

**Shelby Middle School  
'Home of the Whippets!'**



109 West Smiley Ave.  
Shelby, Ohio 44875  
(419) 347-5451  
[www.shelbyk12.org](http://www.shelbyk12.org)

**Barb Green**  
Principal

**Andrew McFarland**  
Assistant Principal

**Chris Zuercher**  
School Counselor

**Mike Walter**  
Athletic Director

**Karen Harvey**  
Secretary

**Cindy Swigart**  
Secretary

***This Handbook Belongs To:***

## Message from the Principal

Welcome to Shelby Middle School. We are happy to have you as part of the SMS family and take pride and interest in your individual academic and social success.

The purpose of this handbook is to help both students and parents become better acquainted with the procedures and student code of conduct at the middle school.

Parental involvement plays a key role in student success. We encourage parents to email, call, or attend parent-teacher conferences. If there are ever any questions or concerns, please do not hesitate to speak with a secretary, teacher or principal.

Go Whippets!!!

Barb Green  
Principal

### **Where to Get the Answers to Your Questions:**

**Your Child's Teachers:** can help with matters concerning your child's progress, the curriculum or any other issues directly related to the classroom. If you have questions or concerns, please call or email to schedule a conference.

**School Secretaries:** Mrs. Karen Harvey & Mrs. Cindy Swigart

- can help you with general school information and attendance matters

**School Counselor:** Mr. Chris Zuercher

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

**School Resource Officer:** Mr. Keith Swisher

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

**Assistant Principal:** Mr. Andrew McFarland

- can help support your student with social, academic, and behavioral concerns

**Building Principal:** Mrs. Barb Green

- can help you on matters relating to school-wide operation policy, provide you with school information, or help you resolve academic and other school problems.

**PTO:** The Parent Teacher Organization is an important partner in your child's education; providing opportunities for the parents to work with the school staff. The PTO conducts or assists with moneymaking projects throughout the school year. These funds are then used to purchase materials and equipment to enhance the educational offerings and atmosphere at Shelby Middle School.

PTO meetings will be held on the second Thursday of each month at 6 pm in the SMS library.

**Shelby Middle School Website:** newsletters, teacher/team pages, schedules, resources etc.

[www.shelby12.org](http://www.shelby12.org) – Schools → “Middle School”

## Teaching Faculty and Staff

### Language Arts

5<sup>th</sup>- Kelly Shaffer  
5<sup>th</sup>- Caren Garrett  
5<sup>th</sup>- Kellie Seibert  
6<sup>th</sup>- Stefanie Kellenberger  
6<sup>th</sup>- Michelle Ingle  
7<sup>th</sup>- Amy Bogner  
7<sup>th</sup>- Natalie Huggins  
8<sup>th</sup>- Abby Eldridge  
8<sup>th</sup>- Jen Stroup  
8<sup>th</sup>- Jessie Huggins

### Math

5<sup>th</sup>- Whitney Collins  
5<sup>th</sup>- Jen Goth  
5<sup>th</sup>- Jordan Nelson  
6<sup>th</sup>- Cindy Guertler  
6<sup>th</sup>- Jordie Garrett  
7<sup>th</sup>- Jen Walter  
7<sup>th</sup>- Stephanie Hoffman  
8<sup>th</sup>- Nina Blake  
8<sup>th</sup>- Baylie White  
8<sup>th</sup>- Nick Eddleblute

### Science

5<sup>th</sup>- Jordan Nelson  
5<sup>th</sup>- Jen Goth  
5<sup>th</sup>- Whitney Collins  
6<sup>th</sup>- Nathan Craig  
6<sup>th</sup>- Mindy Rowlands  
7<sup>th</sup>- Jennifer Nelson  
7<sup>th</sup>- Jeremy Miller  
8<sup>th</sup>- Ed Ingle  
8<sup>th</sup>- Steve Clark

### Social Studies

5<sup>th</sup>- Kellie Seibert  
5<sup>th</sup>- Kelly Shaffer  
5<sup>th</sup>- Caren Garrett  
6<sup>th</sup>- Nathan Craig  
6<sup>th</sup>- Mindy Rowlands  
7<sup>th</sup>- Jennifer Nelson  
7<sup>th</sup>- Jeremy Miller  
8<sup>th</sup>- Mike Walter  
8<sup>th</sup>- Rob Mahaney

### Title I

5<sup>th</sup>- Chris Lifer

### Computers

5<sup>th</sup>-6<sup>th</sup> Paulette Ream

### Evolution of Gaming

7<sup>th</sup>-8<sup>th</sup> Steve Clark

### Sci-Tech

7<sup>th</sup>-8<sup>th</sup> Brian Madison

### Art

5<sup>th</sup>-8<sup>th</sup> Tracy Mathys

### Health/Wellness/PE

5<sup>th</sup>-6<sup>th</sup> Joy Bowman  
7<sup>th</sup>- 8<sup>th</sup> Jackie Fike

### General Music

5<sup>th</sup> – Casey McCall and Tim Mayer

### Band

6<sup>th</sup>-8<sup>th</sup> Casey McCall and Tim Mayer

### Choir

6<sup>th</sup>-8<sup>th</sup> Brian Nabors and Ariel Stehura

### Family Consumer Science

7<sup>th</sup>-8<sup>th</sup> Gwen Schwemley

### D.A.R.E

5<sup>th</sup>- Officer Keith Swisher

### MD

Jill Holland

### Intervention

Greg Gallaway  
Kelly Lesseuer  
Katie Wiles  
Jessie Huggins  
Joey Feichtner  
Morgan Studd  
Ashlee Craig

**SHELBY CITY SCHOOL  
COVID-19 Face Covering Policy**

**In the event that local, state, or federal health officials issues any mandate regarding the wearing of face coverings that conflicts with provisions of this policy, the District will suspend the conflicting provisions of this policy and comply with the mandate from health officials.**

**Staff:**

All school staff members must wear a face covering made of cloth/fabric that covers the employee's nose, mouth, and chin, unless covered by an exception recognized by the Ohio Department of Health. A face shield made of flexible plastic that wraps around the wearer's face and extends below his or her chin may be an acceptable face covering under certain circumstances as determined by the Superintendent or his or her designee. "Staff members" is an inclusive term and includes but is not limited to all salaried and hourly employees, vendors, contractors and volunteers.

A staff member may be required to answer questions and/or supply documentation as appropriate if he or she requests not to wear a face covering. The Superintendent or his or her designee's decision to grant or deny an exception or whether a face shield may be used is final.

**Students:**

All students in grades pre-K through 12 must wear face coverings while: (1) on a school district bus, (2) on district property (including when moving in the hallways and common areas of school buildings), and (3) in classrooms when physical distancing of six feet is not possible.

Requests for exceptions under this section as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent/designee, who may request documentation justifying the exemption.

The face covering requirement does not apply while:

1. The student is eating;
2. The student is engaged in outdoor recess and/or physical education class where students are able to maintain physical distancing of at least six feet;
3. The student is in a classroom in which all students are able to maintain at least six feet of physical distance during instruction; and
4. Students are engaging in activities where wearing a face covering would significantly impair a student's ability to receive necessary services (Ex. administration of medication, provision of speech therapy).

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student or staff member's ability to comply with this policy.

**General Provisions:**

Failure or refusal to wear a required face covering by a staff member or student may result in discipline in accordance with other District policies, handbooks, and/or codes of conduct, as

applicable. If a student who is required to wear a face covering does not have one, he or she will be provided an acceptable face covering by a staff member.

This policy shall supersede any conflicting provisions in other District policies, handbooks or procedures.

The Board authorizes the Superintendent to amend these requirements as necessary to meet federal and state guidelines.

## Arrival and Departure

### **School Arrival:**

#### **7:10am – Building Doors Open, Breakfast begins being served**

If **dropping your child off**, please enter the drive next to the high school sign, follow the arrows through the parking lot, and drop your student off by the gym doors. Exit right to Sunset Dr.

#### **7:30am – Tardy Bell, School Begins**

### **Departure:**

#### **2:25pm – Dismissal Bell**

When **picking up your child at the end of the day**, please use the gymnasium parking lot in order to help alleviate congestion and keep our students safe. Once busses begin to exit the parking lot, please be allow them to exit first so that schedules may be kept.

### **Signing in/signing out:**

Students arriving late to school must report to the school office and sign in on the Student Attendance Register. If it is necessary for students to leave school during the school hours, a note should be sent to the office that morning. Students leaving the school during school hours must be signed out by the parent/guardian on the Student Attendance Register before leaving the building. Parents are urged to arrange medical/dental appointments outside of the school day. Written permission should be sent by the parent/guardian for someone else to remove a student from school.

\*Please remember that the main entrance is the only door accessible during school hours. All other entrances are locked.

### **Visitors:**

Parents and volunteers are always welcome to visit the school. Please schedule visits with teachers at mutually agreeable times. The safety of children at school is a primary concern of school staff. State law requires that **upon arrival at school, all visitors must enter at the main entrance, come to the office and sign in**. This sign-in applies to volunteers, business partners, and PTO members as well. We ask that all visitors wear a badge from the office. Students not enrolled at the school are not permitted to come to the building to visit classes or teachers during the school day unless prior approval has been given. Visitors in the building are carefully monitored.

### **Walking To and From School:**

1. Please discuss with your child the safest route to and from school. Please impress upon your child that it is important that he/she obey the crossing guards(s).
2. Remind your child about not walking through or playing on private property.
3. Walk on sidewalks. Use appropriate crosswalks.

4. Warn your child about not talking to or accepting rides from strangers and about reporting suspicious strangers to you and the school.

### **Bicycles/Skateboards/Rollerblades:**

1. Bike riders are to obey all traffic rules and regulations.
2. Bikes must be walked in the crosswalk, on school grounds, and especially in the bus lanes.
3. Once on school grounds, bikes must be parked in the racks provided.
4. The school accepts no responsibility for bikes parked on school grounds.
5. Only one rider is to be on a bike.
6. No skateboards, scooters, or roller blades are permitted to be ridden to or from school.
7. Not following the rules may result in the loss of bike privileges and other school consequences.

## **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. 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. 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 Board annually.
2. Routes established may only be changed by the Board with the recommendation of the Transportation Supervisor and the Superintendent. The Transportation Supervisor is permitted to temporarily alter a route.
3. If a student is to be picked up or dropped off at a babysitter during the entire school year, parents must provide this information prior to August by calling (419) 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. School Bus Stops (O.A.C. 33301-83-13)

Pick-Up crossing the road in front of the bus:

- a. Stand in a designated safety spot chosen by the driver.
- b. Wait until the bus stops and watch for the driver's hand signal. When the driver lowers his/her hand check traffic both ways and go straight across the road in front of the bus and walk down to the door.
- c. Quickly and quietly walk to your assigned seat.

8. Drop –Off crossing the road:

- a. Once off the bus, take 10 steps forward until you can see the driver's hand and face.
- b. Watch for the driver's hand signal. When the driver lowers his/her hand, go to the center of the road and stop. Look both directions, making sure it is safe before proceeding.
- c. If the driver sounds the horn, this means danger. Look for traffic first, and then look at the driver for further instructions.
- d. Once across, go to your designated safety spot chosen by the driver, and wait until the bus leaves.
  1. NEVER go back and pick up something you dropped.
  2. Do not go to the mail/paper box until the bus leaves.

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

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

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

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

### **Video Cameras in Transportation Vehicles:**

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

### **Head Lice:**

Students who are found to have 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, transportation supervisor, and/or building principal. The principal will meet with the student(s) involved in the Bus Conduct Report, call home and send a copy of the report home.

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



## Medical Information

Each year parents fill out a white enrollment card and return it to the school. This form is necessary in case of an emergency during school hours.

### **Medical Attention At School:**

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

### **Prescription and Non-Prescription Medicine:**

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

If medication needs to be taken while at school, the medication must be kept in the office and administered by the health aide, school secretary, principal, or designee. State law forbids the dispensing of any medication, without specific permission. The **permission form** (available in school office and/or physician's office) must be turned into the office and signed by both the parent and the doctor. The medicine must be in the original container, with the following information on the label – the child's name, the name of the medicine, the time to take it, and the dosage recommended. Students are not permitted to carry medication with them (except inhalers). All drugs must be turned into the office for dispensing. This includes “over the counter” medications such as cough drops, Tylenol, Advil, Benadryl, etc.

### **Inhalers:**

In order for a student to possess and use an inhaler, the required form signed by the doctor and parent must be submitted to the principal or health aide.

### **Head Lice:**

Unfortunately, students sometimes get head lice. When an active case of head lice is found, the student will be sent home with instructions on the use of medicated shampoo. The parent/guardian will be instructed concerning the shampoo procedure, nit removal, other cleaning recommendations from clothing, bedding, combs, brushes, upholstered furniture, and carpeting. **The student must be accompanied by a parent/guardian upon returning to school.** A recheck will be conducted by the health aide or designee unless a physician's note is presented by the parent. If nits (lice eggs) are still present, the parent/guardian will be notified immediately as the student must be **NIT-FREE or be excluded from school until the hair is nit-free.** If a student does not return to school within **two days, the student's absence will be considered unexcused.**

\*\*\*Students are also not permitted to ride the school bus to or from school until they have been cleared.

## 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. Being familiar with these rules is the responsibility of each SMS student and his/her parents/guardians.

Misconduct by a pupil that occurs off 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 to respect ALL school personnel at ALL times. School personnel have protection under Ohio Law from disrespectful types of student harassment for twenty-four hours each day. Any conduct away from school which has a detrimental effect on school discipline and welfare may come within the scope of the school’s authority.
- 11. Profanity/Obscenity/Offensive Displays:** A student shall not use profanity or obscene language, gestures, signs, pictures of publications, objectionable material, written or verbal, while communicating with any other person on school grounds or at any school activities. Furthermore, no student shall display gang symbols/colors, or racial/hate symbols or slurs while at school or at any school sponsored activity.
- 12. Harassment, Hazing and Bullying:** All Shelby City Schools abide by the Board-adopted policy entitled Hazing and Bullying (JFCF). Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is an intentional written, verbal, physical, or cyber act that a student has exhibited toward another particular student more than once and causes a school distraction. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive

that it creates an intimidating, threatening or abusive educational environment for the other student.

This includes sexual harassment, which can include but is not limited to unwanted touching, verbal comments of sexual nature, sexual name calling, repeated propositions, and unwanted body contact. Students are encouraged to report all types of harassment, hazing and bullying to school personnel. SEE SEXUAL HARRASSMENT at the back of the handbook for additional information and guidance.

- 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.

## **Violation of Electronic Device Policy**

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

- 1<sup>st</sup> Offense:** Confiscation of device, returned at end of the school day, and detention is assigned.
- 2<sup>nd</sup> Offense:** Confiscation of device, parent/guardian picks it up at their convenience and Thursday School assigned.
- 3<sup>rd</sup> Offense:** Confiscation of device, parent/guardian picks it up at their convenience and intervention meeting with parent/guardian.
- 4<sup>th</sup> Offense:** Confiscation of device, parent/guardian picks it up at their Convenience, In-School Detention is assigned, and device must be dropped off at the office every day for the remainder of the school year.

## **Hall Conduct**

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

## **Bag Policy**

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

## **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 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, and 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 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 confiscation 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 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, 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.

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

### **Cafeteria Regulations**

Students may chose to bring their lunch to school or to purchase the hot lunch provided by the cafeteria. Lunches from commercial restaurants and pizza establishments are prohibited unless prior approval is obtained from the principal or assistant principal. Students may prepay at the cash register in any amount by cash or check. All students are required to help maintain the cleanliness of the cafeteria by returning silverware and trays to the dish room and by disposing of all trash in the trash containers.

Excessive noise, offensive eating habits, and exchanging food should not occur. Students are not to take food out of the cafeteria. When students are dismissed from the cafeteria, they should leave the table and surrounding areas clean and orderly.

### **Playground Conduct**

1. Remain on school grounds, and within the assigned boundaries of the play area.
2. No rough games are permitted. This includes tackle football, wrestling, chasing, and shoving.
3. Throwing rocks, stones, and snowballs is not permitted.
4. Sliding on ice is not permitted.
5. Playing around cars, on steps, on the ramp, and near trash containers is not permitted.
6. Only one person is to be on a swing at a time. Do not hook arms or legs while swinging. No one is to go under a swing.
7. Use playground equipment properly – do not climb on top of any of the jungle gyms.
8. Hard footballs, baseballs, and baseball bats are not permitted.
9. Quickly and respectfully line up at the end of recess and quietly enter the building.
10. Students are expected to go outside for recess unless it is raining or the temperature or wind chill factor is below 15 degrees (as reported on Accuweather.com). Students are allowed to stay in due to illness or injury only when we have a written or verbal request from the parents. (A doctor's request may be required).

### **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 have been adopted by the Shelby Board of Education in accordance with requirements of the Missing Child Act:

1. 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.
2. Arrangements of pre-planned absences should be completed in advance whenever possible.
3. An attempt to contact parents will be made if the school has not received notification of the student's absence.

4. 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.

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

1. Illness of the child;
2. 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;
3. Quarantine of the home;
4. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;
5. Medical or dental appointment. The principal may require the written statement of a physician or dentist if it's deemed appropriate;
6. Observance of religious holidays;
7. College visitation. The principal may require verification of the date and time of the visitation by the college, university, or technical college;
8. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. Absences due to a student being homeless; or
10. 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. Every minute that a student misses school is documented as absent. Minutes are accumulated toward a student's attendance status.

#### **Attendance Status:**

- **Excessive Absence** - 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.

#### **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.

### **Unexcused Absences**

Unexcused absences are considered truancy, and this type of absence may eliminate the opportunity to make up missed work/quizzes/tests for credit. Any student who is absent from school without his/her parent's and/or the school's permission will be considered truant and/or unexcused.

### **Tardiness to School**

The SMS school day begins at 7:30am. Students are expected to be in class, ready to learn at that time, or they will be marked as tardy.

Upon entering the building, the student must report to the office, sign in, and receive a pass. If the student does not have a legitimate excuse, it will be recorded as an unexcused tardy.

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

Tardiness will be documented, and if excessive may result in the following consequences:

1. 3 Tardies: Warning Letter sent home, conversation
2. 4-5 Tardies: One-hour after school detention (2:30-3:30)
3. 6-7 Tardies: Thursday School (2:30-5:00)
4. 8+ Tardies: Intervention meeting scheduled with parent/guardian. Discipline will be at the discretion of the Principal and/or Asst. Principal.

### **Late to Class**

Students are expected to report to class in a timely manner. Teachers reserve the right to enforce their own penalty for lateness. Excessive tardiness to class may cause a student to be referred to the office for discipline at the discretion of the principal.

### **Permits to Leave Building (Early Dismissal)**

If a student has to leave the building for any reason during the school day, he/she must get an early dismissal slip from the attendance office. You may receive this permission by presenting a note from a parent/guardian to the attendance office between 7:20-7:30: a.m., or a parent/guardian may call to inform the attendance office of the need for an early dismissal. If an emergency should arise or if you should become ill while at school, you should report directly to the office. Should it become necessary that you go home, a parent/guardian will be called and arrangements will be made to get you home.

Leaving the building without permission of school personnel is classified as truancy and will result in appropriate discipline.

## **Make-Up Work**

Daily Work: Make-up work for excused absences should be completed by making arrangements with each individual teacher. It is the student's responsibility to obtain and turn in work in a timely manner. The time and nature of the make-up work is designated by the teacher.

Request for Homework: In cases of extended excused absences (more than 2 days of school), assignments should be requested through the office. Please allow a day for materials to be compiled.

Vacations: Arrangements must be made in advance with the office for vacations. Students are to get an Absence/Homework Request Form from the office and have all teachers sign the form and return it to the office. The time and nature of the make-up work is designated by the teacher.

## **Grading Policy**

Each teacher/team/or grade level, has established a grading policy that is in alignment with Board policy. If there is a question about this policy or a specific grade assigned, please contact the teacher and then the principal.

## **Attendance at Extra-Curricular Activities**

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

## **Extra-Curricular Eligibility**

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

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

## **Student Lockers**

Lockers are assigned to all students in the building for the safekeeping of coats, clothing, etc. Each student is expected to use only the locker assigned to him/her, no sharing of lockers.

Nothing is to be placed on the outside of the lockers, nor should they be defaced in any way. Students will be charged for misuse or damage to lockers.

The school assumes no responsibility for the loss of articles. Locks are available to be signed out for students to lock up valuables during the day.

## **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, classrooms, cafeteria area, and school grounds.

## **Water in the Classroom**

Only water is allowed in classrooms during the school day. Any other beverages are to be consumed in the cafeteria. Energy drinks are prohibited.

## **Library/Media Center**

The library/media center is for quiet research, utilizing appropriate materials and computers. There are two ways for admittance, either with a class or with a pass from a teacher. Books, magazines and pamphlets may be checked out for two weeks and reference books may be checked out on an overnight basis.

Students assume responsibility for all materials and will be charged for late, damaged or lost items. Also, no food or beverages should be brought to the library.

## **Textbooks**

Textbooks are the property of the Board of Education, are loaned to every student, and become his or hers personal responsibility. Books should be carefully handled since they must be used by others. Students will be assessed for damage, misuse, marking in books, etc., while assigned to them. These fines must be paid before the end of the school year. Students should cover all textbooks.

## **Fees and Obligations**

At the beginning of the school year, parents will be informed of the school fees (\$40). Please pay these fees promptly. Students will not be permitted to attend nonacademic extracurricular activities if fees, library fines, lunch charges, or other obligations are not paid. If there are financial reasons for not paying fees or other obligations, please contact the office. Students who qualify for reduced or full meal benefits will have their fees waived, but this does not absolve students or families of other financial obligations incurred at school (library fines, damage to school property, etc.). If a student loses or damages a book in some way he/she will be obligated to pay for a replacement. Athletes have a transportation fee of (\$50).

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

All students are responsible for following the rules in the Acceptable Use Policy. All students will receive a copy and must sign and return the form 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.

## **Washington, D.C. Trip**

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

## **School Activities/Incentives/Dances**

Participation in school related activities such as field day, school dances, incentive activities, and other activities that are established to reward/recognize students for good behavior, academic accomplishments, and school attendance may be limited or denied during the course of the school year.

## **Closings, Delays and Emergency Early Dismissal**

In the event that school is closed or delayed, notifications can be found on:

[www.shelbyk12.org](http://www.shelbyk12.org)

Shelby City Schools – Text Alerts (sign up required)

WMFD – [www.wmfd.com](http://www.wmfd.com)

WMAN 98.3FM/1400AM - [www.wmanfm.iheart.com](http://www.wmanfm.iheart.com)

Other local television and radio stations

\*Please do not call the schools as the phones will be needed for emergency calls.

If students need to be dismissed early due to weather conditions, power outages etc., notifications will be sent out. Parents are advised to have arrangements made so that your child knows where to go on days when school might dismiss early. Please be sure to discuss such emergency dismissal plans with your child.

## **Miscellaneous**

### **Change of Address, Phones, Etc.**

Please notify the school office when there is a change in the information on your child's need to be current at all times.

### **Insurance:**

Accident insurance is available to those wishing to purchase it through an authorized insurance underwriter at the beginning of each school year. Forms will be provided in the office.

### **Field Trips:**

Parents will be asked to sign permission slips when children take field trips. The parent's signature acknowledges that the parent is aware that the child will be away from school, and is aware of the nature of the trip and its purpose.

The parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities. Parents, guardians, grandparents etc.

who wish to volunteer or assist during any field trips need to be approved by the Board of Education annually. You will receive a volunteer sign-up sheet in your packet at the beginning of the year. Sign-up at the beginning of the year even if you do not intend to volunteer until later in the year.

**Parties and Deliveries:**

Students are permitted to bring a birthday treat to share with their classmates. We do however ask that there be enough treats for each student in the class to have one. Birthday or any party invitations are not to be passed out at school unless they are for everyone in the class.

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

**Posters and Signs:**

No signs, posters, or banners may be placed in the building without permission of the principal. Lockers are to be decorated for only school-related activities such as sports teams or identification purposes.

**Equal Education Opportunity**

Shelby Middle 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.

**Non Discrimination Statement**

The Shelby City Board of Education will not permit discriminatory practices. To assure compliance with this policy the Board will:

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

## **SEXUAL HARASSMENT**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or educational development;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

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

The Title IX Coordinator: The Board directs the Superintendent to appoint a Title IX Coordinator who is vested with the authority and responsibility for investigating all sexual harassment complaints in accordance with the procedures set forth in the accompanying regulation and staff and student handbooks.

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

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

The District Title IX Coordinator is Paul Walker. His contact information is:

Shelby Board of Education  
25 High School Avenue  
Shelby, OH 44878  
419-342-3520  
walker.paul@shelbyk12.org

## **Notification of Rights under FERPA Student Records and Designation of Directory Information**

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

1. The right to inspect and review the student's education records within 45 days after the 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 authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 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

Last Modified: 12/22/2014