

# SHELBY HIGH SCHOOL 2019 - 2020 STUDENT HANDBOOK



One Whippet Way  
Shelby, OH 44875  
419-342-5065  
[www.shelbyk12.org](http://www.shelbyk12.org)

Principal  
Building Secretary

John Gies  
Michele Kurtzman

Assistant Principal  
Athletic Director  
Attendance/Athletic Secretary

Troy Schwemley  
Pat Lewis  
Jeanine Haney

School Counselor  
School Counselor  
Guidance Secretary

Edie Lerback  
Bobbi Weaver  
Pam Barker

Food Service Director

Kelly Stanford

August 1, 2019

SHS Students and Parents:

Welcome to the 2019-20 school year! I hope that this is an enjoyable and educational year for you. I also want to challenge you to be as involved as possible this year. Students who are active at school tend to have higher grades and have a much more satisfying high school experience.

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

I hope this is an outstanding year for you. Please feel free to contact me if you have any questions or concerns.

Go Whippets!

John Gies  
Principal

## Teaching Faculty & Staff

Mr. Matt Albert  
Mrs. Alma Allen  
Mr. Geoffrey Allen  
Mr. Jon Amicone  
Mrs. Pam Barker  
Mr. Andy Carver  
Mrs. Tawny Cox  
Miss Diana DeLauder  
Mrs. Lauren Dennis  
Mrs. Jackie Duncan  
Mr. Nick Eddleblute  
Mr. Randy Eisenhauer  
Mr. Jay Follett  
Mr. John Gies  
Mr. Greg Gallaway  
Mrs. Stephanie Gribble  
Mr. Andrew Guertler  
Mr. Scott Gurney  
Ms. Jeanine Haney

Miss Nicole Harpster  
Mr. Blake Hixon  
Mrs. Nicole Hoffman  
Mrs. Kelly Jung  
Mrs. Edna Karnes  
Mr. Mark Kirby  
Mr. Jeff Kurtzman  
Mrs. Shelly Kurtzman  
Mrs. Lindsay Lantz  
Mrs. Edie Lerback  
Mr. Pat Lewis  
Mrs. Patience Lewis  
Mr. Mahdi Lotfi  
Mr. Brian Madison  
Mrs. Molly Mahaney  
Mr. Rob Mahaney  
Mr. Tim Mayer  
Mrs. Pam McKown  
Mr. Greg Mongold

Miss Brittany Morgan  
Mr. Grayson Murray  
Mr. Brian Nabors  
Mrs. Leigh Oden  
Mrs. Suzanne Ramsey  
Mr. Tim Rodenbaugh  
Mr. Justin Schroeder  
Mr. Troy Schwemley  
Mrs. Melissa Sensmeier  
Mr. Kelly Stanford  
Mrs. Kate VanAlstine  
Mrs. Ruth Watts  
Ms. Bobbi Weaver  
Mrs. Katie Will  
Mr. Erik Will  
Mrs. Kim Wilson  
Mrs. Linda Worley

## Time Schedules

### Regular

7:30 School open to students  
7:37 Warning Bell  
7:40 Tardy Bell  
1<sup>st</sup> A/B 7:40-8:25 8:28-9:13  
2<sup>nd</sup> A/B 9:16-10:01 10:04-10:49  
3ALUNCH 10:53-11:24 3AB Class 10:53-12:23  
11:49-12:55 3BLUNCH 11:40-12:11 3BC Class 11:28-12:58  
3BC 12:24-1:30  
3CLUNCH 12:27-12:58  
4<sup>th</sup> A/B 1:02-1:47 1:50-2:35  
Buses leave promptly at 2:50

### Two Hour Delay

9:30 School open to students  
9:37 Warning Bell  
9:40 Tardy Bell  
1<sup>st</sup> A/B 9:40-10:09 10:12-10:41  
2<sup>nd</sup> A/B 10:44-11:13 11:16-11:45  
3ALUNCH 11:49-12:20 3AB  
11:49-12:55 3BLUNCH 12:24-12:55  
3CLUNCH 12:59-1:30  
4<sup>th</sup> A/B 1:34-2:03 2:06-2:35  
Buses leave promptly at 2:50

### Two Hour Early Release

7:30 School open to students  
7:37 Warning Bell  
7:40 Tardy Bell  
1<sup>st</sup> A/B 7:40-8:09 8:12-8:41  
2<sup>nd</sup> A/B 8:44-9:13 9:16-9:45  
3ALUNCH 9:49-10:20 3AB Class 9:49-10:55  
3BLUNCH 10:24-10:55 3BC Class 10:24-11:30  
11:01-12:31 3CLUNCH 10:59-11:30  
11:36-1:06  
4<sup>th</sup> A/B 11:34-12:03 12:06-12:35  
Buses leave promptly at 12:50

### Homeroom

7:30 School open to students  
7:37 Warning Bell  
7:40 Tardy Bell  
1<sup>st</sup> A/B 7:40-8:21 8:24-9:05  
2<sup>nd</sup> A/B 9:08-9:49 9:52-10:33  
Homeroom 10:36-10:57  
3ALUNCH 11:01-11:32 3AB  
3BLUNCH 11:48-12:19 3BC  
3CLUNCH 12:35-1:06  
4<sup>th</sup> A/B 1:10-1:51 1:54-2:35  
Buses leave promptly at 2:50

## 2019-20 SHS Calendar

### 1st Quarter

Aug 19 First Day of School  
 Aug 28 Picture Day  
 Sept 2 Labor Day, No School  
 Sept 17 Sr Mtg 7:45 am- Vote HC Court  
 Sept 18 Early Dismissal  
 Sept 20 Distribute Interims- HR Sched  
 Sept 25 P/T Conferences, 3-6:30  
 Oct 9 Picture Retake Day  
 Oct 12 Homecoming Dance, 8-11  
 Oct 18 End 1st Qtr  
 Oct 18- Teacher In Service- No School

### 2nd Quarter

Oct 21 Start 2nd Quarter  
 Oct 25 Distribute Grade Cards- HR Sched  
 Nov 8 Distribute Interims- HR Sched  
 Nov 13 Jostens Class Ring Mtg- HR Sched  
 Nov 13 P/T Conferences, 3-6:30  
 Nov 20 Grad Announcement Mtg- HR Sched  
 Nov 22 Whippet Theater, 7:30pm  
 Nov 23 Whippet Theater, 2:30pm & 7:30pm  
 Nov 26 Order Rings/Grad Announcements  
 Nov 27 Start Thanksgiving Break  
 Dec 2 Return Thanksgiving Break  
 Dec 5&6 Biology End of Course Exam  
 Dec 9&10 Amer Hist/Govt End of Course Exam  
 Dec 11&12 Honors English 2 End of Course Exam  
 Dec 19 Final Exams, Blocks 1 & 4  
 Dec 20 Final Exams Blocks 2&3, Early Dis.  
 Dec 21 Start Christmas Break

### 3rd Quarter

Jan 6 Start 3rd Quarter  
 Jan 8 Class Ring Delivery  
 Jan 20 MLK, Jr. Day- No School  
 Feb 5 Early Dismissal  
 Feb 7 Distribute Interims- HR Sched  
 Feb 12 P/T Conferences, 3-6:30  
 Feb 17 President's Day- No School  
 Feb 18 Grad. Announcement Delivery  
 Mar 10 ACT Test- All Juniors  
 Mar 13 End 3rd Quarter  
 Mar 13 Teacher In Service- No School

### 4th Quarter

Mar 16 Start 4th Quarter  
 Mar 20 Distribute Grade Cards- HR Sched  
 Mar 24 ACT Make Up Day- Juniors  
 Apr 3 Distribute Interims- HR Sched.  
 Apr 8 P/T Conferences, 3-6:30  
 Apr 10-19 Spring Break, No School  
 Apr 21&22 ELA 1&2 End of Course Exam  
 Apr 27&28 Biology End of Course Exam  
 Apr 28 Cap/Gown Delivery  
 Apr 29&30 Am Hist/Govt End of Course Exam  
 May 2 Prom, Kehoe Center 8-11  
 May 4 AP Govt Test  
 May 5 AP Calc Test  
 May 5&6 Alg 1/Geom End of Course Exam  
 May 11 AP Bio Test  
 May 13 AP Comp Test  
 May 15 SHS Awards Assembly  
 May 18 SHS Honors Banquet  
 May 20 Seniors Exams/Last Day (pending)  
 May 22 Graduation Practice, 10am  
 May 24 Graduation, 3pm (pending)  
 May 26 Final Exams, Blocks 1 & 4  
 May 27 Final Exams, Blocks 2 & 3  
 May 27 Last Day of School, Early Dismissal

## 2019-20 SHS Course Fees

### **Art**

Intro to Art	\$40
2D Design	\$40
2D Studio	\$40
Advanced 2D	\$40
3D Design	\$40
3D Studio	\$40
Advanced 3D	\$40

### **Engineering (PLTW)**

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

### **Family & Cons. Sci**

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

### **Health/PE**

Phys Ed	\$2
Health & Wellness	\$4

### **Science**

Physical Science	\$8
Biology	\$8
Chemistry	\$10
Honors Chemistry	\$10
Trans Chemistry	\$10
Physics	\$10
Field Biology	\$8
Advanced Biology	\$10
AP Biology	\$10
Anat & Phys 1	\$25
Anat & Phys 2	\$25

### **Music**

Pop Music	\$10
Music Appreciation	\$10

### **Teaching Professions**

Portfolio (Seniors Only)	\$8
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### **Vocational Agriculture**

FFA Dues	\$13
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### **Spanish Workbooks**

Spanish 1	\$24
Spanish 2	\$24

### **Other Charges**

Freshman Dues	\$6
Sophomore Dues	\$6
Laptop Usage	\$40
Transportation (athletics)	\$50

## Notification of Rights Regarding Student Records and Designation of Directory Information

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

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

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

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

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

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

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

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

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

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

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



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

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

### **Search and Seizure, Interrogation**

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions if such official has **reasonable suspicion** that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials will be contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for failure to cooperate.

Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon **reasonable suspicion** that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.

Students are advised that lockers are the property of the Shelby City School District and are subject to inspection by authorized school personnel. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their assigned locker. No student is permitted to share a locker without the written permission of the administration. Sharing of a locker does not excuse either student from being responsible for the contents within the locker at all times. The Board of Education has adopted O.R.C. 3313.20 (B) (1) (b) as its locker search policy allowing principals within the district or their designees to conduct searches. The statute section reads as follows: "Search any pupil's locker and the contents of any pupil's locker at any time if the Board of Education posts in a conspicuous place in each school building that has lockers available for use by pupils a notice that the lockers are the property of the Board of Education and that the lockers and the contents of all the lockers are subject to random search at any time without regard to whether there is a **reasonable suspicion** that any locker or its contents contains evidence of a violation or a criminal statute of a school rule."

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

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

## **Student Code Of Conduct**

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

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

Students found to be in violation of the Board-adopted student code of conduct may be subject to school discipline, including, but not limited to, removal from class, denial of attendance at extracurricular activities (including field trips), detention, community service, suspension/expulsion, and/or participation in commencement.

1. **Disruption of School:** A student shall not, by use of violence, force, coercion or threat, cause material disruption or obstruction of the normal school day. While this list is not intended to be inclusive, the following acts illustrate the kinds of offenses covered by this rule: occupying the school grounds or part thereof with intent to deprive others of its use, setting fire to or damaging school property, creating false fire alarms or 911 calls, making bomb threats, unusual dress or appearance, student strikes or walkouts.
2. **Damage to or Defacing of School or Private Property:** A student shall not misuse, cause or attempt to cause damage to the school, school property, private property or school premises while at school or at any school activity on or off school grounds. Students shall not deface or attempt to deface or demonstrate a lack of respect for school property or private property while at school or at any school activity on or off school grounds.
3. **Harmful Behavior:** A student shall not cause physical or other pain, injury, or harm or behave in such a way that could cause physical or other pain, injury, or harm to school staff, other students, or visitors while on school property, including school buses, or while in attendance at school-sponsored activities. Students who urge the misconduct of others (including fighting) may be disciplined as though they were a violator of the policy.
4. **Threat/Intimidation:** A student shall not cause another person to believe that physical harm may come to them. A student shall not threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor. A student shall not encourage another student or person to threaten with physical violence or coerce by any means any student, teacher, or other school employee or visitor.
5. **Dangerous Weapons and Instruments:** A student shall not possess, handle, transmit, intend to use, or conceal any object which could be considered a dangerous weapon or look-alike weapon or an instrument capable of harming others on school property or at any school activity on or off school grounds. This category would include, but not limited to: firearms, knives, ice picks, razors, brass knuckles, clubs, matches, cigarette lighters, laser pens, irritating chemicals, fireworks, or other explosives.
6. **Tobacco, Alcoholic Beverages and Drugs:** Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look-alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra curricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars,

pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes where they contain nicotine or not, are also prohibited.

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

7. **Misuse of Technology:** The Shelby City Schools provides internet access and technology for educational purposes only. Students are not permitted to install any type of program, software, or application on a school device. No student shall gain access, attempt to gain access, or alter any type of school data. This would include, but not limited to, damage to or tampering with computers, software, hardware, files, programs, and calculators. Any violation of the Computer User Agreement, which includes the above, will result in disciplinary action.
8. **Electronic Devices:** Unauthorized use of electronic devices that can transmit or receive information or signals during the school day is prohibited. Students are required to keep the devices in a designated location at the school's discretion. The school is not responsible for any lost, stolen, or damaged electronic devices.
9. **Insubordination:** A student shall not fail to comply with directions of all school personnel during the school day or at school activities. Students shall not fail to comply with the provisions of the Student Dress Code.
10. **Student Respect for all School Personnel:** Shelby students are reminded of their obligation respect ALL school personnel at ALL times. School personnel have protection under Ohio Law from disrespectful types of student harassment for twenty-four hours each day. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school's authority.
11. **Profanity/Obscenity/Offensive Displays:** A student shall not use profanity or obscene language, gestures, signs, pictures of publications, objectionable material, written or verbal, while communicating with any other person on school grounds or at any school activities. Furthermore, no student shall display gang symbols/colors, or racial/hate symbols or slurs while at school or at any school-sponsored activity.
12. **Harassment, Hazing and Bullying:** All Shelby City Schools abide by the Board-adopted policy entitled Hazing and Bullying (JFCF). Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, physical, or cyber act that a student has exhibited toward another particular student more than once and causes a school distraction. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

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

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

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

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

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

### **Student Dress Code**

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

1. All clothing should be clean and properly fitted. Any decision regarding torn clothing or improperly fitted clothing is an individual judgment made by school personnel. Pajama bottoms, lounge pants, and boxer shorts are not permitted.
  2. Each student must wear some type of shoe. Students must wear gym shoes for gym class. Skate shoes are not permitted to be worn. Close-toed shoes may be required for recess.
  3. Excessively low cut, short (exposing the midriff), or see-through shirts will not be permitted.
  4. All shirt straps or sleeves should extend to the edge of the shoulder.
  5. Skirts and shorts which are too short for sitting or bending are not permitted. (fingertip length when hands are held in a relaxed position at the side of the body) Spandex and like material, yoga pants, and leggings, worn without an article of clothing over them of appropriate length, are not permitted.
  6. Students must wear adequate underclothing. In addition, excessively baggy or droopy pants are not permitted. All shorts, pants, dresses or skirts must have a hem. NO CUTOFFS.
  7. Hair must be kept neat and clean, and worn in a manner that doesn't present a danger or disruption to the class.
  8. Jewelry and/or other adornments should not attract undue attention, nor pose a health or safety threat to themselves, to any student, or staff member. Chains may not be worn on clothing.
  9. Obscene or suggestive tattoos or patches, pictures, and words on clothing are prohibited. Students shall not wear or exhibit clothing, buttons, etc., which suggest drugs, alcohol, tobacco, sexual content or weapons. No student shall display racial/hate epithets at school or any school activity.
  10. Hats, headbands, bandanas, hoods or sunglasses may not be worn during the school day.
  11. Coats must be removed in the building and kept in designated area.
- Dress Code Violations: 1-2: 30-minute detention  
3-4: One hour Detention  
5-6: Thursday School  
7 or more: In School Suspension & Parent Meeting

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

### Credit Flexibility Options

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

### Promotion and Retention Policy

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

**Twenty-one (21) units of credit are required for graduation from Shelby High School. In addition, all students must pass all testing requirements in order to qualify for a diploma.**

**Graduation requirements included in the 21 credits:**

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

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

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

ACT Test Date	Normal Deadline	Late Deadline
Sept 8, 2018	Aug 3, 2018	Aug 17, 2018
Oct 27, 2018	Sept 21, 2018	Oct 5, 2018
Dec 8, 2018	Nov 2, 2018	Nov 16, 2018
Feb 9, 2019	Jan 11, 2019	Jan 18, 2019
Apr 13, 2019	Mar 8, 2019	Mar 22, 2019
June 8, 2019	May 3, 2019	May 17, 2019
July 13, 2019	June 14, 2019	June 21, 2019

## Drugs

### **Student Drug Abuse**

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

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

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

### **Prescription or Non-prescription Medicine**

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

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

## **Student Attendance and Absence Policy**

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

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

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

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

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

- Absences due to a student being homeless
- Emergency or other set of circumstances in which the judgment of the principal constitutes a good and sufficient cause for absence from school

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

Attendance Status:

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

Absence Intervention Process:

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

- Parent and/or student communication via face to face meetings, email, phone calls;
- A warning letter to parents after 12 hours without legitimate excuse;
- An absence intervention meeting may be required with parent/guardian and the student after 30 hours without legitimate excuse;
- Referral to Richland County Juvenile Court Truancy Education Program (TEP) after 48 hours without legitimate excuse;
- A letter will be sent home when a student meets Excessive Absence status. Any further absences must be documented with a doctor's excuse, court documentation, documentation of death in immediate family, or principal's approval.
- When a student reaches Habitual Truancy status, a referral will be made to Richland County Juvenile Court for formal truancy proceedings.
- A student may be retained at the K-8 level or lose credit at the high school level if they exceed the following limits:
  - K-8 - 120 hours
  - High School - 32 hours for a nine weeks course, 65 hours for a semester course or 124 hours for a year-long course

(Revised March 2018)

**Hazing and Bullying**  
**(Harassment, Intimidation and Dating Violence)**

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

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

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

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



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

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

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

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

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

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

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

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. (BOE Policy Re-adoption: June 21, 2012)

### **Student Speech**

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

### **Inclement Weather**

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. The best place to get information about school closings and delays is the district website [www.shelbyk12.org](http://www.shelbyk12.org) and/or Shelby City Schools Alert System. Also, WMFD television and radio stations WSWR 100.1 FM or WYHT 105.3

### **Extra-Curricular Activities**

Attendance at school activities is a privilege. Any student who appears at a school activity showing evidence of consumption of alcohol or drugs will face school discipline and may be prohibited from attending school functions for a period of one calendar year.

### **Motor Vehicles on School Grounds**

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

1. The speed limit on school grounds is 15 mph.
2. Student operators shall not operate vehicles in reckless manner on the school grounds. "Burning rubber, and doing donuts" are examples of things that will not be permitted.

3. **Student parking is not permitted in Performing Arts entrance parking lot. This area reserved for faculty and staff members. Parking in the Athletic entrance parking lot and auxiliary lot is first come first serve.**
4. Cars must be parked straight within the lines of a single parking space.
5. Students are not permitted to park in the “Y” lot. A vehicle may be towed at the owner's expense. Students are subject to these regulations 24 hours a day—7 days a week.

### **Student Lockers**

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

### **Visitors**

Parents are always welcomed and encouraged to attend school during school hours. **ALL** visitors wishing to talk with teachers should make prior arrangements with the principal and the teacher. Visitors must sign in at the main office and obtain a Visitor Pass. **Students are not permitted to bring friends or relatives to school.**

### **Fees**

Each year the Board of Education adopts a schedule of fees and these are normally identified by each classroom teacher. Ninth and tenth graders will be charged \$6.00 in class dues instead of a class fund raiser. The class dues are expected to be paid by the end of the third quarter. These funds will be used to defray a portion of class expenses including homecoming, prom, and commencement. Athletes have a transportation fee of \$50.00.

### **Textbooks**

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

### **Media Center Regulations**

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

### **Computer/Internet Acceptable Use Policy**

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

## **School Issued Laptops**

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

## **Athletic Eligibility**

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

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

## **Cafeteria Regulations**

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

## **Care of the School**

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

# **SHS Communication Guidelines**

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

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

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

concerns are addressed in this manner. If there is still a concern after an attempt to solve the problem at the lowest level, it is then appropriate to move to the next level.

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

- \* Communication parents and students should expect from the teacher/coach/advisor
  - o Expectations the teacher/coach/advisor has for their students
- o Class/team/activity requirements
- o Care of any equipment issued (laptops, textbooks, sports equipment, etc.)
- o Class/team/activity rules or code of conduct
- o Requirements to earn any awards issued by the team/activity
- o Injury procedures
- o Locations and times of all practices/rehearsals/contests
- o Philosophy of teacher/coach/advisor
- o Timely feedback on the students' grades/abilities/progress
  - \* Communication teachers/coaches/advisors should expect from parents
- o Concerns about the student should be expressed directly to the teacher/coach/advisor in a timely manner and at an appropriate time and place
- o Notification of any schedule conflicts should be communicated in advance
- o Specific concerns regarding the teacher's/coach's/advisor's philosophy and/or expectations should be expressed directly to that person
  - \* Communication teachers/coaches/advisors should expect from students
- o Specific questions/concerns should be directed to the teacher/coach/advisor in a timely manner and at an appropriate time and place. This is especially important when a student is confused about content or curriculum in class
- o Questions on how the student can improve their skills
- o Any procedural questions should be addressed to the appropriate teacher/coach/advisor
  - \* Appropriate concerns to discuss with your teacher/coach/advisor
- o The treatment of your child, mentally and physically
- o Ways to help your child improve their grade or performance
- o Concerns about your child's behavior
- o Setting individual goals for the student's participation in the class/team/activity
- o Future goals and potential courses to take
  - \* Issues not appropriate to discuss with the teacher/coach/advisor
- o Personnel decisions and playing time
- o Team strategy and play calling
- o Content taught in the classrooms
  - o Matters concerning other students or parents

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

- \* The party with the concern should contact the other stakeholders to set up a time and date for a meeting. This may be a parent calling a coach or a teacher calling a parent.
- \* All parties should stick to the facts as he/she understands them.
- \* All parties are encouraged to think about what he/she expects to accomplish as a result of the meeting.

- \* Meetings should not take place immediately after contest, practice or event. These are emotional times for everyone. Confrontations during these times do not promote resolution of the problem and often escalate it.
- \* All parties are encouraged to get all sides of the story and situation. All parties should use wisdom in what is said to others, especially before the meeting takes place. If not, the issue can often escalate unnecessarily and make resolution more difficult.

## **Social Media**

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

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

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

## **High School Romances**

Students who are “in love,” or think they are, should conduct themselves as befits a senior high school student. Close contact, kissing, etc., should not happen in or about the school building. It is not expected that you will meet your boyfriend or girlfriend at the end of each class period. Respect at all times is the best guideline to follow.

## **Equal Education Opportunity**

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

## **School Bus Transportation**

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

Students being transported by the bus to and from school or on field trips are subject to the same rules of conduct as in the classroom. Student behavior problems will be reported to the Transportation Supervisor and the building

administration; disciplinary action will be taken. Students who miss the P.M. bus should not walk home but should come immediately to the office for assistance.

**Bus Pick-Up and Drop-Off Procedures:**

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

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

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

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

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

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

### **Video Cameras In Transportation Vehicles**

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

### **Head Lice**

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

## **Bus Regulations**

### **Student Conduct On School Buses:**

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

### **3301-83-08 Pupil Transportation Management Policies:**

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

### **Bus Conduct Report**

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

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