up to three days per school year;
- 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;
- 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;
- absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
- absences due to a student being homeless;
- 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
- emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.

Habitual Truancy: Any student who is absent without legitimate excuse from the public school the child is supposed to attend for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, unless the student's district or school determines the student and student's family are making satisfactory progress in improving the student's attendance at school. However, if the student and the student's family cease to continue making progress in improving the student's attendance, a complaint in the juvenile court shall be filed.

Out-of-School Suspension: A disciplinary action that removes or excludes a student from their usual educational setting. This is different from in-school detention, which may include an alternative learning opportunity for a student in a different setting and still may be counted as present. Truancy shall not be the sole reason for a student's suspension or expulsion.

System of Supports as Part of an Attendance Strategy

The Board maintains that students must be present and engaged to learn, and attendance is a critical factor for academic success. The Board is committed to a problem-solving approach to improving attendance and uses legal action as a last resort.

These components will inform the district's use of an integrated multi-tiered system of supports:
Universal Screening: District and building teams will regularly review attendance data alongside other student data using an early warning system. This proactive, systematic process helps identify areas of need early on, allowing for timely interventions.

Continuum of Supports: Organizing evidence-based academic and non-academic instruction and supports across three tiers:

- Core: Universal attendance messaging and engagement practices provided to all students and families to establish the expectation of daily attendance.
- Targeted: Early intervention for students who miss 5% - 19% of instructional time. The Board requires schools to begin communication and supportive outreach as soon as absence patterns indicate a concern which can be missing just 2-3 days per month.
- Intensive: Individualized support provided to students missing 20% or more of instructional time.

CHRONIC ABSENTEEISM INTERVENTION:

- 2.5% (26 Hours/4 Days) - Student Absence Notification Letter
- 5% (52 Hours/8 Days) - Student Placed on Documented Absence Threshold*
  * Parent must provide official documentation within 48 hours of returning to school (ie. medical office appointment for student, court, immediate family funeral or principal's approval);
- 7% (78 Hours/12 Days) - Phone/Virtual Parent/Guardian Meeting
- 10% (110 Hours/17 Days) - In Person Meeting with Parent/Guardian
- 11% or more - Continued Monitoring and Communication with Families

HABITUAL TRUANCY PROCESS (Unexcused Hours)

- **12 hours** without legitimate excuse - Warning letter mailed to parents/guardians;
- **30 hours** without legitimate excuse - An absence intervention meeting may be required with parent/guardian;
- **48 hours** without legitimate excuse - Referral to Richland County Juvenile Court Informal Hearing after;
- **72 hours** without legitimate excuse - Habitual Truancy status, a referral will be made to Richland County Juvenile Court for formal truancy proceedings.

PBIS and the Whippet Way

Positive Behavior Interventions and Supports (PBIS) focuses on creating and sustaining school-wide, classroom, and individual systems of support that improve the educational environment for all children. Our aim is to explicitly teach behavioral expectations and then recognize the positive behaviors shown by students.

When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives. Our goals include:

- Collaborating with students, families, and educators to define positive school/program-wide expectations and prioritize appropriate social, emotional, and behavioral skills
- Explicitly teaching expectations and skills to set all students up for success
- Encouraging and acknowledging expected behavior
- Preventing and responding to unwanted behavior in a respectful, instructional manner



Whippets are: Respectful, Safe & Responsible, Problem Solvers

The “Whippet Way” behavior matrix positively defines school-wide behavioral expectations for identified locations. The overarching themes of these expectations are being respectful, being responsible and being a problem solver. Students are recognized for showing positive behaviors, and students and staff are encouraged to speak respectfully to one another.

The ultimate goal through PBIS and the Whippet Way is to achieve a positive and safe learning environment where students can learn and grow through education and reinforced practices of acceptable behavior.

Parental Involvement

In order for PBIS to be successful at Shelby City Schools, we need your help. Below is a list of suggestions of how you can help support PBIS:

- Remind your child of the Whippet Way Expectations on a daily basis: Be Respectful, Be Safe and Responsible, and Be a Problem Solver.

- Use the same language that is being used at school with your child. Develop a behavior matrix at home using the Whippet Way Expectations. List all the routines in your home and then write the behaviors you want to see in that setting.

- Ask your student if they received any Whippet Bucks each week and how they earned them. Reinforce the positive behaviors that they are showing at school.

- If you are contacted because your child has not followed the Whippet Way, please review the behavior expectations at home.

WHIPPETS are:

Respectful Problem Solvers Safe & Responsible

HABIT #7 - Sharpen Your Saw Find balance, Learn something new everyday.

WHIPPETS are...	Arrival/ Dismissal	Classroom	Restroom	Hallway	Cafeteria	Playground	Bus
Respectful *Habit 5:* Seek first to Understand, Then be Understood *Habit 6:* Synergize	★ We use kind words and greet people who are greeting us ★ We listen to all directions and announcements	★ We listen to understand ★ We participate and work with others in a positive way ★ We follow individual classroom expectations	★ We honor others personal space ★ We honor privacy	★ We are quiet for the classrooms that are learning ★ We keep our hands and feet to ourselves and off the walls	★ We use our manners while eating ★ We clean up after ourselves and leave no trace ★ We wait for our turn	★ We take turns and share equipment ★ We use kind words and actions ★ We include all and play fair	★ We use kind words ★ We keep the noise level low ★ We wait patiently to get on or off the bus
Safe & Responsible *Habit 1:* Be Proactive *Habit 3:* Put First Things First	★ We walk into & out of the building and go directly to our destination ★ We arrive & leave school with all needed materials	★ We put forth our best effort for our learning ★ We focus on things we can control	★ We finish our business and get back to class ★ We take pride of the area by keeping it clean for all to use	★ We keep space clean and clutter free ★ We walk with our eyes forward following all directions	★ We ask permission to get out of our seat ★ We eat first and talk later	★ We use equipment correctly ★ We control our bodies and actions ★ We play in assigned areas	★ We stay in our seats at all times ★ We keep our hands and feet to ourselves ★ We do not eat or drink
Problem Solvers *Habit 2:* Begin with the End in Mind *Habit 4:* Think Win-Win	★ We think before we act ★ We are helpful to others	★ We try before we ask for help ★ We set goals for our learning ★ We work productively with others	★ We go when needed and wait when we can ★ We do the right thing when no one can monitor ★ We have courage to report problems	★ We think about where we are going and get there quickly ★ We take care of and help others	★ We treat others the way we want to be treated ★ We try before we ask for help	★ We solve small problems on our own ★ We report BIG problems to the recess monitors ★ We dress appropriately for weather and are responsible for our things	★ We solve small problems on our own ★ We report BIG problems to the bus driver

Build your Emotional Bank Account with others: Show kindness, courtesy & respect · Apologize · Keep Promises · Forgive · Be loyal to the absent

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.

Misconduct by a pupil that occurs off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District are considered within the scope of these policies.

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. 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.
*In accordance with Board Policies JF and JFC

1. **Disruption of School**: A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction of the normal school day. While this list is not intended to be inclusive, the following acts illustrate the kinds of offenses covered by this rule: occupying the school grounds or part thereof with intent to deprive others of its use, setting fire to or damaging school property, creating false fire alarms or 911 calls, making bomb threats, unusual dress or appearance, student strikes or walkouts.

2. **Damage to or Defacing of School or Private Property**: A student shall not misuse, cause or attempt to cause damage to the school, school property (including Chromebooks), private property or school premises while at school or at any school activity on or off school grounds. Students shall not deface or attempt to deface or demonstrate a lack of respect for school property or private property while at school or at any school activity on or off school grounds.

3. **Harmful Behavior**: A student shall not cause physical or other pain, injury, or harm or behave in such a way that could cause physical or other pain, injury, or harm to school staff, other students, or visitors while on school property, including school buses, or while in attendance at school-sponsored activities. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the policy.

4. **Threat/Intimidation:** A student shall not cause another person to believe that physical harm may come to them. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not encourage another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.

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

knuckles, clubs, matches, cigarette lighters, laser pens, irritating chemicals, fireworks, or other explosives.

6. **Tobacco/Vaping Devices, Alcoholic Beverages and Drugs**: Possession, consumption (or showing evidence of consumption), distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes 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. 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.
   *In accordance with Board Policies JFCG, JFCH, JFCI

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. *In accordance with Board Policy EDE

8. **Electronic Devices**: <u>Unauthorized</u> use of all non-school issued electronic devices during the instructional school day is prohibited. This includes any device capable of receiving or making calls or texts, videoing, listening, recording, or taking pictures (ie: smart watches or eyewear, tablets, etc.). Students are required to keep the devices in a designated location at the school's discretion. The school is not responsible for any lost, stolen, or damaged electronic devices. (See attached Board Policy on Cell Phones in Schools)
   *In accordance with Board Policy JFCK

9. **Insubordination**: A student shall not fail to comply with directions of all school personnel during the school day or at school activities. Students shall not fail to comply with the provisions of the Student Dress Code.

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. *In accordance with Board Policy JFCEA

12. **Harassment, Hazing and Bullying**: All Shelby City Schools abide by the Board-adopted policy entitled Hazing and Bullying (JFCF and JFCF-R). 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**: Students are not to use school telephones except in cases of emergency or with staff permission. *In accordance with Board Policy EGAC

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.

EXTRA-CURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS and TEAMS:

Participation and attendance in/at extra-curricular activities, clubs, organizations, and teams is a privilege, not a right. A student will be removed from or denied membership/attendance in extra-curricular activities, clubs, organizations, or teams if that student does not comply with rules published for that activity, club, organization, team or event, or if that student engages in any activity at any time that may bring discredit to our school, community, or any school activity or school organization.

ACADEMIC INTEGRITY

Plagiarism is using someone else's words, ideas, or work and claiming it as your own. This includes copying from another student, a book, a website, or an AI tool without giving credit. Plagiarism is considered cheating and may result in academic or disciplinary consequences.

1st Offense: Student will be given the opportunity to redo the assignment for full credit and parent/guardian will receive a phone call.

2nd Offense: Student will be given the opportunity to redo the assignment for half credit, parent/guardian will be notified and student will be assigned a Thursday School.

3rd Offense: Student will receive no credit for the assignment, parent/guardian will be notified, and student will be assigned an In-School Detention.

ASSEMBLY CONDUCT

Students should practice the basic rules of courtesy and respect. Appreciation for a performance is best expressed by sincere applause. Shouting, whistling, booing, or stamping of feet is considered inappropriate behavior.

HALL CONDUCT

Students are to be considerate of others as they move about the building. They are to remain quiet so they don't disturb those working. They are also to keep to the right and take one-step at a time on the stairs. Students should walk and not run in the building.

BAG POLICY

Book bags, large purses, gym bags, or other large objects meant to carry things may not be taken to classrooms or carried in the hallways except before and after school.

BEVERAGES

Soda pop and energy drinks are not permitted except for special occasions with prior approval of the principal. **Water only is allowed in the classroom.**

GUM CHEWING

Gum chewing will not be permitted in the building.

DISCIPLINE PLAN

Students are expected to follow school rules. If they choose not to follow them, they will be given consequences/interventions.

For minor infractions, the consequences *may* be as follows:

~ warning
~ missing recess or loss of other privileges
~ lunch detention/Noon Room
~ note home to parents

~ call to parents
~ before/after school detention

The consequences get more severe if the behavior continues or presents a serious infraction. In this case, consequences *may* be as follows:

~ missing recess or loss of other privileges with a call to parents
~ before/after school detention with a call to parents
~ required conference with parents
~ alternative education program
~ in-school detention
~ out-of-school suspension

The consequences are determined by the severity of the offense and the history of the child's behavior. Corporal punishment is prohibited and shall not be used by anyone in the District. 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.
*In accordance with Board Policies JG, JGA, JGF

EMERGENCY REMOVAL

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

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

DUE PROCESS AND APPEAL PROCEDURE

If a child is suspended or expelled, he/she has the right to appeal the decision to the Superintendent, to be represented in the appeal by a representative of his/her choosing, and to request that the appeal hearing be held in an executive session.
*In accordance with Board Policy JFA

STUDENT SUSPENSION WORK POLICY

1. Upon a student's suspension:
   Grades 4-5 - The principal and/or principal's designee will notify the teachers and request all work be collected and sent home with the student at the onset of the suspension.
   Grades 6-8 - The student must send an email to all teachers notifying them of the suspension and requesting work. **It is the student's responsibility to ASK for work through email.**
2. The student will have the number of days suspended to make up their work upon their return. Example: suspended for 3 days, the student has 3 days upon their return to make up work. Suspended 1 day, the student has 1 day to make up work. This is a chance to ask questions, get extra help, and complete tests or quizzes.
3. Students will earn credit/ grades based on the quality of work turned in within the designated time.

SEARCH, SEIZURE and INTERROGATION

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Students may be subjected to a metal detector search

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

*In accordance with Board Policy ECA-R

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT

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

Law officers must secure permission from school officials to interrogate a student. In the event of such an interrogation, reasonable effort will be made to notify parents prior to the questioning. School officials will cooperate with law officers in issues of search and seizure.

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

If law enforcement or Children's Services Agency removes a student from school, the building administrator will notify a parent.

VIDEO SURVEILLANCE

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the Shelby City Schools 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.

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

STUDENT DRESS CODE

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

1. All clothing should be clean and properly fitted. Excessively ripped or torn clothing will not be permitted. Any decision regarding torn clothing or improperly fitted clothing is an individual judgment made by school personnel. Pajama bottoms, lounge 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. **Close-toed shoes are required for recess**. **Gym shoes are the preferred type of shoe at all times. Sandals, flip flops, fashion boots, and dress shoes are highly discouraged.**

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. Skirts and shorts which are too short for sitting or bending are not permitted (fingertip length when hands are held in a relaxed position at the side of the body).

6. Students must wear adequate underclothing. In addition, excessively baggy or droopy pants are not permitted. All shorts, pants, dresses or skirts must have a hem.

7. Hair must be kept neat and clean, and worn in a manner that doesn't present a danger or disruption to the class.

8. Jewelry and/or other adornments (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.

9. 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, or weapons. No student shall display racial/hate epithets at school or any school activity.

10. Hats, bandanas, hoods or sunglasses may not be worn during the school day.

11. Coats must be removed in the building and kept in designated areas.

The 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, jewelry is an individual judgment of the principal or assistant principal.

ADDITIONAL POLICIES FOR GRADES 6-8

VIOLATION OF ELECTRONIC DEVICE POLICY

Unauthorized use of electronic devices that can transmit or receive information or signals during the school day is prohibited. Students are required to keep devices in their locker during the school day.

1st Offense: Verbal Warning, Confiscation of device, returned at end of the school day
2nd Offense: Confiscation of device, returned at end of the school day, and 30 minute after school detention assigned.
3rd Offense: Confiscation of device, parent/guardian picks it up at their convenience - intervention meeting with parent/guardian, Thursday School assigned.
4th Offense: Confiscation of device, parent/guardian picks it up at their convenience, Device must be dropped off and stored in the office for the remainder of the school year. In-School Detention is assigned.

TARDINESS TO SCHOOL

The SMS school day begins at 7:35 am. Students are expected to be in class, ready to learn at that time, or they will be marked as tardy. Upon entering the building late, the student must report to the office, sign in, and receive a pass. If the student does not have a legitimate excuse, it will be recorded as an unexcused tardy.

Official appointments with doctors and dentists will not be considered tardiness to school if an excuse is brought from the professional's office. Bus riders that arrive late, due to transportation issues will not be considered unexcused; however, must report to the office before going to class.

1st and 2nd Tardy	Freebie
3rd Tardy	Intervention Meeting with Student and Phone Call Home
4th Tardy	Lunch Detention
5th Tardy	45 minute afterschool detention and Parent Meeting
6th Tardy	Thursday School
7th Tardy	One Day of In-School Detention

* Reset after each nine-week grading period. A good faith effort to show improvement may result in a lesser consequence.

LATE TO CLASS

Students are expected to report to class in a timely manner. Teachers will document tardiness to class and and follow the above order of consequences. Excessive tardiness to class may cause a student to be referred to the office.

CO CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The purpose of education is to develop the whole person of the student. For this reason an educational program must embody, as an essential element, activities that involve students beyond the classroom and foster the values that result from interaction and united effort. Such activities form a logical extension of the

required and general curriculum and the elective or special curriculum.

11. Students participating in cocurricular and extracurricular activities are expected to demonstrate responsible behavior and good conduct. The Board encourages the development and promotion of sportsmanship in all phases of the educational process, including athletics and all other cocurricular and extracurricular activities.

12. Students suspended and expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violations of the student code of conduct or the code of conduct of the particular activity in which they participate. Students are permitted to participate in interscholastic or other extracurricular activities on days they are absent for approved religious expression days. Students absent from school for other reasons may not be permitted to participate in extracurricular activities on that date.

*In accordance with Board Policy IGD

INTERSCHOLASTIC ATHLETICS

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. Shelby Middle School offers the following athletic opportunities to all students: Cross Country, Football, Volleyball, Fall and Winter Cheerleading, Basketball, Wrestling, Track

*In accordance with Board Policy IGDJ

EXTRACURRICULAR ELIGIBILITY

To be eligible for any extra-curricular activity, the Ohio High School Athletic Association has established that a student-athlete in grades 7 or 8 must be currently enrolled in school the immediately preceding grading period and **received passing grades during that grading period in a minimum of four of those subjects in which the student received grades, and a minimum 1.0 GPA**. Summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year.

Per OHSAA Rules, athletes who are academically ineligible may not participate in any contest or scrimmage during the period of ineligibility. Ineligible athletes may resume practice for a team only if the student's official interim report shows that the athlete is academically eligible. An ineligible athlete may try out for another sport the next grading period; the student may not continue participation until eligibility is attained. Students may be withheld from competition based on school conduct.

*In accordance with Board Policy IGDK

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Attendance at a school activity is a privilege. Any student who appears at a school activity showing evidence of consumption of alcohol or drugs will face school discipline. In addition, horseplay, fighting, disrespect, and other forms of misconduct will not be tolerated. Students that exhibit these and other forms of misconduct may be assigned school consequences for their misbehavior and prohibited from attending school functions for a period of one calendar year.

WASHINGTON D.C. TRIP

The eighth grade class trip to our nation's capital is the capstone of a student's middle school experience and it is the school's intention to take all 8th graders on this trip. However, poor academic performance and attendance, coupled with a failure to meet Shelby Middle School's behavioral expectations may result in a student's exclusion from the trip. The decision to exclude a student from the trip based upon the above criteria is made at the discretion of the building principal.

SCHOOL ACTIVITIES/INCENTIVES/DANCES

Participation in school related activities such as field day, school dances, incentive activities, and other activities that are established to reward/recognize students for good behavior, academic accomplishments, and

school attendance may be limited or denied during the course of the school year.

CAFETERIA CONDUCT AND PROCEDURES

Breakfast: $1.25 (reduced $.30); Lunch: $2.75 (reduced $.40); Milk $.50. Lunch menus are posted on the school website and updated accordingly when there is a snow day.

Cafeteria charges may not exceed $25.00 for full-priced or $4.00 for reduced-price.

Through the Shelby City School Food Service Program, breakfast is available each morning and hot lunches are available each day. Students in Grade K-8 who want to buy lunch will pay for lunch as they go through the line. Students are not permitted to charge except in an emergency. Milk may be purchased separately. *Students who receive lunch benefits and wish to pack a lunch will still be required to purchase milk at a cost of $.50 if desired.*

Students are encouraged to purchase lunches for the week on Monday morning. Parents may choose to prepay their children's lunches using our “Point of Sale” program. Using this computerized system, students enter their information and proceed through the line receiving their food. Parents may also register for online account access to view their child’s balance and deposit money in the account. Please contact the office or Food Service Department for information on how to do so.

Soda pop and energy drinks are not permitted except for special occasions with prior approval of the principal. Students are not allowed to bring in lunches from restaurants/fast food and eat in the cafeteria. Parents are not permitted to order food for delivery to the school at lunch.

Lunch time is a time in which students should be especially considerate of one another. Excessive noise, offensive eating habits, and exchanging food should not occur. Students are not to take food out of the cafeteria. When students are dismissed from the cafeteria, they should leave the table and surrounding areas clean and orderly.

Parents are permitted to take their student out for lunch over the lunch/recess period without a dock in attendance. The student must be signed out and in at the office. Parents/guests are discouraged from having lunch in the cafeteria due to routine and space constraints, except in special cases where advance arrangements have been made with the office and approved by the principal.

NONDISCRIMINATION STATEMENT

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.
*In accordance with Board Policy AC

1. promote the rights and responsibilities of individuals as set forth in the state and federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. encourage positive experiences for children and youth and adults.
3. work towards a more integrated society and enlist the support of individuals as well as private and governmental groups and agencies, in such an effort.
4. use communications and active techniques to air and reduce the grievances of individuals and groups consider the potential benefits or adverse consequences that the Board's decision might have on the

human relations aspect of the school community.

SEXUAL HARASSMENT

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:

A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;

1. 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
2. "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.

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

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

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

*In accordance with Board Policy ACAA and ACAA-R

HAZING AND BULLYING

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

School Personnel Responsibilities and Complaint Procedures

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to (in accordance with board policy JFCF&JFCF-R):

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyberbullying”), such as the following:
    A. posting slurs on websites, social networking sites, blogs or personal online journals;
    B. sending abusive or threatening emails, website postings or comments and instant messages;
    C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
    D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or

dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

Intervention Strategies

1. Teachers and Other School Staff

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.
School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

2. Administrator Responsibilities

A. Investigation

The principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitation of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

B. Nondisciplinary Interventions

When verified acts of hazing, bullying and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

C. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, cannot provide the basis for disciplinary action.

In and out-of-school detention/suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

Reports to the Victim and His/Her Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

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

School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

Police and Child Protective Services

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or the public children's services are also investigating.

All District personnel must cooperate with investigations by outside agencies.

*In accordance with Board Policy JFCF
(Approval date: August 19, 2008)
(Revision date: June 17, 2024)

STAFF-STUDENT RELATIONS

The relationship between the District's staff and students must be one of cooperation, understanding and mutual respect. Staff members have a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

Staff members should strive to secure individual and group discipline, and should be treated with respect by students at all times. By the same token, staff members should extend to students the same respect and courtesy that they, as staff members, have a right to demand.

Although it is desired that staff members have a sincere interest in students as individuals, partiality and the appearance of impropriety must be avoided. Excessive informal and/or social involvement with students is prohibited. Such conduct is not compatible with professional ethics and, as such, will not be tolerated.

Staff members shall, pursuant to law and Board policy, immediately report any suspected signs of child abuse or neglect.

*In accordance with Board Policies GBH and JM

Shelby Tip Line

All threats of student safety can be reported to the grade level principal or Shelby City School Resource Officer, via phone or email. OR

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

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

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

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;

- Gang-related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety-related concerns.

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

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

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

PUPIL SERVICES

HEALTH AIDE: General health screening (vision, hearing, scoliosis, etc.) will be handled by the health aide. Consultation of these topics may be discussed with the health aide individually.

NATIONWIDE CHILDREN'S SCHOOL BASED HEALTH CENTER: Provide students with the same health care they would receive at a doctor's office – right at school. Please contact the health clinic at 614.355.2590 option 3 to schedule an appointment or for more information.

SPEECH THERAPY: Therapy for speech problems is available to students who qualify. Requests for testing could come from parents or teachers.

SPECIAL EDUCATION: Classes for special help for the exceptional child are available for those who qualify. Qualification standards are set by the State Department of Education. The programs are for children with physical, mental, emotional, or social difficulties to such an extent that they require special services in order to develop to the maximum capacity.

GIFTED: The district identifies students in grades K-8 who may be gifted in one or more areas. Parents and teachers may refer a student for testing to the District's Gifted Coordinator.

SCHOOL COUNSELING: A qualified school counselor is scheduled at each building. Counseling services (note, this is *not* one-on-one clinical counseling) are available from our school counselor through parent, student, and staff referral.

FREE AND REDUCED BREAKFAST/LUNCH: Free and reduced price breakfasts/lunches are provided for those children that meet the eligibility requirements. Forms must be completed and submitted online and are also available in the school office. Please contact the Director of Food Services for more information.

PERSONAL NEEDS: Clothing, school supplies, and hygiene products are provided for children in need through the district's Care Closet and several local organizations. Requests should be made through the school office, health aide, or school counselor.

MISCELLANEOUS

CHANGE OF ADDRESS, PHONE, EMERGENCY CONTACTS

In order to change your child's information (address, phone, etc.), please log in to your Final Forms account to make changes on your child's forms. Also, please notify the school office of any changes that have been made throughout the school year. Your address, telephone numbers, and emergency telephone numbers need to be current at all times. If you move, you will need to provide a new proof of residency.

VISITORS

WELCOME! Parents and volunteers are always welcome to visit the school after the tardy bell and before the dismissal bell. Please schedule visits with teachers at mutually agreeable times, preferably outside of the lunch hour. Parents will not be permitted to walk their student to the classroom during arrival or pick up from the classroom during dismissal. These are busy times of day when the teachers need to focus on the students. The safety of children at school is a primary concern of school staff. **Upon arrival at school, enter at the main entrance, come to the office and sign in.** State law requires all visitors to report to the office before visiting a classroom or other area on school property. This sign-in applies to volunteers, business partners, and PTO members as well. We ask that all visitors wear a badge from the office. Students not enrolled at the school are not permitted to come to the building to visit classes or teachers during the school day unless prior approval has been given. Visitors in the building are carefully monitored.

VOLUNTEERING/CHAPERONING

According to Board of Education Policy, current and prospective volunteers who have or will have unsupervised access to students on a regular basis are required to have a BCI/FBI criminal record check on file at the Board of Education Office (updated every 5 years). If a volunteer has a current BCI/FBI check already completed for another purpose, he/she may just forward a copy of the results to the Board Office with a signed Volunteer Release form. Otherwise, the Board will cover the cost of the check as long as the volunteer presents the appropriate form for the fingerprinting office at MOESC. Please contact the school office for the appropriate forms and instructions for completion.

FEES AND OBLIGATIONS

At the beginning of the school year, parents will be informed of the school fees. Please pay these fees promptly. If there are financial reasons for not paying fees and obligations, please contact the office. If a student loses or damages a book in some way he/she will have an obligation to pay for a replacement.

INSURANCE

Accident insurance is available to those wishing to purchase it through an authorized insurance underwriter at the beginning of each school year. Forms are available on the school website.

FIELD TRIPS

Parents will be asked to provide permission on the student enrollment form for field trips at the beginning of the school year for all field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school, and is aware of the nature of the trip and its purpose. Notification of all planned trips will occur prior to the individual trip.

Parents have the right to deny participation. Only students whose parents provided permission will be permitted to participate in such activities. Some field trips may also require an additional permission slip, specific to the facility being visited, which will also be required outside of the school's consent form.

FIRE, TORNADO AND SAFETY DRILLS

Regularly scheduled drills are for the protection of students. Respectful participation and moving in an orderly and quiet manner may prevent the loss of lives if a disaster should strike.

LOST AND FOUND
Small lost and found items may be claimed in the office. Larger items such as clothing, book bags, lunch bags, etc. may be claimed in the lost and found area in the cafeteria. Periodically, donations of unclaimed articles of clothing are made to local charities.

PARTIES
Teachers may schedule classroom parties upon the approval of the building principal. Children appear to especially enjoy these times and gain important social skills through carefully planned experiences.

Students at school are given special recognition on their birthdays. Birthday or any party invitations are not to be passed out at school unless they are for everyone in the class.

Special items delivered by florists, etc., for students will be kept in the office. The student will receive their item at the end of the school day.

POSTERS AND SIGNS
No signs, posters, or banners may be placed in the building without permission of the principal.

STUDENT PICTURES AND IMAGES
At various times throughout the year, we may use pictures or images of students (on the school website, for special awards or recognition, submission to the local media, etc.). Please contact your building principal in writing if you do not want your child's picture or image used in this way. In addition, the school cannot control the photographs or images that the press captures/publishes for the newspaper or media website.

TOYS/ELECTRONICS
No toys or gaming devices should be brought to school, unless prior approval is given. **The school is not responsible for lost, damaged, or stolen personal items.**

EDUCATIONAL OPTIONS
Educational options are learning experiences or activities designed to extend, enhance, supplement, or serve as an alternative to classroom instruction and meet the personalized and individualized needs of each student. Educational options are offered in accordance with State law, Board policy, and parental approval.

Experiences that the Board views as representative of educational options supplementing the regular school program include but are not limited to: independent study, distance learning, tutoring, educational travel, mentoring and study abroad programs.
*In accordance with Board Policies IGCD and LEB

PROMOTION AND RETENTION
The promotion of each student is determined individually. The decision to promote or retain a student is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Any student who has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared" means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.
* In accordance with Board Policy IKE

ACCELERATION
The Board recognizes that all students learn and progress at different rates and that the time it takes to reach academic standards varies among students. The Board believes students should be challenged and

supported to reach their full potential and that the practice of educational acceleration is used to match appropriate learning opportunities with student abilities. The goals of acceleration are to adjust the pace of instruction to the student's capabilities, provide an appropriate level of challenge by removing the barriers to accessing appropriately challenging curriculum and to reduce the time period necessary for students to complete traditional schooling.
*In accordance with Board Policies IKEB and IKEB-R

CELL PHONE POLICY

Shelby City Schools, in accordance with the legal provisions of HB 250 and ORC 3313.753, firmly believes that cellular devices and any technology that serves as a communication device (Smart Watches, etc.) are a distraction from the educational environment and should not be allowed.
……..

The Board of Education of Shelby City Schools has determined that cell phone use during school hours should be limited to support school environments where students can fully engage with their classmates, teachers, and instruction.

This policy aims to strengthen Shelby City School District's focus on our mission to maximize learning for each student, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research
Research shows that student use of cell phones in school adversely affects student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability
This policy applies to students' use of cell phones or other communication devices, including but not limited to Smart Watches, while on school property during school hours.

Use of cell phones
Students are prohibited from using cell phones at all times during school hours. This includes lunch, study halls, or during class changes.

Exceptions
Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individual education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under Section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern, documented with the school nurse.

A school administrator may allow students to have cell phones under the supervision of a staff member for emergency reasons. The building principal must pre-approve this provision.

Cell phone storage
Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district when cell phone use is prohibited. Shelby City Schools is not responsible for lost or stolen cell phones or electronic communication devices brought to school.

Discipline
If a student violates this policy, a teacher or administrator shall take the following progressive discipline measures:

1. Give a student a verbal warning and require the student to store the student's cell phone or other electronic communication device in accordance with this policy.
2. Securely store the student's cell phone in an administrator-controlled area for the duration of the school day.
3. Securely store the student's cell phone in an administrator-controlled area until a parent or guardian can pick up the device during school hours.
4. Discipline measures following the Student Handbook for insubordination include but are not limited to:
    a. In-School Suspension,
    b. A complete denial of privileges of bringing a cell phone to school as it applies to Ohio's Cell Phone Ban in Schools described in ORC 3313.753,
    c. Other disciplinary actions as appropriate for the infraction as determined by the school and district administration.

*In accordance with Board policy JFCK

EQUAL EDUCATION OPPORTUNITY

Shelby City Schools is a 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, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

STUDENT RECORDS

CONFIDENTIALITY OF STUDENT RECORDS

1. Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.
2. Directory information on the child is not protected by the "Privacy Act." Directory information includes name, address, phone number, age, weight, etc. Parents may request that the school not release this information.

PARENTS' ACCESS TO STUDENT RECORDS

1. Parents requesting access to their child's records must be granted access within 45 days of the request. Inspection and review of records must take place only in the presence of a school official (principal) so that proper interpretation and security is provided.
2. Parents have the right to receive copies of their child's records. The school may charge a reasonable fee to cover the cost of duplicating the records.
3. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.

4. Parents have the right to an opportunity for a hearing to challenge the contents of those records.

NON-CUSTODIAL PARENTS' ACCESS TO STUDENT RECORDS

A divorce or change in custody does not change the rights of a natural parent to their child's records. Under federal law, there is no distinction made between custodial and non-custodial parents with regards to student records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless these rights are given to them by the custodial parent.

CHILD CUSTODY

Whenever a child custody order or decree (including a temporary order) is issued resulting from an action of divorce, alimony, annulment, or dissolution of marriage, and the order or decree pertains to a child who is a pupil in a public school, the custodial parents shall notify the school of the custody arrangements by providing the school principal with a certified copy of the order or decree. Whenever there is a modification of any child custody order or decree, the custodial parent shall provide the school principal with a certified copy of the order or decree that makes the modification.

When custody order or decree papers are in effect at the time of enrollment into a school district, they must be presented at that time (Ohio Revised Code 3313.672). The custodial parent must inform the school in writing of any legal limitations in the rights of the non-custodial parent. Without such notice, the school shall presume that the student may be released into the care of either parent.

REPORTING OF PUPIL PROGRESS

The school strives to keep students and parents informed of the student's academic, emotional and social development as the student advances through the grades. Shelby Schools report pupil progress through parent-teacher conferences, interim reports, and progress reports.

Progress reports are sent home with students at the end of each grading period. However, if a student owes school fees, his or her progress report will be held in the office until fees are paid or parents have made appropriate arrangements through the office. District-wide parent-teacher conference days will be scheduled in the fall and other conferences may be requested by the teacher or the parent. Interim reports are sent home to parents midway through the grading period for students who: 1) are experiencing academic or other problems or 2) are repeating a grade.

ANNUAL FERPA NOTIFICATION FOR 2026-27

NOTIFICATION OF RIGHTS REGARDING STUDENT RECORDS AND DESIGNATED DIRECTORY INFORMATION

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

1. The right to inspect and review the student's education records within 45 days after the day the [Name of school ("School")] receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

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

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))

- To an agency caseworker or other representative of a State or local child welfare agency or tribal

organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

• To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

•••••••• Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11).) Specifically, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with school procedures. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

••••••••• A playbill, showing your student's role in a drama production;

••••••••• The annual yearbook;

••••••••• Honor roll or other recognition lists;

••••••••• Graduation programs; and

••••••••• Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school superintendent's office in writing, no later than two weeks after receiving this notice, of the types of directory information you do not want disclosed.

The school has designated the following information as directory information:

••••••••• Student's name

••••••••• Student's address

••••••••• Student's telephone number

••••••••• Student's date and place of birth

••••••••• Participation in officially recognized activities and sports

••••••••• Honors and awards received

••••••••• Weight and height if member of athletic team(s)

••••••••• Major field of study

••••••••• Dates of attendance

••••••••• Date of graduation