

# Table of Contents

## WELCOME FROM THE PRINCIPALS

Purpose of the Handbook .....	3
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## GENERAL INFORMATION

School Records .....	3
Withdrawal from School and Transfer of Records .....	4
Change of Address and/or Phone Number.....	4
Lost and Found .....	4
Emergency Phone Number .....	4
Use of the School Telephone .....	4
P.T.O .....	5
Lunch with Child.....	5
Request for Students' Addresses or Distribution of Party Invitations.....	5
Room Parties.....	5
Parent Notes for P.E./Recess Exclusion .....	5
Money .....	5
Directory Information .....	5

## ATTENDANCE

Attendance Policy .....	6
Absence Review Panel.....	6
Tardiness .....	6
Arrival and Dismissal Times .....	7
School Closings and Delay Information.....	7
Release of Students During the School Day.....	7

## ACADEMIC INFORMATION

Educational Programs .....	7
Section 504.....	8
eLearning.....	8
Textbook Assistance.....	8
Textbook Rental.....	8
Grading Scale .....	8
Homework .....	9
90% Reading Goal.....	9
Ideas for Helping Your Child .....	9
Field Trips .....	10
Care of Rental Books and School Property .....	10

## TECHNOLOGY

Student use of Computers.....	10
Student Use of the Internet.....	10
G Suite for Education.....	11

**BEHAVIOR GUIDELINES**

Student Conduct.....11  
Shelbyville Central Schools Elementary Character Code .....12  
Student Due Process.....12  
Resolving Differences at School .....17  
Alcohol, Drugs, and Tobacco Policy .....18  
Student Harassment.....18  
Anti-Bullying Provision .....18  
False Reporting of Alleged Bullying Incidents.....19  
Restraint and Seclusion .....19  
Dress Code .....20

**TRANSPORTATION**

Bus Transportation.....20  
Transportation Changes.....21

**SCHOOL SAFETY**

Reporting Accidents.....21  
Surveillance Cameras.....21  
Inspection of Desks, Lockers, and Person .....22  
Organized Criminal Activity .....22  
Pest Control and Use of Pesticides and Herbicides.....22  
Building Security .....22  
Building Visitors.....22  
Fire, Tornado, and Lockdown Drills.....22  
Insurance.....22  
Student Sales.....22  
Bicycle Riding by Elementary Students.....22

**STUDENT HEALTH SERVICES AND RELATED ISSUES**

Student Health Services.....22

**STUDENT SERVICES/RESOURCES**

Breakfast and Lunch Programs.....24  
Homeless Education Enrollment Information.....25  
American Disabilities Act.....25  
Nondiscrimination Policy .....25

## **WELCOME FROM THE PRINCIPALS**

On behalf of the staff of the elementary schools, we are pleased to welcome you and your family to our Learning Community! We are looking forward to an exciting school year with activities aimed at providing an excellent education for your children. Our elementary schools have outstanding staffs committed to the philosophy of working together to make children successful each day and to prepare them for the challenges of tomorrow.

Parents and families play an important part in our schools, and we welcome your involvement! Visiting the classroom or having lunch with your child at school is always encouraged. Just stop by the office for a visitor's pass. All visitors are required to sign in at the school office.

Our Parent-Teacher Organizations are dedicated and hard-working groups. They provide many needed materials and equipment for our schools, as well as sponsor valuable activities. We would encourage you to participate in the many activities and events throughout the school year.

Our school newsletters are sent home electronically, but a paper copy can be sent home at the request of the parent. The newsletters contain important information about school activities.

Please read through the information in the Student Handbook and call us at school if you have any questions. We are here to ensure that your child has a safe and successful school year!

Sincerely,

Deryck Ramey  
Principal, Hendricks  
1111 St. Joseph Street  
398-7432  
djramey@shelbycs.org

Kyle Wheeler  
Principal, Coulston  
121 Knightstown Rd.  
398-3185  
krwheeler@shelbycs.org

Brent Baker  
Principal, Loper  
901 Loper Dr.  
398-9725  
bmbaker@shelbys.org

## **PURPOSE OF THE HANDBOOK**

This information is provided in order to give the students and parents of our schools a better understanding of the policies, rules, and regulations of the school.

While teachers have the responsibility to make education relevant and interesting, students have the responsibility to attend class, to study, to learn, and to conduct themselves in a manner which does not interfere with the rights of others. The following information includes reasonable rules and policies for our school.

We encourage you to read this and discuss with your children any sections applicable to their involvement in the educational process at our elementary schools.

## **GENERAL INFORMATION**

### **SCHOOL RECORDS**

In compliance with federal regulations, the Shelbyville Central Schools have established the following guidelines concerning student records:

- I. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by Federal law or Corporation regulations.

In order to conduct the normal day-to-day school business, the following people may have access to students' records as needed to perform their respective duties and when the information will benefit the student's educational program:

- Local School Administrators,
- Teachers,

- Health Assistants,
  - School Psychologist and Psychometrist,
  - School Counselors,
  - School Social Workers,
  - School Secretaries,
  - Officials of the receiving school when the student moves from our district, and
  - Federal, state, and local government authorities.
2. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to obtain either a hearing with Corporation officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the Corporation's compliance with the Federal Education Rights and Privacy Act.
  3. A copy of the policy and the accompanying guidelines is available at the Corporation office and at the student's school building. Questions or concerns should be addressed to the School Records Officer. If not satisfied at that level, individuals may contact the Corporation Records Control Officer.

SCHOOL RECORDS OFFICER

**School Principal**

**Please refer to front page for information**

CORPORATION RECORDS CONTROL OFFICER

Gail Procell

geprocell@shelbycs.org

803 St. Joseph Street

Shelbyville, Indiana 46176 (317)392-2505

**WITHDRAWAL FROM SCHOOL AND TRANSFER OF RECORDS**

Students withdrawing from school must give notice to the school they are leaving. Records will be transferred to receiving schools within the Shelbyville district. Out-of-corporation transfers will have the students' records sent upon request of the receiving school.

**CHANGE OF ADDRESS AND/OR PHONE NUMBER**

Parents need to **immediately** notify the school office of any changes in address and/or telephone number. Any changes in address during the summer need to be reported to the transportation department at the Administration Office (392-2505).

**LOST AND FOUND**

A Lost and Found is available for students. Items are kept for two (2) months and displayed in a designated school area. All unclaimed items are taken to Goodwill or the Salvation Army. As a reminder:

1. Articles found should be turned in to the school office.
2. Parents should sew names in all clothing and mark other articles if possible.
3. Parents should remind pupils to check with the school office if articles are missing.

**EMERGENCY PHONE NUMBER**

1. Each parent or legal guardian is required to provide the school with an emergency telephone number which may be used in the event that the child becomes ill or injured at school and the parent is not at home.
2. This telephone number should be a relative, neighbor, or friend - not the home telephone number.
3. Notify the school office immediately if phone number, address, and/or emergency number changes.

**USE OF THE SCHOOL TELEPHONE**

The telephone is for school business. Students may have permission to use the telephone in case of an emergency. **Forgotten books, assignments, or uniforms, permission to attend or participate in an extracurricular activity, or permission to visit a friend after school is not a reason for student use of the telephone.** Students will not be allowed to call home for these reasons unless determined necessary by a teacher.

## **P.T.O.**

The Parent-Teacher Organizations exist for the benefit of a close association between the home and school. Meetings and activities are scheduled throughout the school year. All parents are encouraged to participate in the organization. Call the school office to volunteer to assist with or participate in the many P.T.O. activities.

## **LUNCH WITH CHILD**

We welcome parents to have lunch with their children at school. If a parent is eating school lunch, please call the cafeteria or office by 9:30 a.m. to reserve a lunch. Please refer to the wellness policy in this handbook (**FAST FOOD IS NOT ALLOWED IN THE CAFETERIA**). Parents are prohibited from attending recess and returning to class after lunch. ***Only the parent/guardian/family and his or her child may eat together in the designated space.*** For students who wish to bring lunch from home, please send lunches that DO NOT require preheating in a microwave. There is no microwave available to heat lunches.

## **REQUESTS FOR STUDENTS' ADDRESSES OR DISTRIBUTION OF PARTY INVITATIONS**

School personnel cannot give another parent or student an address or phone number for any student. Personal party invitations may not be distributed at school.

## **ROOM PARTIES**

The school holds three (3) parties per year. They are Fall Break, Winter Break, and Valentine's Day. Due to concerns about food safety, food allergies, and interruption of classroom instruction, children that are recognized on their birthdays may be done so by being given special privileges (ie: line leader, teacher helper) or with non-food items (i.e. stickers, pencils). Birthday treats will not be allowed. The district will provide parents with a list of foods that meet the Smart Snacks standards and only allow those foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended. **NO FLOWER OR BALLOON DELIVERIES ARE PERMITTED. These are not allowed on the school bus.** Please refer to the wellness and severe allergy policies in this handbook.

## **PARENT NOTES FOR P.E./RECESS EXCLUSION**

All children are expected to participate in physical education classes and recess activities unless good reasons exist otherwise. Students will be excused from P.E. and/or recess as a result of injury, illness, or restrictive medical condition only. A written note must be provided to explain the reason for exclusion. **Any request for more than three (3) days should include a physician's statement.**

## **MONEY**

Children are discouraged from bringing unneeded or excessive amounts of money to school. It is best to send checks for book rental, lunches, pictures, etc., in an identified envelope. On the envelope, include the child's name, teacher's name, date, and purpose for money.

## **DIRECTORY INFORMATION**

The Shelbyville Central Schools have established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the School Records Officer, in writing, within seven (7) days from the date of this notification that he/she will not permit distribution of any or all of such information:

name; address; telephone number; photograph and videotape not used in a disciplinary manner; student work displayed at the discretion of the teacher with no grade displayed; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; height and weight of members of athletic teams; honors and awards received; and any other information the Corporation does not consider harmful or an invasion of privacy, if disclosed.

Directory information shall not be provided to any organization for profit-making purposes other than those affiliated with a school activity, such as school pictures.

You may also get phone extensions, e-mail addresses, and other pertinent information at the Shelbyville Central Schools web site located at [www.shelbycs.org](http://www.shelbycs.org) or by calling your school's office. *If you have questions of interpretation or concerns about the information contained in this handbook or the policies or procedures of Shelbyville Central Schools, please call or contact your building principal. The rules and policies of this handbook are subject to change by action of the Shelbyville Central Schools Board of Trustees, and may be in effect after public notification.*

## **ATTENDANCE**

### **ATTENDANCE POLICY**

State law requires that all students, under the age of sixteen (16), be in attendance all days that school is in session. If a student is to be absent all or part of a day, the parent is to notify the school office on the day of the absence. ***Calls should be made to the school office by 8:30 a.m.*** Failure to notify the school office may result in the absence being counted as "unexcused." ***Excused absences are given for the following reasons:*** Personal illness of the student, doctor's note, or death of a family member.

Whenever it becomes necessary for a parent to take a child out of school for a prearranged personal absence, the principal needs to be contacted two (2) weeks prior to the absence. The following items will be taken into consideration when considering this request:

1. Attendance record (both excused and unexcused days);
2. Current school performance (grades, conduct, effort);
3. End of grading period or during standardized testing.

Prearranged absence forms are available in your child's school office.

Upon your child's return, he/she will be given the work that was missed during the absence. Your child will have the same number of days missed to complete and turn in the missing work. Work not turned in by this deadline will be a zero.

All other absences will be considered as "unexcused." In cases of extended illness, parents are encouraged to call the school to obtain assignments and books for the student to work on while he/she is at home.

Students who accumulate an excessive number of absences will be notified by the school office. **Students who have accumulated more than 10 absences will be asked to provide documentation in order to be considered excused. In those instances where poor attendance continues, the student and parent(s) may be referred to the Shelbyville Central Absence Review Panel.** Failure to have your child attend school on a regular basis may also cause charges of educational neglect to be filed against the parent(s).

### **HABITUAL TRUANT**

Legal Reference: I.C. 20-33-2-11

Effective July 1, 2013, SEA 338 amends IC 20-20-8-8. Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

- All students who are at least thirteen (13) years of age but less than the age of fifteen (15) years, and who are determined to be a habitual truant per the definition above, are subject to Indiana Code 20-33-2-11, which provides that any person who is determined to be a habitual truant as defined by school board policy cannot be issued an operator's license or learner's permit until the age of 18 years, or until the student's attendance record has improved as determined by the school board upon review of the student's record.
- Procedures developed for the administration of this law, shall include provisions for periodic review of all students determined to be habitual truants, and their reclassification, when warranted. These procedures will be developed by the Superintendent or his/her designee.

### **Additional Legal References:**

I.C. 20-33-2-7 Compulsory Attendance; Parents' Responsibility

I.C. 20-33-2-8 Compulsory Attendance for Full Term; Duty of Parent

### **ABSENCE REVIEW PANEL**

The Absence Review Panel is composed of school and local officials charged with the responsibility to protect children. The Prosecutor's Office, Department of Child Services, Shelbyville Police Department, school officials, and Probation Office are represented on the committee. Students are referred to this panel when they have excessive absences or tardiness to school. Parents are then called to appear before this panel. Parent attendance is required at these meetings.

### **TARDINESS**

Students are expected to be in school and in class at the assigned times. A student is tardy when arriving at school after the tardy bell. If a parent/guardian needs to sign a student out early, this will be coded as an early check out. Both tardies and early check outs count against a student's attendance record.

## LEAVING SCHOOL:

Children are expected to remain at school throughout the school day unless a note or telephone call is received by the school office. Parents arriving to pick up children before dismissal are required to come to the school office. The student must be signed out before leaving. No student shall be released to anyone whose signature authorizing such custody is not on file in the building.

## **ARRIVAL AND DISMISSAL TIMES**

The Shelbyville Central school buses arrive at 7:30 a.m. Students may enter the building at 7:25 a.m. with the tardy bell ringing and instruction beginning at 7:45 a.m. Dismissal will be at 2:30 p.m. on Monday, Tuesday, Thursday, and Friday. On early dismissal day (Wednesday), students will be dismissed at 1:55 p.m.

Students will be required to leave the school grounds immediately upon dismissal. Only students who have permission from their parents will be able to stay for athletics, scouts, after-school programs, and special occasions. It is our desire to do everything to make this an accident-free and educationally profitable year for every child.

## **SCHOOL CLOSING AND DELAY INFORMATION**

There are times when severe weather may cause an alteration of the school day or may close the schools altogether. In the case of a two-hour delay, all buses will run two (2) hours later than regularly scheduled. A one-hour delay will have the buses running one (1) hour later than normal. When schools are closed, no one is to come to the school buildings.

In case school must be closed early, notification to parents will be made using the same media. **Be sure your child has an up-to-date alternative emergency plan if school is dismissed and you are not at home.** Our schools request that an emergency dismissal form is completed by the parent/guardian and kept on file in the school office. This form is included in the packet of information received during registration at the beginning of the school year.

All closings and delays are announced on radio, television, the web site for Shelbyville Central Schools, and School Messenger. Please check with television stations: Channels 6, 8, and 13. Radio stations to tune in will be WKWH, 1520 AM, WZPL 99.5 FM, and WTPI 107.9 FM. Web site: [www.shelbycs.org](http://www.shelbycs.org).

## **RELEASE OF STUDENTS DURING THE SCHOOL DAY**

1. Principals and teachers are not to release pupils, when in custody of the school during the school day, to individuals other than the parents or legal guardians, unless absolute proof of identity and responsibility of the person requesting release has been presented.
2. Parents or guardians requesting such release **must** come to the school office to make proper arrangements.
3. ***If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school, in writing, of any limitations the rights of the non-custodial parents. Without such notice, the school will presume that the student may be released in the care of either parent.***

## **ACADEMIC INFORMATION**

### **EDUCATIONAL PROGRAMS**

#### SPEECH AND HEARING THERAPY:

Services are available for children with speech-related needs.

#### SPECIAL EDUCATION:

Students are entitled to services including consultations, testing, and special classes through Shelbyville Central Schools.

#### PROCEDURES/SERVICES:

A formal referral/testing/placement process is in effect for children identified in need of service. Parents are involved in the procedure.

#### RESOURCE ROOM:

Full-time or part-time assistance is provided for students having a learning disability, emotional problems, or a mild mental handicap.

#### AT RISK COUNSELING:

A social worker is available for consultation with students and may also be able to help with needed resources.

## **SECTION 504**

If there is a diagnosed medical condition that interferes with your child's education please contact the school administration to learn more about the Section 504 process. Section 504 protects all students with a mental or physical impairment which is defined as follows:

- A. substantially limits one or more major life activities,
- B. has a record of such impairment, or
- C. is regarded as having such impairment.

The Corporation will identify, evaluate, and provide an appropriate education for students who are determined to be disabled under Section 504.

Parents who feel their child may qualify should contact the Section 504 Compliance Officer for the school the child attends. In the event a satisfactory resolution is not made, parents may contact the Corporation Compliance Officer.

BUILDING LEVEL SECTION 504 COMPLIANCE OFFICER

### **School Principal**

**Please refer to front page for information.**

CORPORATION SECTION 504 COMPLIANCE OFFICER

Mary Harper, Assistant Superintendent

[meharper@shelbycs.org](mailto:meharper@shelbycs.org) 803 St. Joseph Street, Shelbyville, Indiana 46176 (317) 392-2505

## **ELEARNING**

Shelbyville Central Schools utilizes IDOE's virtual option for delivering eLearning when school has been closed due to inclement weather. SCS will make up hours during an eLearning Module window which will open the same day school has been closed and remain open for one week. Students will be required to complete the work in the eLearning modules. Each school will open labs during the eLearning Module window for students that might have challenges learning away from the building. (i.e., internet and computer access, special need accommodations)

## **TEXTBOOK ASSISTANCE**

Students who qualify for free lunches may also qualify for textbook assistance. Be sure you complete the forms accurately.

## **TEXTBOOK RENTAL**

Students are given textbooks and consumable materials to use during the school year. These textbooks are leased to the student. Textbook rental fees are payable at the beginning of the school year at preregistration time. Parents should come prepared to pay for the books at that time or to make arrangements for paying the rental fee.

Failure to pay the textbook rental fee will result in the school corporation filing against the parents in small claims court. It is critical that all parents pay students' fees and book rental in a timely fashion.

## **GRADING SCALE**

The following grading scale is used in grades two through five (first and second semester).

A+ = 99 – 100	A = 93 – 98	A- = 90 – 92
B+ = 88 – 89	B = 83 – 87	B- = 80 – 82
C+ = 78 – 79	C = 73 – 77	C- = 70 – 72
D+ = 68 – 69	D = 63 – 67	D- = 60 – 62
F = 59 and below		

### **GRADING**

- A. Fourth grade students will receive credit in Science and Social Studies first semester with letter grades second semester.
- B. Fifth grade students will be given grades in Science and Social Studies all year.
- C. Letter grades will be given the second semester of first grade.

### **EXTRACURRICULAR ELIGIBILITY:**

A student who receives a failing grade at midterm or at the time report cards are issued in any subject, including effort, conduct, art, P.E., and music, will be placed on a two (2) week probation. The student may not practice or participate with his/her team during that period. If the student does not improve the grade after two (2) weeks, he/she is prohibited from participating for the rest of the season. For the track season, grades will be checked



at midterms and the Monday prior to the track meet. Students cannot have a failing grade or unsatisfactory to participate. Students must also attend school the day of an event to participate.

### **REPORT CARDS:**

**Report cards are issued following the conclusion of each nine-week grading period and midterms at four and one-half weeks. Children are to return report cards back to school with parent signature.**

### **AWARDS AND HONORS:**

Each school gives unique awards and honors. At each school, honor roll eligibility will be determined by using the year-end average for Accelerated Enrichment classes in grades three through five. In grades two through five, students must earn honor roll three (3) out of four (4) grading periods. A student must also average an S (satisfactory) in conduct, effort, art, P.E., music, and handwriting to be eligible for honor roll. To receive perfect attendance, a student must have no tardies, absences, or check-ins/outs.

### **RETENTION:**

The school reserves the right to retain a student when a child has shown little academic progress during a school year. While efforts will be made to make the decision a cooperative one between the school and home, the recommendation of the school shall override parental request on retention and promotion.

### **HOMEWORK**

Your child will have homework. There are several reasons for the homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide opportunity for growth in responsibility.
5. To provide an opportunity to see what your child is studying and how well he/she is doing.

Learning is important, and learning should continue after school hours. The daily homework in no way is to be viewed as a punishment, but as a way for encouraging and extending learning. A student should spend approximately ten minutes per his/her grade level on homework (i.e., reading, library book, studying math facts or spelling words, assigned activities from the teacher).

### **90% READING GOAL**

Shelbyville Central School Board set a goal that states 90% of students will read at or above grade level by the end of third grade.

### **IDEAS FOR HELPING YOUR CHILD**

PARENTS CAN DO THEIR PART TO IMPROVE HOMEWORK WHEN THEY:

1. Cooperate with the school to make homework effective.
2. Provide their child with suitable study conditions (desk or table, lights, books). Reserve a time for homework.
3. Encourage their child but avoid undue pressure.
4. Show interest in what their child is doing, but do not do the work for him/her.
5. Contact their child's teacher with homework concerns.

CHILDREN WILL IMPROVE THEIR STUDY HABITS BY OBSERVING THE FOLLOWING:

1. Be sure each assignment is understood.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much, time on each subject.

## **FIELD TRIPS**

Field trips are a means of motivating students and enriching their educational experiences. The Board of School Trustees and the school principal approve such trips. A universal permission signed by parents at the beginning of the year covers all grade level field trips. Field trip information will be communicated by the teacher. This consent is required from the parents of students participating in these field trips. If any changes or additions in scheduled trips should occur, parents will be notified and written permission to attend will be required. Students are expected to exhibit appropriate behavior, as outlined in the student conduct section, during any type of school trip.

## **CARE OF RENTAL BOOKS AND SCHOOL PROPERTY**

Pupils are responsible for exercising reasonable care and protection of school property, including rental and library books. Carelessness resulting in loss or damage to school property may result in a fine charged to the pupil and/or his/her parents.

## **TECHNOLOGY**

### **STUDENT USE OF COMPUTERS**

The Shelbyville Central Schools provide computers and related technology for the use of students to enhance their educational opportunities. The use of these technologies is a privilege. The Shelbyville Central Schools reserve the right to revoke a student's privilege of using technology within the school setting at any time.

Any misuse of school corporation technology may result in suspension or expulsion from school, as well as financial restitution for damage to school hardware or software. Misuse may include, but is not limited to, the following:

- intentionally seeking information on the hard disk other than that authorized by the teacher; obtaining copies of other files; and modifying files, programs, other data, or passwords belonging to others.
- misrepresenting other students through the use of technology.
- disrupting the operation of the computer through abuse of the hardware or software available.
- malicious use of the computer to transmit mail, harassment, obscene, profane, vulgar, abusive, or sexually explicit statements, or discriminatory remarks through a network or any other means.
- interfering with others using the technology.
- using disks not purchased from or provided by the school.
- taking disks out of the room.
- using computers without a teacher, an administrator, a staff member, or a lay volunteer (approved by the principal) in the room supervising.
- illegal installation, copying, or use of copyrighted software.
- using another person's password or allowing another person to use your password.
- violation of any local, state, or federal law.
- vandalizing, damaging, or disabling school-owned equipment or software.
- accessing another person's material, information, or files without the direct permission of the student and the teacher.
- any altering of the hardware or software.
- failure to use a virus protection program before opening their file.
- games may be played only when they are assigned by the teacher as a part of the grade or course curriculum.

### **STUDENT USE OF THE INTERNET**

The Shelbyville Central Schools provide access to the Internet for the educational opportunities they afford to students and faculty. As such, this access will 1) assist in the collaboration and the exchange of information, 2) facilitate personal growth in the use of technology, and 3) enhance information-gathering and communication skills.

Students utilizing Shelbyville Central Schools provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Access is a privilege, not a right, which entails responsibility. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

All students and faculty who wish to use the Internet access provided by the Shelbyville Central Schools must comply with the policies and procedures regarding acceptable use of technology. An agreement must be signed by all users prior to accessing the Internet through the Shelbyville Central Schools.

## **G SUITE FOR EDUCATION**

Students will be provided with a G Suite for Education user account as part of the G Suite for Education district account managed by Shelbyville Central Schools. With these accounts, students will have access to G Suite for Education online resources, which include productivity and management tools such as Gmail, Google Drive, Google Calendar, and much more. To remain eligible as users, students' use of their G Suite for Education accounts must be in support of and consistent with SCS educational objectives.

## **BEHAVIOR GUIDELINES**

### **STUDENT CONDUCT**

Students within the Shelbyville Schools Corporation are expected to maintain a high standard of personal conduct. All students are expected to follow the building, classroom, cafeteria, school grounds, and bus rules at all times.

Conduct is closely related to learning, and an effective instructional program requires an orderly school environment. Each student of this corporation is required to follow the Code of Conduct established by the School Board. Such Code of Conduct shall require that students;

- conform to reasonable standards of socially acceptable behavior;
- respect the personal and property rights of others regardless of race, ethnic background, or gender;
- preserve the degree of order necessary to the educational program in which they are engaged;
- obey constituted authority and respond to those who hold that authority.

Students who choose not to follow the Code of Conduct will be subject to disciplinary action, which may include suspension and/or expulsion. Students are under the jurisdiction of the school Code of Conduct on the way to school and home, as well as during the time they are on school grounds or at school-related functions.

### **GENERAL BUILDING PROCEDURES:**

1. Follow directions of all adults.
2. Be courteous and respectful.
3. Walk quietly in halls and stay on the right side.
4. Keep hands, feet, and other objects to yourself.
5. Take care of school property.
6. Expensive, dangerous, or disruptive items are not permitted at school. Skateboards, snow boards, hand-held electronic games, laser pointers, iPods, MP3 players, and/or CD players are strictly prohibited. **Toys and collector cards are not appropriate for school.**
7. Weapons or items that may be used as weapons are strictly prohibited. Bringing weapons to school or threatening to bring weapons to school will result in suspension or expulsion.
8. Students are permitted to bring cell phones to school. The cell phone must remain off prior to the student getting on the bus until the time the student actually gets off the bus at the end of the day. For those students who walk or are dropped off at school, the cell phone must be off and remain off while the student is on school property. The cell phone must remain off and in the student's backpack or coat throughout the school day. Students are not permitted to call or text-message anyone during the school day. Cell phones may be used by students attending or participating in extracurricular events at the conclusion of the event.

### **CLASSROOM PROCEDURES:**

1. Follow directions of teachers.
2. Raise hand before talking.
3. Keep desk and floor area neat.
4. Complete assignments and homework on time.
5. Be respectful and kind to adults and peers.

6. Respect the property of others.
7. Do your personal best each day.
8. Be truthful and trustworthy.
9. Be an active listener.

#### LUNCHROOM PROCEDURES:

1. Use quiet voices.
2. Listen to and follow the directions of the adults.
3. Use polite table manners.
4. Pick up trash on the table and floor when you leave.
5. Get eating supplies before being seated.
6. Follow directions.

#### PLAYGROUND PROCEDURES:

1. Stay on blacktop when grass is wet.
2. Keep hands and feet to yourself.
3. Throwing dangerous items is not permitted (i.e., rocks, snowballs, etc.).
4. Stay out of weeds and trees at edge of playground.
5. Tackle football, keep-away, and flips on bars are not allowed.
6. When sliding, wait your turn on the steps and go down feet first.
7. Take turns on swings and other playground equipment. Stand clear of the swings while waiting. Always sit when swinging - never stand.
8. Follow directions.
9. Practice good sportsmanship.
10. Line up and enter the building quietly when recess is over.

### **SHELBYVILLE CENTRAL SCHOOLS ELEMENTARY CHARACTER CODE**

We are **RESPECTFUL**, **RESPONSIBLE**, and **SAFE**. I promise to **RESPECT** myself, others, and my school. I am **RESPONSIBLE** for my best in reading, math and the rest. I promise to be **SAFE** by following all rules and directions. I pledge to learn all I can and do my best to be all I am!

### **STUDENT DUE PROCESS**

#### SUSPENSION AND EXPULSION OF NONDISABLED STUDENTS

The Shelbyville Central School Board recognizes that removal from the educational programs of the corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

In this event and in accordance with the provisions of I.C. 20-8.1-5-1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

- A. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. 2) An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- B. **SUSPENSION FROM SCHOOL - PRINCIPAL OR DESIGNEE:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- C. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of Rule N listed under the **GROUND FOR SUSPENSION OR EXPULSION** in this policy.

For the purposes of this policy, suspension and/or expulsion shall be as defined in the Indiana Code.

## GROUND FORS SUSPENSION OR EXPULSION

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

### 1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

- a) A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to 5 school days [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.
- b) An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- c) If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student and the student's parents to determine the appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.

2. SUSPENSION FROM SCHOOL – PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days [not to exceed 10 days].

3. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

## GROUND FORS SUSPENSION OR EXPULSION:

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

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

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

### Grounds for suspension or expulsion:

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

- 1) Is a habitual truant under IC 20-33-2-11
- 2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
- 3) Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-17.

I.C. 20-8.1-5.1 - 1 et seq. 20 USC 3551

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type or conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning or any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in a manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
  7. Threatening of intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physical and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, transmitting, any substance which is represented to be like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants or any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form, including electronic cigarettes.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing, or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building, including, but not limited to:
  - a. Bullying (as defined under the "Student Harassment" section of the Shelbyville High School Student Handbook.)
30. Possessing a Firearm or a destructive device; Possessing a deadly weapon; Possessing a "look-alike" firearm, a "look-alike" destructive device or a "look-alike" deadly weapon.
  - a. No student shall possess, handle, or transmit any firearm, look-alike firearm, destructive device, or look-alike destructive device on school property.
  - b. The following devices are considered to be a firearm under this rule:
    1. any weapon which will or is designed to or may be converted to expel a projectile by the action of an explosive;
    2. the frame or receiver of any weapon described above; or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
  - c. A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or;
  - d. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is

NOT a device that, although originally for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- e. No student shall possess, handle, or transmit any deadly weapon on school property;
  - f. The following devices are considered to be deadly weapons for purposes of this rule as defined by I.C. 35-31.5-2-86;
    - a. A weapon, taser, or electric stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
    - b. An animal readily capable of causing bodily injury and used in the commission or attempted commission of a crime, or;
    - c. A biological disease, virus, or organism that is capable of causing serious bodily injury.
3. For the purposes of this rule, a “look-alike” firearm, “look-alike” deadly weapon, and “look-alike” destructive device is considered to be any object shaped, formed, created, displayed, or used to give the impression to others that the student is in possession or intends to use an actual firearm, deadly weapon, or destructive device.

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

An appeal to an expulsion shall be submitted to the Board.

The Superintendent shall develop administrative guidelines, which provide appropriate procedures for implementing this policy, and ensure compliance with applicable statutes.

#### B. Bullying

Definition: Overt, **unwanted**, repeated acts or gestures, including verbal or written communications or images transmitted **in any manner (including digitally or electronically)**, physical acts committed, **aggression**, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

1. This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event; or
  - d. Using property or equipment provided by the school.
2. Bullying by a student or groups of student against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and other impacted by the violations.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.



6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that configured as a bomb, grenade, a rocket with a propellant charge or more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - a type of weapon that may be readily converted to expel an object by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
  - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after that one year period. The superintendent may reduce the length of the expulsion of the circumstances warrant such reductions.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - a weapon, Taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately*) (*may*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

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

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq. I.C. 35-41-1-8 I.C. 35-47.5-2-4 I.C. 35-47-1-5

**RESOLVING DIFFERENCES AT SCHOOL**

When experiencing differences between the home and school, a student and/or parent is strongly encouraged to contact his/her teacher or coach to discuss the situation. Discussion at this level should take place to make sure all parties understand the situation and see the other person's point of

view. This reflects the intent of the School Board.

- If the difficulty is not resolved with the teacher or coach, the student and/or parent should then contact the principal or assistant principal of the building.
- If the difficulty is not resolved, the student and/or parent should then contact the superintendent of schools.
- If the difficulty is not resolved, the student and/or parent should then contact the superintendent's office and ask to be placed on the agenda of the next School Board meeting.

## **ALCOHOL, DRUGS, AND TOBACCO POLICY**

The Shelbyville Central Schools maintain an alcohol, drug, and tobacco-free environment in all school buildings, on school grounds, and at all school-related functions. Students are not to be in possession of any alcohol, drugs, or tobacco or to be under the influence of any of these substances. The Shelbyville Central Schools maintain a smoke-free environment. There is to be no smoking on school property or in school vehicles. For the purposes of this policy, "drugs" shall mean any and all dangerous controlled substances as so designated by Indiana Statute; all chemicals which release toxic vapors, such as glue; prescription or patent drugs, except for those for which permission to use has been given in accordance with Board policy regarding medications at school; and/or any look-alike substances, steroids, amphetamines, depressants, or any substances that the student represents as a drug to other students. The Corporation further prohibits the use, possession, concealment, or distribution of any drug paraphernalia, rolling papers, or pipes at any time on Corporation property or at any school-related event. Students or visitors found in violation of this policy will be subject to disciplinary action, including possible suspension and/or expulsion, by the school and reported to the appropriate law enforcement agency.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is contrary to the Shelbyville Central Schools commitment to provide a physically and emotionally safe environment in which to learn and may be a violation of federal and state law.

Sexual harassment is any unwelcome verbal or physical contact which may have a sexual connotation and creates a hostile, intimidating, or offensive learning environment. Students are to report any incidence of harassing behavior from a fellow student, staff member, or school visitor. Reports may be made to any school personnel the student feels comfortable talking with. If the student feels that appropriate action has not been taken, the student should contact the building principal.

Care will be taken to protect the reporting student from further embarrassment or intimidation. All reports are to be investigated promptly.

### **SEXUAL HARASSMENT COMPLIANCE OFFICER**

Mary Harper, Assistant Superintendent, [meharper@shelbycs.org](mailto:meharper@shelbycs.org) 803 St. Joseph Street, Shelbyville, Indiana 46176 (317)392-2505

## **ANTI-BULLYING PROVISION**

### **BULLYING**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The elementary schools are committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from bullying of all forms.

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

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

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication. School administration is obligated to investigate out-of-school incidents, including online/cyber incidents, if those actions meet the definition of bullying as outlined in this section, and if appropriate, assign consequences.

1. This rule applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - Off school grounds at a school activity, function, or event;
  - Traveling to or from school or a school activity, function, or event;
  - Using property or equipment provided by the school; or
  - Using data or computer software that is accessed through any computer, computer system, or computer network including inappropriate messages, pictures, or videos with the intent to bully, harass or haze other students.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

Anyone who believes that a student has possibly been, or is the victim of bullying is encouraged to **immediately** report the situation to an appropriate staff member such as a teacher, school counselor, or administrator.

### **FALSE REPORTING OF ALLEGED BULLYING INCIDENTS**

False reporting of bullying and harassment is a serious issue. Alleged incidents must meet the legal definition as outlined in the previous section. False accusations are subject to suspension and/or expulsion (From handbook section "Grounds for Suspension or Expulsion.")

1. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
2. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

### **RESTRAINT AND SECLUSION**

Shelbyville Central Schools follows the provisions of Title 513, Indiana Department of Education Committee on Seclusion and Restraint in accordance with IC 20-20-40.

1. Every effort shall be made to prevent the need for the use of restraint or for the use of seclusion on a child.
2. Any behavioral intervention must be consistent with a child's rights to be treated with dignity and respect, and to be free from abuse.

3. Any behavior intervention used must be consistent with the student's behavioral intervention plan, if applicable.
4. Prevention, positive behavior intervention and support, and conflict de-escalation shall be used regularly to eliminate or minimize the need for use of seclusion, chemical restraint, mechanical restraint or physical restraint. Schools shall employ the use of prevention, positive behavior intervention and support, and conflict de-escalation before the use of any seclusion or restraint.
5. Physical seclusion or restraint shall not be used except when used as a last resort in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other less restrictive interventions are ineffective.
6. Use of seclusion or restraint may only be used for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to self or others has dissipated.
7. Teachers and other personnel shall be trained regularly on the appropriate use of effective alternatives to physical seclusion and restraint, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical seclusion and restraint. Schools shall designate certain staff to complete a crisis intervention program yearly.
8. Every instance in which seclusion or restraint is used shall be carefully and continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.
9. Plans restricting the use of seclusion and restraint shall apply to all students, not only students with disabilities.
10. Seclusion or restraint shall never be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
11. Seclusion or restraint shall never be used in a manner that restrict a child's breathing or harms the child.
12. Behavioral strategies to address dangerous behavior that results in the use of seclusion or restraint shall address the underlying cause or purpose of the dangerous behavior.
13. Parents or guardians shall be notified as soon as possible following each instance in which seclusion or restraint is used with their child and will receive written incident report after a student has been subjected to the use of restraint or seclusion. Schools must designate the staff that will be responsible for documenting every instance in which seclusion or restraint was used on a student. The documentation shall include a detailed account of the incident, including the circumstances that lead to the use of restraint and/or seclusion.
14. Parents or guardians shall be informed of and have access to the plan on seclusion and restraint at the child's school or other educational setting, as well as application Federal, State, or local laws.

A complete copy of the Restraint and Seclusion Policy can be found at [www.shelbycs.org](http://www.shelbycs.org)

## **DRESS CODE**

We expect our children to observe some general rules for proper school attire. Parent cooperation not only will help our children feel suitable for school business, but will also enhance the learning environment for our students.

1. Pants are to be worn around the waist.
2. Clothing should be clean and fit reasonably well (includes shoes, hats, gloves, etc.).
3. Halter tops, half-tops, spaghetti straps, short shorts, deep-slitted shorts, bike pants, bike shorts, and other such clothing are not appropriate for school.
4. Good judgment regarding school dress should be exercised.
5. Students should not wear any clothing advertising tobacco or alcohol.
6. Flip flops and sandals without backs are prohibited for safety and health reasons.
7. **CHILDREN DRESSED IN UNACCEPTABLE CLOTHING OR SHOES WILL BE REFERRED TO THE PRINCIPAL FOR CORRECTIVE ACTION PER SCHOOL BOARD POLICY 5511.**

## **TRANSPORTATION**

### **BUS TRANSPORTATION**

Students are encouraged to ride the school bus. It is the intention of the Shelbyville Central Schools to comply with all local, state, and federal laws which apply to the transportation of students to and from school. Riding a school bus is considered a privilege. Therefore, it can be revoked if a student's conduct is not conducive to the safety and well-being of the other passengers and the driver.

**Posted Bus Transportation Rules and Consequences** School bus drivers shall assure that all student passengers observe the following rules:

1. Students shall follow directions of bus drivers the first time they are given.
2. Each student shall be seated immediately upon entering the bus in his/her assigned seat. No student shall be permitted to stand or move from

place to place while the bus is en route.

3. Students shall not engage in any destructive conduct, such as vandalizing seats, windows, etc.
4. Students shall not engage in any disruptive conduct, such as loud, boisterous, or profane language, tripping, holding, biting, or using their hands, feet, or body in any objectionable manner, etc.
5. No window or door shall be opened or closed except by permission of the driver. Students shall keep their hands and head inside of the bus at all times.
6. No student shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
7. Students shall not be allowed to eat or drink on the bus.
8. Students shall not use or have in their possession tobacco or tobacco products on school buses.
9. Students are subject to the rules and regulations of the Shelbyville Central Schools Substance Abuse Policy at those times they are on a school bus.
10. Cumulative 10-day suspension will result in the termination of all transportation privileges for the remainder of the school year.

### **Consequence**

*Driver:*

*Principal/Designee:*

Name - Verbal warning from bus driver

No action

Check #1 - 1st Bus Conduct Report

Verbal warning, possible bus suspension, school consequence

Check #2 - 2nd Bus Conduct Report

Conference with student, contact with parent, possible suspension

Check #3 - 3rd Bus Conduct Report

1-3 day suspension, contact with parent

Check #4 - 4 or more Bus Conduct Reports 4 or more days suspension  
Severe Clauses: Severe violations will warrant immediate suspension from bus and/or school. In this event, Steps 1, 2, and 3 will be by-passed. Severe violation(s) will include, but not be limited to the following: fighting, vulgar language, obscene gestures, spitting, throwing of objects, smoking, lighting of combustible materials (including matches and lighters), destruction of property, and weapons on buses. Severe violations will result in 3-5 day suspension, restitution (where applicable), and possible expulsion from transportation.

If your child needs to be a car rider, please adhere to your school's car rider procedure.

### **TRANSPORTATION CHANGES**

Throughout the school year, students may move and require a change in transportation or require transportation to an alternate address such as a daycare center or child care provider, the Boys Club or Girls Inc. To ensure the safety of our students, it is important we follow a procedure to ensure all transportation requests are handled correctly. Therefore, students who move or need transportation to/from an alternate location other than their residence will need to fill out a "Request for Transportation Change Form" and submit the form to the front office at the school. No change request will be taken over the phone either at the school or the Transportation Department. The form is available at school offices and on our corporation website at [www.shelbycs.org](http://www.shelbycs.org) under "School Information".

As a reminder, it will take up to 24 hours to approve and implement your transportation request - so please plan accordingly. That being said, we do understand that serious situations may occur and in those instances a parent may call into the school office. A student may be kept at school until a parent, guardian, or emergency contact can pick up the student.

## **SCHOOL SAFETY**

### **REPORTING ACCIDENTS**

If your child has been hurt at school, he/she should report the accident to the nearest adult. If your child witnesses an accident, he/she should also report it to the nearest adult.

### **SURVEILLANCE CAMERAS**

As permitted by law, the district uses video cameras on District property to ensure the health, welfare, and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District will comply with all applicable state and federal laws related to maintenance and retention.

## **INSPECTION OF DESKS, LOCKERS, AND PERSON**

A student who uses a locker or desk that is the property of Shelbyville Central Schools is presumed to have no expectation of privacy in that locker or desk (I.C. 20-8.1-5-17). Principals or their designees are authorized to inspect individual desks and lockers in a manner consistent with this policy and applicable Indiana statute. Prior to the search of a student's person and personal items in the student's immediate possession, an administrator shall seek consent of the student. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of law, school rule, or condition that endangers the safety and health of the student or other (I.C. 20-8.1-5.1-25).

## **ORGANIZED CRIMINAL ACTIVITY**

Shelbyville Elementary Schools and Shelbyville Central Schools have established a written policy to address organized criminal activity in schools, in compliance with Indiana Code 20-26-18. This policy can be found at the corporation Website [www.shelbycs.org](http://www.shelbycs.org). Additionally, students and parents can make anonymous notification to the school using our SafeSchool Alert program, a link to the program can be found at [www.shelbycs.org](http://www.shelbycs.org).

## **PEST CONTROL AND USE OF PESTICIDES AND HERBICIDES (DANDELION CONTROL)**

The school corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests, pesticides, and herbicides. The corporation will: 1) attempt to use non-chemical methods of pest control and 2) only use chemical methods of pest control after a determination has been made that non-chemical methods would most probably be ineffective. If spraying of chemicals is required in areas occupied by students or staff, a window of at least forty-eight hours prior to occupation will be observed for such spraying in areas, which are not to be used. For information regarding this issue, please contact Earsel Smith at (317) 392-2505.

## **BUILDING SECURITY**

All school buildings will be secured each day after the students have arrived. One door, near the administrative offices, will be unlocked during the school day. Anyone wishing to enter the building will need to do so through the designated door.

## **BUILDING VISITORS**

Anyone wishing to visit a school building during the school day must register with the appropriate school office upon entering the building. All visitors must register with the school office and receive the appropriate visitor's badge. School personnel are charged with the responsibility of questioning anyone within the school building during the school day who is not wearing an appropriate visitor's designation.

## **FIRE, TORNADO, AND LOCKDOWN DRILLS**

Fire evacuation plans, tornado and lockdown instructions are posted in each room and area of the school building. When the alarm sounds, students should quickly and quietly leave their assigned area and proceed as directed. Running, pushing, talking, or horseplay will not be tolerated during any emergency drill. Students must listen for additional instructions during the drills. The safety and health of your child are dependent upon strict adherence to the rules of fire, tornado and lockdown drills.

## **INSURANCE**

The school does not carry insurance of any kind on students. School accident insurance is available to you and may be purchased during the first weeks of school. The purchase of insurance is recommended for students who participate in competitive athletics.

## **STUDENT SALES**

Students are not allowed to sell merchandise of any kind on school property unless the said merchandise is a school-sponsored fund raiser or has been approved for sale by the principal.

## **BICYCLE RIDING BY ELEMENTARY STUDENTS**

The Board of School Trustees discourages the riding of bicycles to and from school by elementary students. Parents are urged to prohibit the riding of bicycles to and from school by elementary students.

## **STUDENT HEALTH SERVICES AND RELATED ISSUES**

### **STUDENT HEALTH SERVICES**

The Health Clinic is located in the main office. The health assistant is present during school hours. Students needing to visit the clinic must have approval from their teacher.

The health assistant is readily available to meet the health needs of our students. Students should request to see the health assistant only when they are ill or have become injured. School personnel will notify parents of students who are too ill to remain at school or if they have been an injured at school.

Parents will ultimately decide when to seek medical attention for the child.

#### ***Guidelines for Sending/Keeping Students Home***

- Fever above 100, acute cold, severe cough
- Vomiting, nausea, and abdominal pain, repeated diarrhea
- Injuries for questionable fracture/break, head injury
- Possible/probable pink eye (redness, inflammation and discharge from eyes)
- Live Head Lice
- Communicable disease or suspicion of communicable disease
- Other conditions as deemed advisable by the health assistant/corporate nurse

Students who have a fever of greater than 100.0 will need to be fever free for 24 hours without fever reducing medication prior to returning to school.

It is extremely important that the office has current home, work, and emergency telephone numbers on file in the event that the student needs to be sent home during the school day.

#### **IMMUNIZATIONS**

Student Immunization-Public Law 150 requires immunization of all students. Proof of immunization must be on file at the school.

**IC 20-34-4-5-** Each school will require all students to have the required immunizations prior to entering school. Students will not be allowed to attend school without the proper immunization record, or a written and signed waiver from parents based upon religious convictions against immunizations or signed waiver from doctor for medical reasons. Upon the school's discretion, parents may be given a waiver not to exceed 20 school days post enrollment to provide documentation to the school. If this information is not provided, the child can be excluded from school.

CHIRP release- I understand that my child's information, including child's name, date of birth, address, phone number, parent/guardian first name, and immunization data will be entered into the Indiana State Department of Health's Children and Hoosiers Immunization Registry Program (CHIRP). I understand that the information in the registry may be used to verify that my child has received proper immunizations and to inform me or my child of my child's immunization status or that an immunization is due according to the recommended immunization schedules. I understand that my child's information may be available to the immunization data registry of another state, a healthcare provider or a provider's designee, a local health department, an elementary or secondary school, a child care center, the office of Medicaid policy and planning or a contractor of the office of Medicaid policy and planning, a licensed child placing agency, and a college or university. I also understand that other entities may be added to this list through amendment to I.C. 16-38-5-3. If you do not want your child's information entered into the state database, you must notify the school and provide written documentation that you do not want your child in the CHIRP registry.

#### **MEDICATIONS- PRESCRIPTION AND NON-PRESCRIPTION**

All medications must have written consent. If prescription medication is to be dispensed for longer than 4 weeks, the student's physician must sign the consent form. If an over-the-counter medication is to be given, a consent form needs to be filled out and signed by the parent.

All prescription medications and over the counter drugs are to be in the original containers and on file in the nurse's office. The school nurse, health assistant, school secretary, principal, or teacher only with the written permission of the parent will distribute prescription medications to the student. Under no circumstances are students to have prescription medications in their possession (prescription emergency medications, insulin for diabetes, and inhalers for asthma being the exception) during the school day or at a school activity. Medications will need to be brought to the school clinic by the parent. Only students in grades 9-12 are permitted to transport medications to and from school with parent consent.

Students are not to bring over-the-counter medications, health products such as strength enhancing supplements, diet pills, etc. to school. In the event that the student is to take an over the counter medication at school, the parent will need fill out the appropriate form and bring this medication to the clinic or sign a permission for student to transport medication (only for grades 9-12). The medication must be in the original container, with written instructions on when and how much the student is to take. Again, these medications should be kept in the school clinic and not in the student's possession. School personnel must witness any student taking medication. Any violation of this rule could lead to suspension or expulsion from school.

#### **INSURANCE FOR STUDENTS**

The school does not carry insurance of any kind on students. School accident insurance is available to you and may be purchased during the first weeks of school. The purchase of insurance is recommended for students who participate in competitive athletics.

#### **SHELBYVILLE CENTRAL SCHOOLS WELLNESS POLICY**

Shelbyville Central Schools recognizes that good nutrition and regular physical activity affect the health and well-being of all students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and

snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school. However, we believe this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. As part of the wellness policy, SCS prohibits bringing in fast food for your child's lunch. In addition, due to concerns about food safety, food allergies, and interruption of classroom instruction, children that are recognized on their birthdays may be done so by given special privileges (i.e.: line leader, teacher helper), or non-food items (i.e.: stickers, pencils). The district shall provide parents with a list of foods that meet the Smart Snacks standards and only allow those foods to be furnished for classroom activities/celebrations related to curriculum. Store bought items with a label are recommended.

A complete copy of the Wellness Policy can be found at [www.shelbycs.org](http://www.shelbycs.org).

### **SEVERE ALLERGIES**

Shelbyville Central Schools have several students with severe allergies to certain foods. If these students consume the allergen, they could have trouble breathing within seconds. This can happen even if they consume a very small amount of the allergen by accident. Prior to sending in snacks with your child, please check with your child's teacher regarding food allergies. Students should not share their food, eating utensils, and food containers with other students. Students are encouraged to wash their hands before and after eating. If your child has a severe allergy of any kind, please notify the principal and/or school nurse as soon as possible.

### **HEAD LICE**

The Shelbyville Central School Corporation has developed specific guidelines for the treatment of head lice and/or nits. These guidelines include parent notification, treatment instructions, and parent responsibilities. Any student who has live head lice will be sent home from school for treatment in accordance with established guidelines.

#### **Guidelines**

If a student is reported to have head lice, the School Nurse and/or Health Assistant will do the following:

1. The student will be examined to determine if there is an active infestation; live lice.
2. If the School Nurse and/or Health Assistant determine that there is an active infestation, the student's parent/guardian will be notified and the student will be sent home.
3. If a case of head lice is confirmed, the School Nurse and/or Health Assistant may conduct a classroom check or will check individual students, as she deems necessary.
4. Siblings of any positive cases will be checked, plus the sibling's class if he/she proves positive and the School Nurse and/or Health Assistant deem it necessary.
5. If the sibling attends another school, the School Nurse and/or Health Assistant may contact the School Nurse of that school.
6. When a child is sent home, a letter is sent with the child with information about head lice and treatment procedures. When the child returns to school, they must bring back Form #1 from the letter with date of treatment and product used. In 7-10 days, the child should be retreated and Form #2 must be returned with date treated and product used.
7. It is the responsibility of the parent to make arrangements with the School Nurse and/or Health Assistant for the student to be examined before re-entry into school. The parent must accompany the child to school for this examination so that the School Nurse and/or Health Assistant can check for the presence of live lice, review treatment, and provide any needed instructions or support.
8. Only 1 day will be allowed as an excused absence for the purpose of treatment. More time out of school than this will be considered unexcused absences due to parental/guardian non-compliance and will be referred to the Principal for follow-up. It is recognized that no child should routinely be excluded from school due to head lice and parents will be encouraged to treat promptly if needed and return the child to school the next day.
9. Chronic or repeated head lice infestation should be referred to the Director of Health Services for consultation. In the case of repeated head lice infestations, the child may be excluded from school even if the case is not active (live lice) but chronically has nits (eggs). The student will be excluded until effective treatment has been provided and the nits are removed.

## **STUDENT SERVICES/RESOURCES**

### **BREAKFAST AND LUNCH PROGRAMS**

Shelbyville Central Schools provide a breakfast and lunch program for all students who wish to participate. A breakfast program will be provided for students at all three elementary schools. Additionally, some students may qualify for lunch assistance. Forms will be available in each school office. Be sure to complete a form early in the school year if you think you may qualify.



## **HOMELESS EDUCATION ENROLLMENT INFORMATION**

Shelbyville Central Schools' Homeless Education Residency and Educational Rights

Students who are in temporary, inadequate, and homeless living situations have the following rights:

- 1) Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment.
- 2) Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation.
- 3) To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the local Homeless Education Liaison:

Mary Harper

Phone: 317-392-2505

Email: meharper@shelbycs.org

State Homeless Education Coordinator's Office (800) 833-2199

More information about Homeless Education can be found at <https://scs.shelbycs.org/apps/pages/homeless>

## **AMERICAN DISABILITIES ACT**

The American Disabilities Act provides access to educational programs and services for any person who is disabled. The Shelbyville Central Schools are aware of the need to provide this access. Any individual who finds that access is difficult or is being denied due to accessibility should contact the ADA Corporation Compliance Officer.

AMERICAN DISABILITIES ACT CORPORATION COMPLIANCE OFFICER

Dr. David Adams, Superintendent

803 St. Joseph Street

Shelbyville, Indiana 46176

(317)392-2505

## **NONDISCRIMINATION POLICY**

It is the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, limited English proficiency, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum, programs, or activities offered in this Corporation.

For information regarding issues of discrimination or for filing a grievance, please contact:

TITLE IX COMPLIANCE OFFICER

Mary Harper, Assistant Superintendent

meharper@shelbycs.org

803 St. Joseph Street Shelbyville, Indiana 46176

(317) 392-2505

**THE RULES AND POLICIES OF THIS HANDBOOK ARE SUBJECT TO CHANGE BY ACTION OF THE SHELBYVILLE CENTRAL SCHOOLS BOARD OF TRUSTEES AND MAY BE IN EFFECT AFTER PUBLIC NOTIFICATION.**