

Shenandoah Middle School

Student Handbook

2023-2024

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INTRODUCTION

WELCOME

The faculty, staff, and administration welcome you to Shenandoah Middle School. As we begin this new year, it is our sincere hope that you will find it challenging, exciting and rewarding. Many opportunities await you. You owe it to yourself to take advantage of them and to work for your education. Your success in school will depend upon the development of effective study habits, listening skills, and good attendance. The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Every situation cannot be anticipated in a handbook.

It is the students' and parents' responsibility to read and discuss the handbook with their children. The school will assist parents by having meetings to formally discuss school rules and procedures with the students. Cooperation between the home and the school is essential in a child's life. If a child is given a consequence for school misbehavior, the parents should discuss this incident with their child at home.

Questions about the Handbook or school rules should be directed to the Principal.

NOTICE OF NON-DISCRIMINATION IN PROGRAM OPPORTUNITIES

Students, Parents, Employees, and Members of the Public: All program opportunities within Shenandoah Middle School are offered regardless of race, color, national origin, sex, or disability. Among these program opportunities are academic classes, school clubs, athletic programs, high abilities programs, honor recognition, and all other school activities.

SCHOOL CLOSINGS OR DELAYS

Whenever the weather is questionable, students should listen to the radio. A decision regarding school will be made by 6:30 a.m. The following radio stations are alerted: WHBU and WLHN - Anderson WLBC and WERK - Muncie WMDH and WCTW - New Castle Please listen to the radio rather than call the school. Channel 6/8/13 (TV) - Indianapolis

Please note: If Shenandoah School Corporation is closed due to weather, no after school events will be held either home or away for the middle school.

Shenandoah School Corporation

2023-2024

Academic Year Calendar



July 23						
Su	M	Tu	W	Th	F	Sa
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30	31					

August 23						
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September 23						
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December 23						
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January 24						
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February 24						
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March 24						
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April 24						
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May 24						
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June 24						
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July 24						
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August 24						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

Every Student. Every Day.

Teacher Days:

August 7 January 8,

May 24

Student Holidays

September 4-Labor Day

November 22-24-Thanksgiving

January 15-Martin Luther King

February 19-President's Day

Quarter Breaks

1 October 9 to October 13

2 December 25 to January 5

3 March 29 to April 5

First Student Day:

Tuesday, August 8

Second Semester Begins

Tuesday, January 9

Last Student Day

Thursday, May 23

Parent/Teacher Conferences

October 5 all day

October 6 a.m.

e-Learning Days

October 5 & 6 (Conferences)

March 15 (end of quarter 3)

Graduation

TBD

Student Days:

First Semester: 43/47

Second Semester: 47/43

Teacher Days:

1st Semester: 91

2nd Semester: 92

Paydays

MESSAGES TO STUDENTS

PLEASE, unless it is an EMERGENCY; do not ask the office to relay messages that should have been worked out with the child before he/she left home. It is difficult to let a student call home or work to talk to a parent while in class during the day. All students only receive four (4) minute passing periods.

EMERGENCY PREPAREDNESS DRILLS

A plan for fire, severe weather and other emergencies will be discussed during the first few days of school. Drills will be conducted periodically throughout the school year, and students should take these drills seriously. Follow the instructions given to you by your teacher.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students that are new to the School are required to enroll with their parents or legal guardian.

When enrolling, the parents will need to bring:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities
- C. or custody (if appropriate),
- D. proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- E. proof of immunizations. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school.

SMS office staff will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

PARENT COMMUNICATION

Cooperation between the home and the school is essential to quality education. Parents may contact the school by calling (765) 354-6638 or by dialing directly to the teacher voice mail system. Teachers' voice mail numbers and email are available via the school website. Parents are encouraged to keep in close contact with the school and with their children as parents have daily discussions with their children about the school activities.

The following are used by Shenandoah Middle School to communicate with the home about the students and school: grade reports via PowerSchool; attendance letters; parent teacher conferences; principal/assistant principal -parent conferences; meet the teacher night; and telephone calls. We would like to keep classroom interruptions to a minimum. Parents who need to leave non-emergency messages or packages for their children should be aware that students are not available to deliver these to classrooms. It is the responsibility of the parents to properly communicate with their children in order to save the school's time in sending messages. Emergency messages will be delivered immediately. We are attempting to preserve as much teaching and learning time as possible.

VISION:

To be the premier school district in Indiana.



MISSION:

Meeting students where they are and leading them forward...every student, every day.



PROMISES:

- Be Shenandoah
- Service
- Care
- Innovate, Develop, & Grow
- Win Together

OUR 5 PROMISES

Promise #1: Be Shenandoah

We are proud to be Raiders of Shenandoah. We are the biggest advocates for our school, our students, our colleagues, and our community. We strive to be the premier school district in Indiana.

Promise #2: Service

We smile and seek joy in our work together. We strive to listen to our students, colleagues, parents, and all stakeholders to understand their needs and do our best to help meet their high expectations of us. We are here to serve each other, our students, and our community.

Promise #3: Care

We work to build healthy relationships with our students, parents, colleagues, and our community. We treat others with respect, dignity, courtesy, and transparency. We care for our facilities, equipment, and resources responsibly.

Promise #4: Innovate, Develop, & Grow

We support the development, continuous improvement, and growth of all staff & students. We encourage a 'whatever it takes' approach to teaching and learning while celebrating and recognizing the great work of our staff & students.

Promise #5: Win Together

We know the value of each member of our team and know that nothing happens because of one person. Each of us plays a critical role in achieving our goals. We work to build a culture of support, fun, growth, and winning.

GENERAL INFORMATION

SCHOOL DAY

Building Opens for Students 7:35 A.M.

Students Report to 1st hour 8:20 A.M.

Classes Begin 8:20 A.M.

Classes End 3:00 P.M.

Students who stay after school must have supervision by an adult. If student(s) do not have the proper supervision, he/she will be required to call home for someone to pick he/she up.

BELL SCHEDULES

Daily Schedule	
Period 1	8:20-9:08
Period 2	9:12-10:00
Period 3	10:04-10:52
Period 4	10:56-11:44
Period 5	11:48-12:36
Lunch	12:36-1:11
Period 6	1:15-2:03
Period 7	2:07-3:00
Two Hour Delay	
1 st Period	10:00 - 10:36
2 nd Period	10:40 - 11:14
3 rd Period	11:18 - 11:52
Lunch	11:52-12:27
4 th Period	12:32 - 1:06
5 th Period	1:10 - 1:44
6 th Period	1:48 - 2:22
7 th Period	2:26 - 3:00

MORNING DROP-OFF FOR STUDENTS

6:45 Door 5 opened. Students remain in the cafeteria.

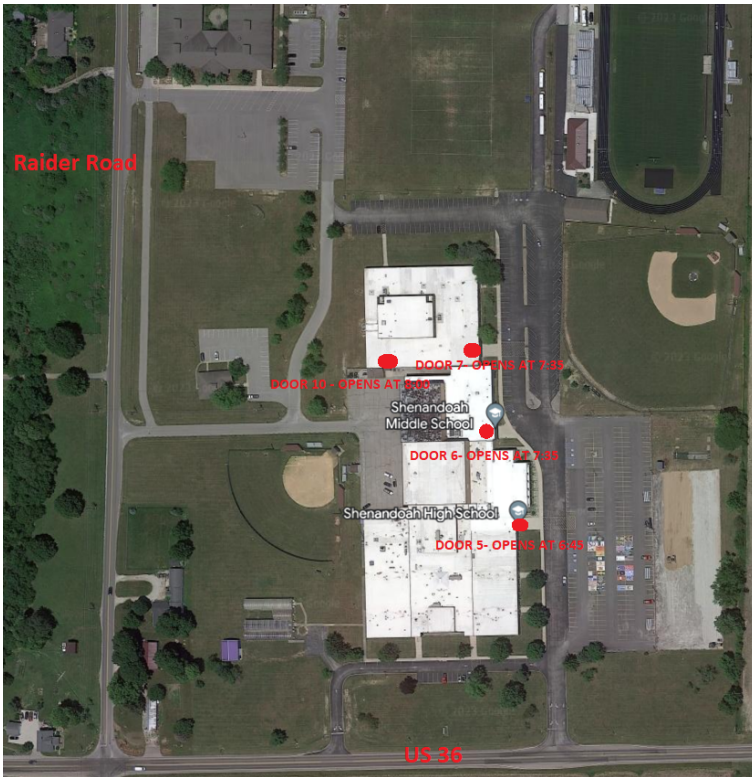
7:35 Doors 5, 6, and 7 are opened.

- Students using door 6 and 7 will be sent to the HS cafe prior to 8:00
- Students entering at this time will be directed to the HS cafe. They will not be allowed in the hallways or locker rooms.

8:00 Students entering door 6 or door 7 will remain until the 8:10 bell rings.

- Students will not be permitted in the hallways or locker rooms.

8:10 Bell rings and students may enter the building. Busses dismissed



SAFETY AND SECURITY

- 1) All visitors must report to the office when they arrive at school.
- 2) All visitors must have a Driver's License and pass a background check to enter the building.
- 3) All visitors will be required to wear a building badge provided by the front office.
- 4) Staff are expected to question people in the building whom they do not recognize and who are not wearing a building badge, and to question people who are "hanging around" the building after hours.
- 5) Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- 6) All outside school doors are locked during the school day.
- 7) Portions of the building that will not be needed after the regular school days are closed off. Students will not have access to the building after practices or school activities. This includes student lockers.
- 8) If a person wishes to confer with a member of the staff s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience.
- 9) Students may not bring visitors to school without first obtaining written permission from the building principal or designee.
- 10) SMS utilizes security cameras in all sections of the building.

CELL PHONES/PERSONAL ELECTRONICS

Throughout the duration of the school day (8:20-3:00 PM), students are permitted to use cell phones and other personal electronics during designated times and in designated areas ONLY. Teachers may grant permission to use personal electronic devices during instructional time for educational purposes. However, earbuds/headphones cannot be allowed in the hallways due to communication and safety concerns.

Students who choose to violate this policy will have their personal electronics confiscated, and repeat offenders may be subject to disciplinary consequences. When students make the choice to use personal electronics at unauthorized times, school officials are expected to confiscate the device. In turn, students are expected to hand

over their devices without confrontation. Failing to submit personal electronics upon request may result in permanent loss of this privilege, and additional consequences for insubordination may be assigned.

IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONES

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
 - It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
 - It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

Because student cell phones have been found in a number of Indiana School Districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school.

PARENT CONFERENCES/VISITATION

For the safety and security of our students and staff, any individual who is not an employee of the school corporation must report to the school office upon entering the building. All visitors must enter through the main entrance and sign in, where he/she will be issued a visitor’s pass. Parents are encouraged to have conferences with the teachers and counselors of their students. All conferences or meetings must be scheduled at least twenty-four (24) hours in advance.

GUIDANCE COUNSELOR

Shenandoah Middle School has a guidance counselor who is available to both students and parents. The counselor works with the students concerning achievement, peer relations, self-esteem, and student schedules.

TELEPHONES

School telephones are for emergency use only. A phone is available on the front office counter for student use. Students should always ask permission before using the telephone in the main office.

HONOR ROLL & ACADEMIC AWARDS

The following criteria have been set for qualifying for the honor roll categories. The results will be listed in the New Castle Courier –Times, Anderson Herald Bulletin, Muncie Star Press and Middletown News.

PRINCIPAL’S HONOR ROLL

A GPA of no lower than 10.0, with no grade lower than an A.

A/B HONOR ROLL

A GPA of 7.0, with no grade lower than B-.

PRINCIPAL’S CENTURY CLUB

A student that reads and passes either 100 accelerated reader books, or reads 25 books from the list of “Raider Classics” during a school year or during a middle school career will be eligible for lunch with the principal at a local restaurant. To qualify students must pass the accompanying accelerated reader quiz. In addition, the student(s) name will be placed on the Principal’s Century Club plaque which is placed on the Wall of Fame.

STUDENT OF THE MONTH

Every month Shenandoah Middle School will recognize a student from each grade 6-8 for student of the month. This student will be recognized on a bulletin board in the hallway with information about the student. Teachers will nominate students each month for this recognition.

TRANSPORTATION

Transportation is provided to students via school buses. Students will behave properly on school buses and follow appropriate guidelines as outlined by the bus drivers and the Shenandoah School Corporation Bus Safety Rules.

1. Follow classroom standards of behavior.
2. Be on time at your bus stop.
3. Keep the bus clean.
4. Be polite and courteous to others.
5. Do not eat or drink on the bus. Use of tobacco is also prohibited.
6. Do not be destructive of others’ property.
7. Remain seated when the bus is in motion.
8. Only open or close a window with the driver’s permission.
9. Follow the driver’s instructions at all times.
10. The driver can assign seats.

According to Indiana Law (IC20-9.1-5-19), when school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The driver is not to discharge students at places other than their regular stop at home or at school unless the driver has documentation from a parent/guardian or proper authorization from the principal or the principal’s designee.

Corrective Procedures

Maintaining the safety of all of the students riding the bus and at bus stops requires the cooperation of each student, the parents, the bus driver and the school Principal or the Principal’s designee.

- 1) The driver is responsible for maintaining proper discipline and control on the school bus. If a driver experiences discipline problems with a student, the following shall be used:
 - a) The driver shall discuss minor incidents as they occur with the student. The driver shall also inform the student’s parents of the misbehavior.
 - b) If the student continues to misbehave and in the case of a serious incident of misbehavior, the driver shall complete a Discipline Referral Form provided by the Director of Transportation.
 - c) The driver shall deliver a copy of the completed Disciplinary Referral Form to the Principal or the Principal’s designee.
 - d) The Principal or designee shall contact the student’s parent, send a copy of the Disciplinary Referral Form to the parent and determine whether or not to suspend the student from the bus. The Principal or designee shall communicate his/her decision to the parent guardian.

- 2) The following suspension guidelines apply during one continuous annual school term. During one annual school term the Principal, the Principal's designee or the Superintendent may suspend a student from riding the bus after a serious offense or upon written warning from the bus driver for a period of:
 - a. **First offense** - suspension for a maximum of five school days.
 - b. **Second offense** - suspension for a maximum of ten school days.
 - c. **Third offense** - suspension for 20 school days.
 - d. **Fourth offense** - suspension for remainder of the school term.
 - e. **First severe offense** - suspension for the remainder of the school term.
- 3) The administrator intending to assign a suspension must send a copy of a discipline referral, to the student's parent and the bus driver.
- 4) The administrator who removes a student from a bus in an emergency situation must send a discipline referral to the parents.
- 5) Students must have a note from their parent guardian to ride a different bus. This note must be given to the office as soon as the student arrives at school. **NO MIDDLE SCHOOL STUDENT WILL BE ALLOWED TO RIDE WITH A HIGH SCHOOL STUDENT WHO ARE NOT IMMEDIATE FAMILY.**

No student is to get off the bus at the high school. Students who wish to eat breakfast must get permission from the bus driver prior to he or she getting off the bus for the day.

FIELD TRIPS

Shenandoah Middle School believes that relevant field trips are essential to a child's education. In order for their child to go on a field trip, a parent permission slip must be on file with the school. These slips will be sent home with the student so that parents may complete the form and return it to school the next day. Failure to return the form by the date designated by the teacher may result in the child not participating in the field trip. School administration may limit student participation for safety and disciplinary issues

VENDING MACHINES/SNACKS/BEVERAGES

The vending machines are available before, during, and after school. All snacks must be purchased in the middle hallway and athletic hallway. Students are not allowed to have open bottles or beverage containers in their lockers, in the hallways, or on the buses. Only clear water bottles will be permitted and may be refilled throughout the school day.

SURVEYS

All student surveys conducted at school must have prior approval of administration and are optional for student participation.

ACADEMICS

CURRICULUM INFORMATION

The curriculum of Shenandoah Middle School is based upon the standards set by the Indiana Curriculum Proficiency Guide and is approved by the Board of Trustees for the Shenandoah School Corporation. The curriculum includes all of the planned learning experiences provided by the school. A variety of learning experiences are used, including team teaching, group work, mainstreaming, and enriched courses.

WITHDRAWALS FROM CLASS

Students may not withdraw from any class to enter another after registration. Students will be required to submit a schedule change request form through Canvas prior to meeting with the guidance counselor. A change request

form will not be accepted after the first five (5) days of the class meeting. Students who enroll in year-long courses are committed to the course for both semesters.

REPORT CARDS

Grade reports are issued on the Wednesday following the close of each semester. All report cards can be viewed on PowerSchool. The school will not be printing report cards.

HOMEWORK POLICY

Homework is an out-of-school assignment that contributes to the educational process of the student; it is an extension of the learning experience and given at the discretion of each teacher. Late assignments may be accepted at each teacher's discretion and in accordance with classroom policies.

Shenandoah Middle School may implement mandatory interventions to help students with homework help and completion.

- Study Tables – students failing to meet homework & academic expectations may be required to attend after school study tables.
- Working lunches – students failing to meet homework & academic expectations may be required to attend working lunches during their lunch period.

Study tables and working lunches may be served indefinitely until the student is back in good standing with the classroom teacher(s).

MAKE UP WORK

All academic coursework will be left to the discretion of the individual teacher. If a student is absent from school, they need to fulfill their teacher's individual requirements. Course work can be accessed through Canvas and is expected to be completed upon returning to school. Students are encouraged to actively communicate with their teachers through Canvas. If tests/quizzes are missed due to absences, students are expected to communicate with their teacher(s) and arrange to make-up the test/quiz. Students will not be penalized for completing an assessment late due to absences.

STUDENT ASSESSMENT

Shenandoah Middle School will use a variety of assessments to measure student progress and teacher effectiveness. SMS uses NWEA (Northwest Evaluation Association) assessment three times a year to analyze student growth and progress data. In addition, classroom assessments (informal and formal) will be used to supplement our data analysis and tracking. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The School will not violate the rights of consent and privacy of a student participating in any form of evaluation. At any time, parents may request a copy of their student results following any assessment. Our goal is to give our students the best opportunity to be successful on the state mandated ILEARN assessment that is assessed at the end of each school year.

GRADE REPORTING

At the end of each semester, students receive a report card itemizing their grades in each class. Teachers are encouraged to keep grades up – to –date in PowerSchool gradebook, which is always available online.

Grading Scale

100-98 A+ 89-88 B+ 79-78 C+ 69-68 D+ 59 and below F

97-92 A	87-82 B	77-72 C	67-62 D
91-90 A-	81-80 B-	71-70 C	61-60 D-

Grade Point Average (GPA)

A + 12 pts.	B + 9 pts.	C + 6 pts.	D + 3 pts.	F 0 pts.
A 11 pts.	B 8 pts.	C 5 pts.	D 2 pts.	
A - 10 pts.	B- 7 pts.	C - 4 pts.	D - 1 pt.	

RETENTION

The Indiana legislature has mandated that all students are expected to meet minimum academic standards, as set forth in the Indiana Academic Standards for each grade level and subject area. The Shenandoah School Corporation believes that assessment of each student's mastery of the minimum standards should be integral in determining the individual's grade placement. The teacher(s) and principal will assess the student's progress, provide standards-based reporting for parents/guardians and students, and make the professional recommendation for the student's readiness to work at the next level. If a retention is recommended, the parent/student may appeal to the Superintendent. The decision of the school officials regarding placement is final. SMS will follow these steps:

Step 1	Teacher informs Principal of the student
Step 2	Principal and student will meet prior to Winter Break
Step 3	Principal, parent, and student will meet in January - February
Step 4	Principal makes recommendation in April – Contacts parents and student
Step 5	Parent and student may appeal to the Superintendent.

ATTENDANCE

ATTENDANCE POLICY

Our goal is for students to be in attendance every day - except in cases of extended illness or extremely unusual situations, more than five (5) days out of school (excused or unexcused) is considered excessive. Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered." Attendance is the responsibility of the student and his/her parent(s)/guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the Shenandoah School Board and the compulsory attendance laws of the state.

A student that has seven (7) or more absences may be assigned an Elearning day(s) to meet the academic and attendance expectations of Shenandoah Middle School.

EXCUSED ABSENCES (Countable/Non-Countable)

Excused Absences are defined as absences that the school Corporation regards as legitimate reasons for being out of school. Excused Absences are divided into two categories:

- 1) Countable Absences that are limited to ten (10) per semester:
 - Illness - Verified note from parent.
 - Medical Appointments - Verified by note from parent; not verified by Physician.
 - Pre-Arranged Absences - Follow Pre-Arranged policy or will be considered Unexcused.

- Family Funeral - Relative or friend.
- Family Illness/Medical
- Unexcused Absences
- Military Connected Families

When a student reaches five (5) Countable Absences (per semester), the following procedures will be implemented:

Countable Absences	Action
5	Letter Home from Principal
8	Conference w/ Principal via Phone Call
9	Certificate of Incapacity shall be presented to physician and returned to school indicating student is capable of regular or irregular attendance. An individualized plan will be created.
10	Additional absences, unless excused by a physician, will be considered unexcused and students will not earn credit for days missed. Students with 10 or more unexcused OR 17 total countable absences (per school year) are considered Habitual Truants and will be reported as such. See Habitual Truancy for more information.

2) Non-Countable

Shenandoah Middle School discourages scheduling appointments during the school day, however, there are times when this is unavoidable. The following instances do not count towards the 10- Day Limit:

- Medical/Dental/Other Clinical Appointments - Verified in writing by parent accompaniment, arranged through the School/Guidance Office.
- Certificate of Incapacity Form – Verification from physician stating irregular attendance.

EXEMPT ABSENCES

In these circumstances, the student is to be excused from school, is not to be recorded as absent, and is not to be penalized in any way from the school. The governing body of a school corporation may authorize the absence and excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; 4 and is approved in writing by the school principal. ***The following absences are Exempt, and will not count towards the 10-day limit:***

- Page/Honoree of the General Assembly.
- Precinct election board; helper to a political candidate or party on the date of a municipal, primary, or general election.
- Subpoenaed to testify in court.
- Serving with the National Guard for no more than ten days.
- Serving with the Civil Air Patrol.
- School Related Activities/field trips, musical performances, FFA contests, job shadow, etc.
- Funeral/Calling for Immediate Family Member, parent, guardian, grandparent, sibling, brother/sister-in-law, aunt, uncle, child, spouse, or household member.
- Religious Observance
- Student or member of the student's household exhibits or participates in the Indiana State Fair for educational purposes.

UNEXCUSED ABSENCE

Unexcused Absences are not recognized as legitimate reasons for being out of school. Unexcused absences count towards a student's limit of 10 days and may result in making up missed time in detention and/or other disciplinary action. The following are considered Unexcused Absences: The principal (or designee) has the authority to excuse up to two days of absences that have unique and/or extenuating circumstances not covered above.

- Truancy
- Work (employment); Hunting/Fishing; Shopping
- Oversleeping; Automobile problems
- Sent home for improper dress
- Pre-arranged, but didn't follow policy or met requirements
- Absences beyond 10-day limit (countable)
- Other, as defined by administration

The following will be used for all unexcused absences:

Unexcused Absences	Action
2	Phone call home
3	Meet with Guidance Counselor and phone call home
4	After School Detention (30m)
5	After School Detention (1hr)
6	Monday School Detention
7	Two (2) Monday School Detentions
8	In-School-Suspension and One Day Letter sent home
9	In-School-Suspension 2 days total and Referral to Juvenile Prosecutor Office

TRUANCY

Truancy is defined for the purposes of this policy as an absence from school without the knowledge of a parent or without permission from the school. Truancy is treated as a serious offense and will be treated as such in the disciplinary code. Habitual truancy is considered anything more than two truantries. Habitual truants may be reported to Juvenile Court and/or Department of Child Services.

1st: 1-3 OSS

2nd: 3-5 OSS may be processed as a habitual truant in compliance with IC 20-8.1-3-17.2.

3rd: Expulsion and processed as a habitual truant in compliance with IC 20-8.1-3-17.2. Suspensions will be assigned to the Henry County Day Reporting Program.

The Board adopts the following definitions and procedures for middle school students:

- a. A student considered to be habitual truant is one who has been found by the school administrator to have been missing from school without the knowledge or permission of the school or the parents on at least two separate occasions during the school year.
- b. All middle school students between the ages of 13-18 who (1) are habitual truants or (2) are expelled from school or (3) have been suspended out of school two or more times or (4) quit school after age 16 without parents' permission will be reported to the Indiana Bureau of Motor Vehicles. The principal will submit the list of student names on a periodic and timely basis so that the Bureau may act upon denying or suspending the student's driver's license.

PRE-ARRANGED ABSENCES

Parents of Shenandoah School Corporation students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed (***Failure to meet all criteria will result in an unexcused absence***):

- Notify school at least one week in advance to process requests and provide assignment(s).
- Planned activity must involve participation of the student's parent, guardian or grandparent.
- A Student may have up to 5 pre-arranged absence days per school year.
- Planned absences are not recommended to extend vacations (Christmas/Spring Break).
- Pre-arranged absences are countable toward the permitted limit.
- No pre-arranged absence will be approved during the final week of the semester.
- Students seeking a pre-arranged absence must be passing all classes or subjects.
- The principal may grant a waiver for emergency or unusual circumstances.

APPOINTMENTS - Leaving School Early/Arriving Late

Parents are encouraged to schedule doctor and dental appointments outside of the school day whenever possible. If a student must leave school early, parents of Shenandoah Middle School students are required to come to the school office and sign the student out.

ABSENCE REPORTING

Parents are asked to call the school between the hours of 7:30 - 9:00 A.M. each day their son/daughter is absent from school. Student phone calls are not acceptable. Parents can also call and leave a message on the school voice mail, which is in operation twenty-four (24) hours a day. 765-354-6638 Please make every effort to contact the school on the day that the student is absent from school. Parent contact to the school should be made within 48 hours after any absence from school. STUDENTS WHO ACCUMULATE MULTIPLE UNEXCUSED ABSENCES MAY BE PLACED ON ACTIVITY RESTRICTION. Activity restriction includes ALL after school events at the middle school, including SHS sporting events. Shenandoah Middle School's student management software will begin automated calling at 9:30 AM for any student that has not been reported as absent by the parent.

ABSENCES & AFTER SCHOOL ACTIVITIES

Students must be in attendance at school by 8:05 AM to attend extracurricular activities that day. Exceptions would be approved pre-arranged absences, school-related functions, medical appointments verified by a doctor's note, a note from a parent explaining any family emergency, or a note from another meeting involving a professional. **Students too ill to come to school are too ill to attend after school activities.**

LEGAL RESIDENCE

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. If a court order grants a parent custody of a student, the parent granted physical custody (or the student if the student is at least 18 years of age) may elect no later than 14 days before the first student day of the school year whether the student will have legal settlement in the school corporation in which the student's mother resides or in which the student's father resides.

TARDY TO SCHOOL

The school day begins at 8:20 a.m. Students must be in their 1st period classroom and ready to begin at the sound of the 8:20 a.m. bell. Students who are tardy to school must report to the school secretary, sign in, and have the tardy written on their passport to enter class. Examples of unexcused tardies are: car trouble, over sleeping, late ride, missing the bus, etc. Any student absence more than ten (10) minutes from a class will be considered absent from that class. Any student arriving after 11:00 A.M. will be considered absent for ½ day.

# of Tardies	Consequence
1	Warning

2	Warning
3	Warning
4 & 5	Parent Contact
6 & 7	Lunch Detention
8 & 9	Monday School

TARDY TO CLASS

Students are to be in their classroom before it is time for class to begin. A student who arrives late to any class will be counted as tardy to that class. Teachers will advise students of each tardy. When a student is tardy for the third time in a particular class, the student's parents will be contacted by phone/letter. When a student is tardy for the fourth and subsequent times, the teacher will submit a disciplinary referral to the principal for review. Students will be required to serve a ten (10) minute lunch detention for each tardy. All student tardies to class will restart at the beginning of each semester.

PARENT TO PRODUCE MEDICAL CERTIFICATE

If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner, who resides in Indiana and is listed in the Christian Science Journal. (20-8.1-3-20) Refusal or failure to produce a medical certificate may result in disciplinary action up to and including a request for expulsion from school.

DISCIPLINE

GENERAL BEHAVIORAL GUIDELINES

Shenandoah Middle School's purpose is to provide a positive atmosphere for educational activities. Students are expected to conduct themselves with mature behavior at all times at school and at school functions. This means being courteous to and respectful of fellow students, teachers, and other adults. Any type of activity or behavior, which interferes with the purpose of education, shall be construed as misconduct. As a school, administration or their designee have the right prior to parent notification to observe, discipline, detain, advise/warn, question, search, interrogate, and seize. These actions can pertain to the student, their property, or school property which the student utilizes that might yield evidence of a school violation.

ALL DISCIPLINE REFERRALS WILL BE SENT VIA EMAIL. IF THE INCIDENT REQUIRES IMMEDIATE CONTACT, THE PRINCIPAL OR THEIR DESIGNEE WILL MAKE A TELEPHONE CALL.

1. Students are to behave in a safe manner in hallways and restrooms. Loud and unruly behavior shall not be tolerated. Students should walk, not run, in hallways. They should not block the passage of others. Students must refrain from activities that could potentially cause injury to others and/or destruction of property.
2. Food is permitted only in the cafeteria during the student lunch period. Teachers may get approval from administration to have food in classrooms for special occasions. Students may carry clear water bottles, designated for water only. Water bottles and water is permitted throughout the school. Teachers and Administrators may limit the use of water bottles at any time throughout the school year if needed.

3. Students are to treat all school books, equipment, and facilities with respect. They are to keep classrooms, hallways, restrooms and all other areas of the school clean. Damaging school property will be considered an act of vandalism.
4. Students are to treat other students with respect. Name calling, pushing, shoving, tripping, fighting, or intimidation of any kind will not be tolerated.
5. Students are to use appropriate language at all times. Vulgar language and profanity are not to be used.
6. Students are to secure backpacks, gym bags and other carry bags in their lockers upon arrival at school.
7. Students are to keep their lockers neat, clean and locked at all times. They should check for obstructions before shutting locker doors and should not slam the door shut. Students are not to share lockers or combinations with other students.
8. Students are to respect the property and lockers of other students. Taking items from another student or student's locker will be considered an act of theft.
9. Physical displays of affection (hand holding, kissing, hugging etc.) are not permitted.
10. Students will not engage in harassment of another person, which includes, but is not limited to, threats, intimidation, force or physical violence. Students will not engage in sexual harassment of another person, which includes, but is not limited to, sexually related verbal statements, gestures, or physical contact. Any student who believes that he/she is the victim of harassment or has observed such actions taken by another student, staff member, or other person associated with the corporation should notify the Principal or Assistant Principal. The student may make contact either by a written report, by telephone, or by personal visit.
 - a. Students are not to be in school hallways during class time. Students who need to leave class for any reason must have a pass signed by the classroom teacher. Students are to go directly to their assigned destination and return directly to class in a timely manner. Students who are called to the office will be returned to class with a timed and signed pass.
11. Students are not permitted to sell candy or other fundraiser items at school unless the school sponsors the fundraiser or the student has the principal's permission.
12. Students are encouraged not to bring extra money or other valuable expensive items to school. If students do bring valuables to school, they should keep the items with them and should not leave them unattended. The school assumes no liability for the loss, theft, or damage of such items left in any area of the school or on school grounds.
13. Students should come to class with all needed assignments and materials. They are expected to do all the work that is assigned to them.
14. Students are to do their own work. Copying the work of other students, copying test answers, providing answers to others, plagiarizing or in any way using the work of others without proper citation will be considered cheating.
15. Students are to use school technology only under the supervision of a teacher to complete school assignments. Students should only access school provided email services and should not access instant

messaging systems and may not access websites that are inappropriate to school purposes. Students are not permitted to take personal pictures with school issued devices.

16. Students are to respect all school staff members, guests and substitute teachers. They are to address all adults as Miss, Mrs., Mr., or Ms.

17. Students are to know and obey the classroom rules of their teachers.

18. Snacks may be permitted in the classroom only with a teacher's permission.

LEAVING THE CLASSROOM

Teachers will develop and enforce their own classroom routines and procedures. This will include giving students' permission to leave the classroom.

FAILURE TO BRING ASSIGNED DEVICE – LOST DEVICE

Loss of Computer/Charger

Should the computer become damaged and unusable through negligence or misuse, the student will receive a letter of restitution from the corporation's Technology Director. This letter will be sent via mail to the student's address. The amount of the restitution will be the full cost replacement of the computer in question.

Macbook = \$300.00

Chargers = \$30.00 **(Students should never leave his or her charger unsecured throughout the school day).**

Students will not be reassigned a new computer until payment has been received for the device in question. Once payment is received, the student will be assigned a replacement computer. The school will then order a new device with the money received from the student.

Damaged/Malfunctioning Computer

Students that have incurred damage, or are experiencing malfunctions to computers that are "no fault" issues may visit the office for an exchange. This "loaner" computer then becomes the responsibility of the student while the assigned computer is repaired. Loaner devices will not be given to students who forget to bring their device for the day.

Failure to Bring Assigned Computer, Uncharged Computer, and/or No Charger

Coming prepared for learning is an expectation for students. Students should bring devices fully charged on a daily basis for use in various classrooms.

ASSEMBLY/CONVOCATION

Student assemblies occur periodically throughout the school year. Students are expected to give their full attention to all guest speakers. Students will be dismissed via public address system to the main gymnasium and will follow all school rules during convocations.

CAFETERIA

Shenandoah Middle School has a closed campus for lunch. Students are not permitted to leave the school for lunch or have food catered in for lunch. Students are permitted to bring a sack lunch from home. Cafeteria supervisors can assign seats for disciplinary purposes. Students who fail to exhibit proper conduct may lose their seating privileges, gymnasium privileges, or cafeteria privileges. The cafeteria/gymnasium rules for lunch include:

- (1) No running in the cafeteria/gym.
- (2) No glass bottles in the cafeteria/gym.
- (3) No throwing of food (RESULTS IN ASSISTING WITH CAFETERIA CLEAN-UP).
- (4) Do not leave the cafeteria/gym without permission.
- (5) Use the restrooms located in the cafeteria when you have finished eating lunch.
- (6) Food and drinks should not be taken out of the cafeteria.
- (7) Please do not share your food, and do not take food from another student's tray.

CHEATING

If any student chooses to be dishonest or untrustworthy on a given test, quiz, or assignment, he/she will be penalized. This infraction includes the giving or receiving of information. When cheating occurs, the following procedures will be followed:

1st incident: The teacher will notify the parents, and the student will receive a zero on the assignment.

2nd incident: The teacher will notify the parent, and the student will receive an "F" for the grading period.

3rd incident: The teacher will notify the parent, and the student will receive an "F" for the semester.

CITIZENSHIP

Shenandoah Middle School students are expected to do their very best, both in the classroom and outside the classroom. This expectation is for their personal benefit and the well-being of everyone who attends Shenandoah Middle School. The administration expects loyalty to the school and tolerance and respect for others. Each student will be expected to support the activities of the school and to obey school regulations.

CLASSROOM DISCIPLINE

Teachers have the right to teach and students have the right to learn. When a teacher has exhausted individual disciplinary options, it will become necessary for students to be referred to the principal. If a student becomes so disruptive or offensive that it is impossible to conduct a class in an orderly fashion, that student may be sent to the principal's office immediately.

RESPONSIBILITY FOR ACTIONS

Each student is responsible for his/her own actions. Excuses such as "someone else told me to do it" or "others are doing the same thing" are never acceptable. Students who make poor decisions or choices in relation to behavior and conduct will be held accountable for those choices. Please remember "I was just kidding" is never an acceptable excuse for poor decisions.

SMS RULES BOOK BAGS

Book bags and cinch bags may be used to carry books to and from school, but they are to be left in your locker during the school day. Book bags are not permitted in the classroom.

HIGH SCHOOL

Students cannot go to the high school area for any reason unless given permission by the principal.

GUEST TEACHERS OR SUBSTITUTE TEACHER

Our school is fortunate to have capable people to help us whenever regular teachers are unable to be in the classroom. A guest teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be polite, helpful, and considerate as they would be to their regular teacher. Any consequence assigned for poor student choices will be doubled when disruptions occur for the guest teacher.

HALLWAY CONDUCT

It is the goal of Shenandoah Middle School to provide a safe and orderly environment for students to pass from one classroom to another. Students are expected to follow these hallway guidelines:

1. Walk at all times.
2. Talk to friends in a normal tone of voice.
3. Keep hands and body parts to yourself.
4. Use positive and friendly language.
5. Avoid blocking the halls and doorways by standing in large groups.
6. Students in the halls during class time must have a student pass.

FIGHTING

Shenandoah Middle school will not tolerate fighting. Teachers, the counselor, and the administration are available to assist when student conflicts arise. Students are encouraged to resolve personal differences without fighting. Students who engage in a fight will be suspended out of school. Students do not have the right to retaliate. Students who retaliate with punches and kicks, etc., will also be suspended - regardless of who starts the fight. Any kind of punch, slap, kick, choke, tackle, etc will be automatic suspension.

CLASS PERIOD SUSPENSION

A teacher may remove a student from class or activity for up to three (3) school days. The student will be assigned regular and/or additional work to be completed in the office. Administration may remove a student from class or activity at their discretion for violation of school or classroom policy. The following will occur upon a student's removal from class:

- a) **First Incident**-Conference with principal or designee upon immediate removal from class; student will be permitted to return to class at the administrator's discretion.
- b) **Second Incident**-Conference with parent or guardian; class removal policy is discussed and parents are made aware of consequences for next removal from class.
- c) **Third incident**-When a student is removed from any class for the third and subsequent times that student will be assigned one (1) day ISS and/or appropriate consequence. If possible, the student will serve the ISS the same day immediately following the third removal.

***Out of class removals restart at the beginning of each semester

LUNCH DETENTION

Lunch Detentions will be Monday-Friday. Students who are assigned lunch detention will be required to report to the office with his or her lunch. Failure to serve a lunch detention the first time will result in two after school detentions. Failure to serve a lunch detention a second time or more will result in a Monday Afternoon School Detention each time.

AFTER SCHOOL DETENTION

Detentions will be held each Tuesday and Thursday from 3:00 – 4:00 p.m. Detentions are either 30 minutes or 60 minutes long. Failure to serve a detention the first time will result in two after school detentions. Failure to serve a detention a second time or more will result in a Monday Afternoon School each time.

MONDAY SCHOOL DETENTION

The purpose of Monday School is to enable students who would otherwise be suspended to remain at school and at the same time provide them with the opportunity to improve their academic standing. It is the

responsibility of the student to obtain class assignments from each teacher prior to attending Monday School Detention.

- 1) Monday Afternoon School will be from 3:00 p.m. until 5:00 p.m. Students who are tardy or leave early will be required to come to another Monday School and face further disciplinary action.
- 2) Students will not be allowed to go to their lockers or use the telephone.
- 3) Students will not be allowed to sleep or to give the appearance that they are sleeping.
- 4) No radios, cards, or other recreational material will be allowed in the room.
- 5) No food or beverage may be consumed during Monday School.
- 6) Students are required to have class assignments with them when they attend Monday School.
- 7) Tutoring in some subject areas may be available to the students.
- 8) A student who is ill, has a death in the family, or is otherwise excused will be assigned a make-up by the principal. Failure to attend the make-up will result in suspension from school. Failure to attend Monday School detention will result in an out-of-school suspension. If a student fails to comply with all of the rules, he/she may be sent home immediately by the supervisor. Failure to comply with Monday school detention rules will result in out-of- school suspension.
- 9) A student who serves a Monday Afternoon School will not be eligible to participate in extracurricular events on the day assigned to Monday School Detention.

IN-SCHOOL-SUSPENSIONS

Shenandoah Middle School has initiated an In-School-Suspension program to try and keep students in school whenever possible. Students who receive In-School-Suspension will report to the main office. They will receive all of their work for the day and complete it while sitting in at a student desk. They will eat lunch in the main office and then return to the main office for the remainder of the day. In-School-Suspension may count toward an 8th grade student's Washington, DC trip. This will be at the discretion of the principal.

Students serving In-School-Suspension will not be eligible to participate in extracurricular events on the day they are assigned to In- School-Suspension. Students may also do some community service tasks like: cleaning, sweeping/mopping, stocking, trash pick-up and/or take-out. The community service will take place of the students passing period time that accumulates throughout the school day.

OUT-OF-SCHOOL SUSPENSIONS

It is the goal of Shenandoah Middle School to have students at school each day to maximize learning. Occasionally, however, students make choices which warrant immediate suspension from school. Some examples which will warrant immediate out-of-school suspension include: fighting; possession or consumption of alcohol or drugs; possession of an object which could be considered a weapon and harmful to others such as knives, guns, etc.

Students who are suspended or expelled from school are not permitted to attend or participate in any school activity during the suspension/expulsion period. Homework may be completed during an Out of School suspension for 100% credit.

ALCOHOL, DRUGS, AND TOBACCO POLICY

In accordance with Federal Law, the Shenandoah School Board has established a drug free zone that extends 1000 feet beyond the school boundaries as well as school-approved vehicles, or off school grounds at any school-related event. Shenandoah Middle School prohibits the sale, use, consumption, possession, concealment, or distribution of alcohol, drugs and tobacco products by students on school grounds, in school or school-approved vehicles, or at any school-related event.

The term “drug” includes any anabolic steroid, inhalant, dangerous controlled substance as defined by State statute, drug paraphernalia or any substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

Alcohol and Drugs - The student will be suspended from school and a recommendation for expulsion may be made. The school will notify law enforcement officials and criminal charges may be filed against the student.

Tobacco – Traditional Cigarettes, Possible E-Cigarettes, Cigars, Smokeless Tobacco, Chewing Tobacco, Dab pens, JUUL, Vapes or anything that resembles a nicotine containing product:

1. On the first offense, the student will be suspended out of school for three days.
2. On a second offense, the student will be suspended out of school for five days.
3. In the case of a third offense within a school year, the student will be suspended pending a recommendation for expulsion. In the case of tobacco paraphernalia, administrators may test residue or substances to confirm tobacco or other substances. The Board of School Trustees for the Shenandoah School Corporation has enacted a new policy prohibiting all tobacco use on school grounds, inside or outside of corporation owned buildings. This policy specifically bans any chewing, maintaining in one’s mouth, and/or smoking of tobacco by a student, visitor, or employee. Students who violate the alcohol or drug regulations in the middle school may seek assistance and referral to a counseling agency. The school counselor and/or principal will aid the parents by providing agency names and phone numbers for the parents to choose from and contact in order for the parents to contract for substance abuse counseling for their child.

ISOLATION/TIME OUT AND PHYSICAL RESTRAINT

Isolation/time out and physical restraint as defined herein shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. “Isolation/time out” means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student’s egress is restricted. “Physical Restraint” means holding a student or otherwise restricting his or her movement.

SECLUSION AND RESTRAINTS

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student’s behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraints and/or seclusion.

STUDENT SEARCH AND SEIZURE

The principal or designee may conduct a student search upon reasonable suspicion of the presence of an illegal or dangerous substance or object, or anything contraband under school rules. Wherever possible, before conducting the search, the principal shall notify the student, request his/her consent to the inspection if other

than his/her locker, and inform the student that she/he may withhold consent. Such consent, if offered, shall be given voluntarily and with the knowledge that it could have been withheld. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible. The principal is in charge of properly securing the items found in the search.

Anti-Bullying Policy

"Bullying" (per IC 20-33-8-2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- places targeted student in reasonable fear of harm to targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others.

Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. ***Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.***

- ***Physical*** - Hurting a person's body or possessions; Hitting/kicking/punching, spitting, tripping or pushing; taking/breaking someone's things; making mean or rude hand gestures.
- ***Verbal*** - Saying mean things; Teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- ***Social/Relational*** - Hurting someone's reputation or relationships; telling others not to be friends with someone, leaving someone out on purpose, spreading rumors, or embarrassing someone in public.
- ***Electronic/Written*** - Cyber-bullying, collective or group note writing; bullying through electronic devices. All acts of bullying as defined by the law will be reported to the administration and fully investigated. Appropriate actions will be taken upon investigation.

BULLYING CONSEQUENCES

Step 1 (first incident) Verbal and/or Written Warning

Step 2 (second incident) Office referral. Parent conference.

Step 3 (third incident) 1 Day of ISS (In-School Suspension)

Step 4 (fourth incident) 3 Days of OSS (Out of School Suspension)

Step 5 (fifth incident) 3-5 Days of Priority School

Step 6 (sixth incident) Expulsion * More severe/aggressive incidents may result in immediate suspension and/or expulsion. This school takes bullying very seriously and all acts of bullying and harassment are strictly forbidden. Students should report any incidents of bullying to the administration. After investigation of the incident and subsequent discipline, parents will be involved in the intervention education of students involved in any acts of bullying. IC 20.8.1-5.1-7.7

DRESS CODE

Students are expected to arrive at school appropriately dressed for the activities of school and the weather. Their clothing should be neat, clean, and of acceptable style. Student attire, including clothes, shoes, headgear or hairstyles, and facial make-up, should not be distracting or create undue attention. Parents will be called to bring suitable clothing if the student's attire is determined not to be in the best interest of the student's safety or if it is distracting to others. These rules do not attempt to set all stipulations for dress and grooming. Those who deviate from the normal to such a degree as to draw undue attention or to interrupt the educational process will be dealt with as special cases by the administration.

- 1) No pants, shorts, or skirts with holes below a student's fingertips will be permitted, inappropriate language, inappropriate graphics, inappropriate slogans (obscene, vulgar, offensive), or clothing that promotes secret organizations, or sexual innuendo is allowed at school.
- 2) Hats and other headwear for male and female students are not acceptable wearing apparel in the school building during school hours. This includes any kind of bandannas.
- 3) Sunglasses are not to be worn in the building.
- 4) Shoes are to be worn at all times. House slippers are not considered shoes.
- 5) Students are not to wear jackets or coats to class or in the hallways. (In cases where a particular classroom may be cool, the teacher may authorize students to wear a jacket or coat).
- 6) Wearing or displaying insignia, writing, jewelry, or pictures which intrude upon the rights of others or are in poor taste will not be permitted.
- 7) Clothing that communicates a double meaning will not be acceptable.
- 8) No clothing will be allowed which advertises or promotes beer or other alcoholic beverages, tobacco, drugs, Satanism, racism or any type of illegal activity.
- 9) Short-shorts, tight shorts, spandex shorts and bike shorts are not allowed. Leggings as pants are not permitted. Leggings must be covered by a skirt or long sweater to be acceptable. Frayed shorts are permitted if they are store purchased, straight stitched and frays are no longer than ½ inch in length. (No cutoffs).
- 10) Pants that are slit up the seam are permissible when the slits extend no further than the ankle bone and the slits are hemmed. Students may choose to wear fashionable warm-up pants and tops. Onesie apparel of any kind is not permitted during school hours.

- 11) Dresses, skirts, and shorts should reach below the mid-thigh of students.
- 12) All pants, skirts and shorts are to be worn at the waist-line or above, not pulled down below the hips.
- 13) No tank tops or shirts that have had sleeves removed are permitted. Shirts should reach below the top of pants, shorts or skirts, with no midriff skin visible.
- 14) Clothing such as halter tops, strapless tops, and spaghetti straps, and/or with revealing necklines are not acceptable.
- 15) Dog collars, chains, studded bracelets or anything that can be used as a weapon cannot be worn to school.

STUDENT HAZING

The School Board believes that having activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporations shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

SEXUAL HARASSMENT POLICY

It shall be the policy of Shenandoah School Corporation to maintain a learning and working environment which is free from any kind of sexual harassment. It shall be a violation of this policy for any employee, student, or volunteer to harass any other employee, student or volunteer through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by any employee or volunteer to a student, when made by a student to any employee or volunteer, or when made by any student to another student. Contact of sexual nature is defined as including verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following unwelcome activities:

1. Verbal harassment or abuse.
2. Repeated remarks with sexual or demeaning implications.
3. The circulation of graphic or printed materials in which the content has sexual or demeaning implications.
4. Unwelcome touching.
5. Pressure to participate in sexual activity.
6. Suggesting or demanding sexual involvement accompanied by implied or implicit threats.

SHENANDOAH CIVIL RIGHTS NON DISCRIMINATION GRIEVANCE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory TITLE VI (race, color, national origin including limited English proficiency), TITLE IX (sex, gender), SECTION 504 of the

REHABILITATION ACT OF 1973 (handicapping condition), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping condition, and national origin including limited English proficiency. The civil rights regulations require the identification and notification of employees, students, and patrons of the corporation's Civil Rights Coordinator(s).

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees, or building patrons.
2. The superintendent or designee serves as the compliance coordinator for violations at the corporate level such as policy or practice. The corporation must also post and publish its non-discrimination policy statement. Shenandoah School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedure that are available and for consideration for complaints alleging such discrimination should be directed to:

Shenandoah Schools
5100 N Raider Road
Middletown, IN 47356
765-354-2266

Notification of Rights under FERPA for Elementary and Secondary Schools The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) 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. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without

consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901 Cell Phone Pornography Please be advised that Indiana law requires that any person who becomes aware that a student is in possession of or disseminating child pornography, including cell phone pornography, has a DUTY TO REPORT to officials. IC 35-42-4-4 Child exploitation; Possession of child pornography; Violation classification; Exemption; Definitions states in part; Sec.4. (a) "Disseminate" means to transfer possession for free or for a 29 consideration. ... (b) A person who knowingly or intentionally:
 - i. manages, produces, sponsors, presents, exhibits, photographs, films, videotapes, or creates a digitized image of any performance or incident that includes sexual conduct by a child under eighteen (18) years of age;
 - ii. disseminates, exhibits to another person, offers to disseminate or exhibit to another person, or sends or brings into Indiana for dissemination or exhibition matter that depicts or describes sexual conduct by a child under eighteen (18) years of age: or
 - iii. makes available to another person by computer, knowing that the computer's fixed drive or peripheral device contains matter that depicts or describes sexual conduct by a child less than eighteen (18) years of age; (c) A person who knowingly or intentionally possesses: (1) a picture; (2) a drawing; (3) a photograph;
 - iv. a negative image;
 - v. undeveloped film;
 - vi. a motion picture;
 - vii. a videotape
 - viii. a digitized image; or
 - ix. any pictorial representation; that depicts or describes sexual conduct by a child who the person knows is less than (16) years of age or who appears to be less than sixteen (16) years of age, and that lacks serious literary, artistic, political, or scientific value commits possession of child pornography, a Class D felony. I.

SUSPENSION/EXPULSION PROCEDURES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

- 1) REMOVAL FROM CLASS OR ACTIVITY - TEACHER:
 - a. A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 3 school days if the student is assigned regular or additional work to be completed in another school setting.
 - b. An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
 - c. If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

- 2) **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
- 3) **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FORS SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in Section A below apply when a student is:

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

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

- 1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or school property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- 2) Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes: coercion, harassment, bullying, hazing, or other comparable conduct.

- 3) Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- 4) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- 5) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- 6) Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
- 7) Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- 8) Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- 9) Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- 10) Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- 11) Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - i. *Exception to Rule 11:* a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
- 12) Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, , alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

- 13) Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
- 14) Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
- 15) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- 16) Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- 17) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- 18) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 19) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 20) Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- 21) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 22) Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- 23) Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- 24) "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- 25) Engaging in pranks or other similar activity that could result in harm to another person.
- 26) Using or possessing gunpowder, ammunition, or an inflammable substance.
- 27) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;

- f. violation of the school corporation's acceptable use of technology policy or rules;
- g. violation of the school corporation's administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device.

28) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or 13 educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.

29) Recording/Videotaping an altercation on or off the school property that creates a disruption to school.

30) Any student conduct rules the school building principal establishes and gives notice of to students and parents.

Bullying

This rule applies when a student is:

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

- 1) Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
- 2) Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
- 3) Parents or students who suspect that acts of bullying are taking place need to report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- 4) Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- 5) Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- 6) All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
- 7) The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.

Possessing A Firearm or A Destructive Device

- 1) No student shall possess, handle or transmit any firearm or a destructive device on school property.

- 2) The following devices are considered to be a firearm under this rule:
 - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
 - b. the frame or receiver of any weapon described above;
 - c. any firearm muffler or firearm silencer;
 - d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
 - g. an antique firearm; or - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- 3) For purposes of this rule, a destructive device is:
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- 4) The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- 5) The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing A Deadly Weapon

- 1) No student shall possess, handle or transmit any deadly weapon on school property.
 - a. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2- 86:
 - i. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
- 2) an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or - a biological disease, virus, or organism that is capable of causing serious bodily injury.
 - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

- b. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES:	I.C. 20-33-8-1 et seq.	I.C. 35-31.5-2-86
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE – DUE PROCESS

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- 1) A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
- 2) The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- 3) Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the ***dates of the suspension, describe the student's misconduct, and the action taken by the principal.***

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. ***An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.***
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

RIGHT TO APPEAL

Option 1 for school boards that hear all student expulsion appeals: The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

Option 2 for school boards that have voted not to hear student expulsion appeals. **NO RIGHT TO APPEAL**
The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

INFRACTION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Bullying	Warning/Monday School	1-3 Days OSS	Expulsion
After school Detention (No Show)	Double	Monday School	2 Monday Schools
Cheating	Failure on Assignment	Failure for the Quarter	Failure for Semester
Classroom Disruption (not following directions)	Lunch Detention(s)	After School Detention(s)	Monday School / ISS
Damaged Device	Determination of negligence misuse or accidental: Accidental – loaner given to student Negligence – report filed and student must pay for damages		
Disrespectful Behavior (Verbal or NonVerbal)	2 After School Detentions	Monday School Detention	1-3 Day(s) ISS
Dress Code	Warning/Change Clothes	Change/Detention	Change/Monday School
Drugs (Possession/Use)	Expulsion		
Electronic Device (cell phones, Ipads, etc)	Confiscate (student pick up)	Confiscate (parent pick-up)	Banned
Explosives (Possession/Use)	Expulsion		

Failure to Sign In/Out	Warning/Conference	After School Detention	Monday School
False Fire Alarm	5 Days OSS	Expulsion	
Fighting	3 Days OSS	5 Days OSS	Expulsion
Firearm	Expulsion		
Forgery (Pass, etc)	Monday School	1-3 Days ISS	3-5 Days OSS / Expulsion
Harassment/Intimidation/Threats	Conference/After School Detention/Monday School	1-3 Days OSS	Expulsion
Horseplay in the Hallway	Warning/After School Detention	After School Detention(s)/Monday School	ISS
Insubordination	Conference/Monday School	1-5 Days OSS	Expulsion
Internet Misuse (inappropriate searches)	Warning – Report sent home to parents	Loss of misused program (email, youtube, etc)	Loss of device
Language & Gestures (Improper)	After School Detention	Monday School	1-3 Days ISS
Leaving Class w/out Permission	Monday School Detention	1-3 Day(s) ISS	1-3 Day(s) OSS
Littering	Clean & Warning	Clean & 30m Lunch Detention	Clean & After School Detention(s)
Malicious Lying	After School/Monday School Detention	1-3 Day(s) ISS	5 Days OSS / Expulsion
Matches/Lighter (Possession/Use)	Monday School Detention	1-3 Day(s) ISS	3-5 Days OSS
Monday School (Disruption)	1 Day OSS	2 Days OSS	3 Days OSS
Monday School (No Show)	1 Day ISS	1-3 Day(s) ISS	1-3 Day(s) OSS
Passive Resistance	Lunch Detention(s)	After School Detention(s)	Monday School Detention/ISS
Physical Attack on Staff	Expulsion		
Racial, Ethnical, or Sexual Remark	Monday School	1-3 Day(s) ISS	1-3 Day(s) OSS
Refusing/Failure to Report	Monday School Detention	1-3 Day(s) ISS	1-3 Day(s) OSS
Running in the Building	Lunch Detention(s)	After School Detention(s)	Monday School Detention(s)
Sexual Harassment	1-5 Day(s) OSS / Expulsion	5 Days OSS / Expulsion	Expulsion
Theft	Repay & 1-5 Day(s) ISS	Repay & 1-5 Day(s) OSS	Expulsion
Threats to Staff	1-5 Day(s) OSS / Expulsion	Expulsion	
Tobacco (Possession/Use)	1-3 Day(s) OSS	5 Days OSS	Expulsion
Truant (School / Class)	1-3 Day(s) ISS	1-3 Day(s) OSS	Expulsion
Unexcused Absence from School	After School Detention	Monday School	2 Monday Schools / 1-3 OSS
Vandalism	Repay & Monday School(s)	Payment & 1-3 Day(s) OSS	Expulsion
Weapon	3-5 Day(s) OSS / Expulsion	Expulsion	
Writing on Bathroom Stalls	After School Detention	Monday School	1-3 Day(s) ISS

SHENANDOAH MIDDLE SCHOOL INFRACTION/CONSEQUENCE CHART

THIS LIST OF INFRACTIONS/CONSEQUENCES IS NOT INTENDED TO COVER ALL THE POSSIBILITIES THAT COULD OCCUR DURING THE YEAR. ANY INFRACTION NOT LISTED WILL BE HANDLED ON AN INDIVIDUAL BASIS. THE PRINCIPAL RETAINS THE RIGHT TO CHANGE CONSEQUENCES BASED ON CIRCUMSTANCES OF THE INFRACTION.

ISS – In School Suspension OSS – Out of School Suspension

EXTRACURRICULAR

EXTRACURRICULAR ACTIVITIES

There are many occasions when students will be in the building after normal school hours: dances, athletics, band, etc. Students are reminded that school rules and regulations apply when the students are here. The interscholastic athletic program includes the following:

- 6-8 Cross Country
- 7 - 8 Football
- 7 - 8 Volleyball
- 6 - 8 Girls & Boys Basketball
- 6 - 8 Wrestling
- 6 - 8 Cheerleading
- 7 - 8 Tennis
- 6 - 8 Track

6 - 8 Band, National Junior Honor Society, Robotics, BPA, and Student Council are some extracurricular/co-curricular activities in which students may choose to participate. Students involved in athletics must have a physical, and parent's permission on file in order to practice and meet academic standards to be eligible to compete. Alcohol, drug, and tobacco violations will lead to suspension in athletics.

RAIDER CODE OF CONDUCT

Enforcement of the Code of Conduct- The principal and /or athletic director shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and training as outlined in IHSA regulations apply. The coach of each sport will reinforce the code during the school year. Nothing in this policy shall be construed to require the school corporation to follow the Due Process and Pupil Discipline Statute (IC 20- 8.1-5) in removing a student from participation in any extra-curricular activity. The Code of Conduct is in force (12) months of the year for grades six through twelve. Participant Defined- Any student connected to an athletic program at Shenandoah High School and Middle School, including, but not limited to athletes, managers, statisticians, trainers, mascots, and cheerleaders, shall be deemed a “participant” and subject to this code of conduct.

1. A coach may establish rules that exceed the high school and middle school rules provided that the principal and athletic director approves the rules and that the signed acknowledgement letters are on file in the athletic director's office.
2. A student-athlete must be in school by 8:05 a.m. and remain in school all day to be able to play or practice that day. A student-athlete who has an excused absence on Friday may play or practice on Saturday.
3. Athletes must pass five (5) full credit subjects or the equivalent in the previous grading period. Semester grades take precedence and second semester grades will determine fall eligibility. Coaches may have higher academic requirements provided that the signed acknowledgement letters are on file in the athletic director's office.
4. An athlete's failure to follow directives regarding specific guidelines established by a coach will be disciplined by that coach in a manner consistent with the rules outlined in the letter on file in the athletic director's office.

5. Serious violations: smoking, drinking, drug use, felony or misdemeanor arrest may result in an immediate suspension. ** A student who does not meet the requirement in number 3 above, for the spring semester, will be ineligible for the first 9-week grading period of the fall semester. The coach, athletic director, assistant principal and principal will investigate a review of the details of the incident.

A confirmed violation of the above rules will result in the following MINIMAL discipline procedures.

A. The first violation will result in the athlete being suspended for 25% of the contests for the sport in which he or she is currently participating. If the suspension cannot be completed during the season the violation occurs, the remainder of the suspension will carry over to the next season in which the athlete participates. If the violation occurs during the off-season, the athlete will serve the suspension during the first season of a sport in which he or she has previously participated. In all cases, the athlete must complete the season in good standing with the coach or the suspension will be carried over to the next sport in which he or she participates.

B. The second serious violation will result in a student-athlete being suspended for one calendar year from the date of the offense.

C. The third violation will result in a permanent suspension from athletics for the remainder of his or her years at the middle school.

E. An athlete who is suspended out of school will not be eligible to compete in an extra-curricular event for the same number of days as their suspension upon their return to school.

F. An athlete must remain under the supervision of a coach approved adult on all athletic trips from the time of departure until the athlete has returned to the Shenandoah campus. An athlete wishing to depart from the supervision of the coach or approved adult at any point on a trip must have the written permission of the parents of guardians and must depart in the company of the athlete's parents or guardians.

G. Equipment- School owned equipment issued to an athlete is to be used only for high school athletics. No school uniforms may be used for college tryouts or out of season practices or participation. All equipment must be turned in or accounted for in one sport before an athlete may participate in another sport. Lost equipment must be paid and received in the office of the high school/middle school treasurer.

SHENANDOAH ATHLETIC POLICY

In order to be eligible to participate in a Shenandoah Middle School sport, the athlete must attend all try-out dates unless extenuating circumstances occur. The Coach, Athletic Director, and Principal will determine if a missed tryout is excused or unexcused.

Participation in school athletics is a privilege that carries with it varying degrees of responsibility, recognition, and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school, and their community. The following rules shall apply to all student athletes, cheerleaders, stuntmen, student staff, or any other Shenandoah student associated with athletic teams in grades 6 through 12.

- 1) Enrollment- A student is to be a regularly enrolled student whose residence has been established and verified according to the following IHSAA rules: Rule 12, Enrollment; Rule 19. Transfer; and Rule 20, Undue Influence.
- 2) Participation- Participation in organized non-school sports competition during the authorized contest season, including IHSAA tournament series in that sport will cause such students to become ineligible for their school in that sport for a period of 365 days as determined by the Commissioner.

- 3) Consent for Participation, Athletic Physicals- Between May 1 and the student's first practice in preparation for inter school athletic participation:
 - a. the student shall have had a physical examination by or shall provide verification from a physician holding an unlimited license to practice medicine;
 - b. the parent or guardian shall give written consent for such participation unless the student is emancipated; and
 - c. the parent or guardian shall consent to the disclosure by the school, to the IHSAA, of all requested detailed financial (athletic or otherwise), scholastic and attendance records of the school including records which may concern or be related to the student unless the student is emancipated in which event the student will give such consent. The Consent and Release Form shall be on file in the principal's office prior to the first practice. This form may suffice for the entire year. This rule cannot be waived.

- 4) Age- A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for inter school athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for inter school athletic competition in that sport. E. Amateurism- All contestants in sports recognized by the Association must be amateurs in the sport in which they wish to participate. Students shall not play under an assumed name or accept remuneration directly or indirectly for athletic participation. F. Conduct- Athletes conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school (Ref. IHSAA Rule 8, Conduct, Character, Discipline) NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude contestants from representing their schools.

DANCES

All school rules apply to dances. Any student who is in good standing may attend. A student may not bring a non student guest. THERE ARE NO PASSOUTS. No high school students are allowed at middle school dances.

EIGHTH GRADE DANCE

The eighth grade dance at the end of the year is designed to be a two (2) hour dance. Boys can wear school clothes or dress slacks and dress shirt/tie. Girls can wear school clothes or a dress. Formals, tuxedos, etc. are not considered appropriate dress for this type of dance. Parents have expressed a concern about being pressured to purchase expensive apparel for this dance. Additionally, limousines are not permitted at this dance. This statement is to affirm that ALL students should be able to attend this last middle school dance and not feel out-of-place or pressured to purchase expensive clothing.

STUDENT SERVICES

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways and physical education locker rooms, are the property of the school corporation. Lockers are made available for student use in storing supplies and personal items necessary for use at school. Lockers are not to be used to store items which could interfere with school purposes or an educational function, or which are forbidden by state law or school rules. Students are expected to keep their lockers clean inside and out. No stickers should be

placed on or in the lockers. The student's use of the locker does not diminish the school corporation's ownership and control of the locker. The school corporation retains the right to inspect the locker at any time. Lockers are assigned to the student by the office. Students who experience difficulty with a locker and need repairs should report the information to the office. Students are responsible for keeping their belongings locked at all times. Students are not permitted to share lockers or give their combination to another student. Shenandoah Middle School is not responsible for lost or stolen items. Students are financially responsible for any damage to their locker due to abuse, neglect, or "setting" of the lock.

FREE AND REDUCED LUNCHES

An application form will be available in the office on registration day. The forms will also be available from the office at any time upon request. Those who wish to apply must fill out all the blanks on the form and return it to their advisor. The Superintendent will investigate all applications and then approve or disapprove free or reduced lunches on the basis of the reported income. If free or reduced lunches are not approved, students should report a change in family income and re-apply when they become eligible. If students are on free or reduced lunches and become ineligible because of increased income, they must report the change to the superintendent's office.

LOST AND FOUND

Students should always keep valuable possessions with them or leave those items at home. No purse or wallet should ever be left unattended anywhere in the building. Lost and found items are housed in the main office. Clothing that has been found is located in a marked box in the main lobby. Clothing items left at the end of the school year will be donated to a local charity for distribution. Parents are invited to periodically check with the office and the lost and found clothing box for articles belonging to their children. SMS is not responsible for lost or stolen items.

INTERNET USE

The purpose of the Internet is to support research and education in the Shenandoah School Corporation by providing access to unique resources and the opportunity for collaborative work. The use of a student account must be in support of education and research and consistent with the educational objectives of the Shenandoah School Corporation. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or materials protected by trade secrets. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. The use of the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action. Students are not to tamper with the configuration, files, software, or icons of school-owned computers without teacher permission. Improper use of the Internet/computer may result in the loss of computer privileges.

MEDICAL/EMERGENCY INFORMATION

Parents are asked to provide emergency information concerning students. The Emergency Information Form lists any medical problems and/or concerns, as well as persons to contact in the event of an emergency when parents cannot be reached, and other essential information. The emergency form should be filled out completely, with all phone numbers and addresses kept up to date. Parents should notify the school office in the event of a change in the information previously provided on the student information form. Health information is kept in each student's permanent record file and all State and Federal privacy laws are observed. Any health related condition that could affect safety, performance, or participation in the classroom will be shared with our educational staff as needed, in order to protect your child and assist any staff member in recognizing any potential problems. Parents should inform the school nurse if any medical information should be kept confidential. If your child is seriously injured or ill at school, the parent will be notified immediately. If the

parent/guardian cannot be reached, the emergency contact person listed on the student's emergency form will be contacted.

HEALTH OFFICE

If a student becomes ill at school, has an accident, or other emergency, he/she should report to his/her teacher. The teacher will use his/her judgment in determining whether or not a student should be referred to the clinic. To report to the clinic, a student will have his/her passport and come to the main office. If it is necessary for the student to lie down in the nurse's office, he/she must first get permission from the nurse or office secretary. Students who are ill cannot remain in the restroom. The office will contact a parent to pick up a student when necessary. A student who leaves must sign out in the office.

MEDICATIONS AT SCHOOL

If a student is required to take medication during school hours and the parent cannot be at school to administer the medication, the regulations below must be followed:

1. Signed parental or guardian written permission, including the reason for the medication, must be received by the school before any prescription or non-prescription (over-the-counter) medication may be administered.
2. Prescription medication must have the actual prescription label on the container which includes:
 - a. Name of student
 - b. Name of medication
 - c. Date medication ordered
 - d. Prescribing physician
 - e. Dosage and time to be given
3. Non-prescription, (over-the-counter), medication may be administered to students only under the following conditions:
 - a. Written instructions are delivered to the school office with the medicine
 - b. Doses to be given at school are included with the manufacturer's original label with ingredients listed, the student's name affixed to the original package, the reason for the medication, and the dosage and time to be given.
4. Parents/guardians may bring only enough medication for the doses to be given at school. Students on daily medication are permitted to have only a week's supply of medication.
5. Inhalers may be kept at school in the nurse's office as long as guidelines #1 and #2 are followed. Inhalers can be kept with the student only if a signed physician's order is on file in the nurse's office.
6. The parents/guardians of the student will assume responsibility for informing the school nurse of any change in the student's health or change in medication.
7. The school nurse will:
 - a. Inform appropriate school personnel of the medication to be taken by the student.
 - b. Keep a record of the administration of medicine.
 - c. Discard unclaimed medication at the end of the school year.