

**SHELBY HIGH SCHOOL**  
**641 North State Street**  
**Shelby, MI 49455**  
**231.861.4452**

**Home of the Shelby Tigers**  
**Student Handbook**  
**2020-2021**

*Shelby High School will cooperatively provide a safe, stimulating environment that fosters self-esteem and promotes success for a meaningful productive life in our changing society.*



**FOREWORD:** This student handbook was developed to answer the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. Should you have any questions that are not addressed in the handbook, please contact the high school principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

**NOTE:** The administration of Shelby High School has the responsibility to ensure the orderly educational process on a daily basis. As much as possible, this handbook covers most issues of school policy and student conduct. However, because future events and circumstances cannot always be seen clearly at print time, the administrators of Shelby High School reserve the right to establish new policies as new issues occur, with the primary responsibility of a proper educational environment in mind.

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Jeremy Horton Vice President  
Ruth Myers, Secretary  
Karen Rice, Treasurer  
Jessica Burmeister, Trustee  
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**District Administration**

Tim Reeves, Superintendent of Schools, 231.861.5211  
John MacArthur, Director of Operations, 231.861.5171  
Mike Buitendorp, Technology Director, 231.861.4552  
Mary Rose Vanas, Food Service Director, 231.861.0317 x 3500

**High School Administration**

Mark Olmstead, Principal 231.861.4452 x 4126  
Chuck Persenaire, Athletic Director 231.861.4811 x 4130

**School Counselor**

Becky Gauthier, Guidance Counselor 231.861.5545

**Administrative Office Staff**

Kathryn Aebig, Administrative Assistant 231.861.4452 x 4122  
Heidi Olmstead, Athletic/Attendance Secretary 231.861.4452 x 4120  
Hiedi Michael, Guidance Secretary 231.861.5545 x 4121

Persons with a hearing or speech impairment may contact the district by dialing the Michigan Relay Center at: 711 or 1-800-649-3777

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## EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school district's compliance officer listed below:

Tim Reeves, Superintendent  
525 N. State Street  
Shelby, MI 49455  
231-861-5211

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The compliance officer can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

During the school year, the school office is open from 7:00 a.m. until 3:30 p.m.

<i>Full day schedule</i>		<i>Half day schedule</i>	
8:00-8:56	1 <sup>st</sup> hour	8:0-8:31	1 <sup>st</sup> hour
9:00-9:56	2 <sup>nd</sup> hour	8:35-9:06	2 <sup>nd</sup> hour
10:00-10:56	3 <sup>rd</sup> hour	9:10-9:41	3 <sup>rd</sup> hour
10:56-11:26/11:30-12:26	1 <sup>st</sup> lunch/4 <sup>th</sup> hour	9:45-10:16	4 <sup>th</sup> hour
11:00-11:56/11:56-12:26	4 <sup>th</sup> hour/2 <sup>nd</sup> lunch		
12:30-1:26	5 <sup>th</sup> hour	10:20-10:51	5 <sup>th</sup> hour
1:30-2:26	6 <sup>th</sup> hour	10:55-11:26	6 <sup>th</sup> hour
2:30-2:57	TAG		

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the high school office.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

## STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a licensed medical provider, to the school office.

## **PARENT INVOLVEMENT**

The board of education recognizes and values parents and families as children's first teachers and decision-makers in education. The board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the board directs the establishment of a Parental Involvement Plan by which a school partnership can be established and provided to the parent of each child in the district. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the board's commitment to the following:

### **A. Relationships with Families**

1. Cultivating school environments that are welcoming, supportive, and student-centered;
2. Providing professional development for school staff that helps build partnerships between families and schools;
3. Providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
4. Providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

### **B. Effective Communication**

1. Providing information to families to support the proper health, safety, and well-being of their children;
2. Providing information to families about school policies, procedures, programs, and activities;
3. Promoting regular and open communication between school personnel and students' family members;
4. Communicating with families in a format and language that is understandable, to the extent practicable;
5. Providing information and involving families in monitoring student progress;
6. Providing families with timely and meaningful information regarding Michigan's academic standards, state and local assessments, and pertinent legal provisions;
7. Preparing families to be involved in meaningful discussions and meetings with school staff.

### **C. Volunteer Opportunities**

1. Providing volunteer opportunities for families to support their children's school activities;

2. Supporting other needs to enable families to participate in school-sponsored family involvement events.

**D. Learning at Home**

1. Offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. Working to establish learning goals and help their children accomplish these goals;
3. Helping families to provide a school and home environment that encourages learning and extends learning at home.

**E. Involving Families in Decision Making and Advocacy**

1. Involving families as partners in the process of school review and continuous improvement planning;
2. Involving families in the development of its district-wide parent involvement policy and plan, and distributing the policy and plan to families.

**F. Collaborating with the Community**

1. Building constructive partnerships and connecting families with community-based programs and other community resources;
2. Coordinating and integrating family involvement programs and activities with district initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

**Implementation**

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the district's continuous improvement, and the individual school improvement plans. The plan will be distributed to all parents and students through suitable publication. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the district plan.

**INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**Homebound Instruction**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The district will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a medical provider licensed to practice in Michigan. A licensed medical provider must: certify

the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

## **SECTION 1 - ATTENDANCE**

### **School Attendance Policy**

It is important that students attend school each day in order not to miss a significant part of their education. Many important experiences and learning result from active participation in classroom and other school activities which cannot be replaced by individual study. Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed school work and/or tests: illness, recovery from accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, or such other good cause as may be acceptable to the superintendent.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed medical provider.

Guardians must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence. They are to call the office and explain the reason for the absence. Students must bring a note upon their return to school providing a written explanation for their absence.

Students who are excusably absent for more than 10 days, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a licensed medical provider describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's absences may be considered unexcused and/or result in truancy and a referral to the county truancy officer.

### **Truancy: As Outlined in the Oceana Truancy Reduction Initiative**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any school year, a student will be considered a "habitual truant" which will result in a referral to the county truancy officer. This referral can lead to a hearing before a judge in a court of law, and a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent **or** an authorized person whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent(s) or guardian. In emergency situations, verbal permission by custodial parent/guardian may be given over the phone.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the office beginning with the first day following a suspension. Make up of missed tests may be scheduled when the student

returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

**Excusable, Non-approved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed. In the event of a preplanned absence, the parent and student must complete a prearranged absence form available in the office.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents/guardians shall be subject to the truancy laws of the state. If a student, under the age <https://pss.wsesd.org/admin/home.html> of eighteen (18), is truant for more than ten (10) total days of truancy during a year, s/he will be considered a “habitual” truant and will be reported to the proper authorities.

**Absence Reporting Process**

If a student is going to be absent, the parents must contact the school at 231.861.4452 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child’s attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

**Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than ten minutes late will be considered absent for that instructional period, with those absences counting towards the ten (10) day total for truancy referral. Parents will receive a robo-call at 2:10 pm each day the student is tardy to a class. The tardy consequences are as follows. Please note that this is occurrence, not per class. The number of tardies will reset each new marking period.

<b>1<sup>st</sup></b> tardy: Warning	<b>2<sup>nd</sup></b> : Robo call home with lunch detention
<b>3<sup>rd</sup></b> : Parent email or phone call with lunch detention	<b>4<sup>th</sup></b> : After school detention
<b>5<sup>th</sup></b> : Parent meeting and behavior plan	<b>6<sup>th</sup></b> : Parent notification and Saturday School

**Vacations during the School Year**

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student’s teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

**Make Up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the office as soon as possible to obtain assignments. Make up work due to suspension must be completed within two days after returning to school, unless additional time is granted through the classroom teacher.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State-mandated test or other standardized test, the student should consult with the guidance office to arrange for taking the test.

### **Hall Passes**

Students who leave class miss out on learning crucial to success. Therefore, teachers will issue passes for emergency situations only. Should a student abuse this policy, parent contact and a meeting will occur in which the student and administrator will develop a behavior plan. Continue abuse could lead to detention or in school suspension.

## **SECTION 2 – STUDENT BEHAVIOR**

### **Student Attendance at School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **Use of Phones Including Personal Cell Phones**

Telephones are available in the school for students to use when they are not in class. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. This permission will be verified by office staff.

### **Personal Communication Devices**

**While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.**

For purposes of this policy, PCDs includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones/ smartphones, and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

**Consequences – see discipline rubric on page 17**

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's office until it is retrieved by the parent/guardian or surrendered to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.



# CODE OF CONDUCT

A major component of the educational program at Shelby High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## Expected Behaviors

Each student shall be expected to **ROAR**:

- **Respect**
- **Ownership** (take responsibility)
- **Act**
- **Rise**

## Student Behavior and Consequences

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. The types of discipline are outlined below.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules.

## Dress Code

Shelby High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

1. **Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that navels, genitals, buttocks, breasts, and nipples are fully covered with opaque (not see through) fabric. Any area of the body that is traditionally covered by underwear/undergarments must be covered at all times and during all daily activities, to include times that the student is sitting, standing and walking. The student's face must be visible to staff, clothing may not interfere with the line of sight of any student or staff.
2. **Students Must Wear\***, while following the basic principle of Section 1 above:
  - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
  - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) with a 3" inseam or longer AND
  - Shoes (Heelies or other types of shoes with rollers are not allowed).
3. **Students Cannot Wear:**
  - Violent language or images.
  - Images or language depicting/suggesting violence, drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
  - Hate speech, profanity, pornography.
  - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
  - Any clothing that reveals visible undergarments (visible straps are allowed)

- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

#### 4. **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 3 above. Students in violation of Section 1 and/or 3 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school.

These dress code guidelines shall apply to regular school days and summer school days.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the principal to report their concern.

#### **Gang Activity**

Gangs which initiate, advocate or promote activities which threaten the safety or wellbeing of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

#### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student causes damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the discipline rubric.

#### **Criminal Acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

# STUDENT DISCIPLINE CODE

The board of education has adopted the following student discipline code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sole discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## Continuum of Consequences

<i>Possible Consequences</i>	<i>Description</i>
<i>Discretionary and restorative</i>	Shorter term (less than a school day) action or consequence that may include parent contact, "time-out" with student success facilitator, lunch detention, before-school or after-school detention. Detentions before or after school will be arranged with at least one (1) day notice. Transportation is the responsibility of the family.
<i>In School Suspension (ISS)</i>	Length of time may vary from one to more than one day. While having the consequence, the student must report with assignments, textbooks, and reading material to the ISS room. Students are to get their assignments from their teachers before school starts. Students must work on their assignments the entire period. All assignments must be completed and turned in to the teacher for assessment. Assignments not completed satisfactorily will result in the student returning to the ISS room to complete the assignment. Students must follow the directions of the supervisor in charge. Talking is not allowed during the day. At times, students may be assigned to physical labor on campus. Misbehavior will not be tolerated and will result in out of school suspension.  Failure to timely serve in-school restriction <b>may</b> lead to a suspension from school for a period not to exceed two (2) days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.
<i>Saturday School (SS)</i>	The Saturday school will be in session from 8:00 a.m. to 12:00 noon. Students assigned to the entire 4 hours will be permitted one (1) ten (10) minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to remain busy during this four (4) hour study period. Students are not to communicate with each other unless given special permission to do so. They are to remain in their designated seats at all times unless permission is granted to do otherwise. Students shall not be allowed to put their heads down or sleep. Radios, cards, magazines, or other recreational articles will not be allowed. No food or beverages shall be consumed. Transportation to and from Saturday school shall be the responsibility of the student.  Failure to timely serve Saturday school assignment(s) <b>may</b> lead to a suspension from school for a period not to exceed two (2) days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.
<i>Out of School Suspension</i>	A student may be suspended from school for a definite period of time up to ten days by a principal or his /her designated agent. Any such suspension by a principal or his/her designated agent may be a suspension pending a hearing before the Board of Education for a long-term suspension or expulsion. <b>While serving out of school suspension, the</b>

	<p><b><i>student is NOT ALLOWED on school property including participating in sports/extracurricular practice, participating in athletic events, or watching games, events, or special productions.</i></b></p>
<p><i>Long term suspension/ Expulsion</i></p>	<p>Long-Term Suspension or Expulsion may be considered when a student has substantially interfered with the maintenance of good order or the school finds it necessary to protect that student or other students' physical/emotional safety or well-being. If a student is being considered for suspension or expulsion, all due process rights will be followed as found within this handbook.</p> <p>Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.</p> <p>Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to present a defense.</p> <p>If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.</p> <p>When a student is being considered for expulsion, a formal hearing is scheduled with the board of education and the parents/guardians will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the board of education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.</p>

## Shelby High School Discipline Rubric

	<i>Behavior</i>	<i>Level One</i>	<i>Level Two</i>	<i>Level Three</i>
<b>M I N O R</b>	<b>0. Tardies:</b> A student will not be marked tardy with a pass unless it is a tardy pass. <i>Resets every marking period.</i>	<input type="checkbox"/> Warning	<input type="checkbox"/> 1 lunch detention	<input type="checkbox"/> 2 lunch detentions
	<b>1A. Minor insubordination:</b> Failure to carry out a reasonable request by a staff member; failure to comply with school dress code and/or school rules; or other. ----- <b>1B. Minor disrespect:</b> name calling; inappropriate attitude; rude gestures, swearing (not directly toward someone) <i>Resets every trimester</i>	<input type="checkbox"/> SWIS referral <input type="checkbox"/> Verbal warning/reteach expectation <input type="checkbox"/> Teacher consequence <input type="checkbox"/> Restorative/restitution when appropriate	<input type="checkbox"/> Teacher calls parent <input type="checkbox"/> SWIS referral <input type="checkbox"/> Teacher consequence <input type="checkbox"/> Restorative/restitution when appropriate	<input type="checkbox"/> Teacher calls parent <input type="checkbox"/> SWIS referral <input type="checkbox"/> ISS room for hour + re-entry plan completed <input type="checkbox"/> 1 hour after school detention/2 lunch detentions
	<b>2A. Moderate physical contact:</b> Public displays of affection, hitting, pushing, shoving, grabbing, tripping, slapping, poking, kicking, play fighting, or any physical contact. ----- <b>2B. Moderate intimidating/mean behavior:</b> Threats of emotional or physical violence; intimidation; social alienation, shunning, exclusion, emotional blackmail, or any harmful behavior	<input type="checkbox"/> Verbal warning and ask to change behavior <input type="checkbox"/> SWIS referral <input type="checkbox"/> Restorative/restitution when appropriate	<input type="checkbox"/> SWIS referral <input type="checkbox"/> Staff calls parents <input type="checkbox"/> 1-hour detention/2 lunch detentions <input type="checkbox"/> Restorative/restitution when appropriate	<input type="checkbox"/> SWIS referral <input type="checkbox"/> ISS room for hour + re-entry plan completed <input type="checkbox"/> Admin calls parents <input type="checkbox"/> 2 hour detention/4 lunch detentions
	<b>3. Cell Phone/Bluetooth:</b> Using a cell phone or Bluetooth device between 7:55 and 2:57  <i>Refusal to surrender will automatically result in an OSS for insubordination</i>	<input type="checkbox"/> Staff confiscates phone <input type="checkbox"/> SWIS referral <input type="checkbox"/> Support staff calls parent <input type="checkbox"/> Student picks up from office at end of day	<input type="checkbox"/> Staff confiscates phone <input type="checkbox"/> SWIS referral <input type="checkbox"/> Support staff calls parent <input type="checkbox"/> Parent picks up at end of day	<input type="checkbox"/> Staff confiscates phone <input type="checkbox"/> SWIS referral <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Parent picks up at end of day <input type="checkbox"/> 1 lunch detention
<b>M A J O R</b>	<b>4A. Severe insubordination:</b> 2+ referrals in a day, blatant disregard of reasonable request, leaving class w/o permission, failure to comply w/ an adult; missed teacher consequence ----- <b>4B. Severe disrespect:</b> Profanity toward student or adult, blatant inappropriate attitude, talking back to staff, being sent out of class despite multiple teacher interventions.	<input type="checkbox"/> Up to 5 day suspension <input type="checkbox"/> Loss of event privileges <input type="checkbox"/> SWIS referral <input type="checkbox"/> Restoration/restitution when necessary to reduce suspension <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Parent meeting with involved staff member	<input type="checkbox"/> Up to 8 day suspension <input type="checkbox"/> Loss of event privileges <input type="checkbox"/> SWIS referral <input type="checkbox"/> Restoration/restitution when necessary to reduce suspension <input type="checkbox"/> Admin calls parent	<input type="checkbox"/> Up to 10 day suspension <input type="checkbox"/> SWIS referral <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Possible loss of extracurricular privileges
	<b>5A. Severe physical contact:</b> Fighting, spitting, or behaviors that may injure others ----- <b>5B. Severe intimidation/harassment/bullying:</b> Racial, ethnic, sexual, religious, extortion, or other forms of severe harassment or intimidation (includes gossip/rumors of a more serious nature), profanity towards staff, refusal to leave room when directed, phone refusal, and/or staff cooperation refusal	<input type="checkbox"/> Up to 5 day suspension <input type="checkbox"/> Loss of event privileges <input type="checkbox"/> SWIS referral <input type="checkbox"/> Restoration/restitution including conflict resolution <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Possible police contact	<input type="checkbox"/> 5-10 day suspension <input type="checkbox"/> Loss of event privileges <input type="checkbox"/> SWIS referral <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Police contact <input type="checkbox"/> Possible expulsion hearing <input type="checkbox"/> Loss of event privileges	<input type="checkbox"/> 10 day suspension <input type="checkbox"/> SWIS referral <input type="checkbox"/> Police contact <input type="checkbox"/> Admin calls parent <input type="checkbox"/> Expulsion hearing <input type="checkbox"/> Loss of event privileges
	<b>6. Severe offenses:</b> Tobacco, alcohol, drugs/paraphernalia, physical assault, weapons, vandalism, theft, fireworks, or other behaviors that violate State statutes.	<input type="checkbox"/> Immediate OSS <input type="checkbox"/> Police contact <input type="checkbox"/> Possible expulsion hearing <input type="checkbox"/> SWIS referral <input type="checkbox"/> Restorative/restitution when appropriate to reduce suspension		

Skipping consequences will be determined on an individual basis by administration.

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents/guardians will be notified in writing, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the board of education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a translator for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent during which the student may be represented by his/her parents/guardians, legal counsel, and/or by a person of his/her choice.

Within five (5) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the board of education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the board of education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Shelby High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

### **Use of Breath Test Instruments**

The principal may arrange for a breath test for blood/alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be asked to take the test and will be advised that refusal to do so will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the board of education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.



### **Harassment – Complete Policy**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally-protected characteristics, such as sex, race, color, national origin, religion, height, weight, sexual identity/preference, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is currently the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment Defined**

Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district;

- Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student from the terms, conditions or privileges of the school district;
- The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments

*Sexual Harassment Defined but Not Limited to:*

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

**Hazing**

The board of education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing initiates.

**Bullying and Other Aggressive Behavior**

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the district, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The superintendent is responsible for implementation of this policy and may develop further guidelines not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objective of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, up to discharge or employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the superintendent. The superintendent shall submit a compiled report to the board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the district.

**“Bullying”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**“Harassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**“Intimidation/Menacing”** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

**“Staff”** includes all school employees and board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents/guardians, school visitors, service contractors, vendors, or others engaged in district business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment (see Policy 5517), Hazing (see Policy 5516), MCL 380.1310B (Matt’s Safe School Law, PA 241 of 2011), Policies on Bullying (Michigan State Board of Education), or Model Anti-Bullying Policy (Michigan State Board of Education).

### **Student Rights of Expression**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

1. A material cannot be displayed if it:
  - a. Is obscene to minors, libelous, indecent and promiscuous or vulgar,
  - b. Advertises any product or service not permitted to minors by law,
  - c. Intends to be insulting or harassing,
  - d. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

### **Student Concerns, Suggestions and Grievances**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to Student Council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION 3 – GRADING**

### **Homework**

Shelby Public Schools view homework as an important learning tool. We believe in the educational value of out-of-school assignments when they are used as extensions of the instructional program. Homework, when properly planned and supervised, assists in the development of responsible and organized students.

Therefore, homework will be assigned at the teacher's discretion as appropriate for specific grade/course requirements. Homework will include practice of learned concepts and skills, preview of assignments, extension of assignments, make up work due to absences, and creative activities that integrate many concepts and skills.

We believe that homework is a cooperative endeavor between the school and the parents. Parents will provide the environment and time for homework and the teachers will provide the content. Communication between the teachers and parents is encouraged and expected.

Grades will be determined using a variety of activities such as class work, assessments, projects, written assignments and homework.

### **Grades**

Shelby High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

90% to 100% = A = Excellent achievement

80% to 89% = B = Good achievement

70% to 79% = C = Satisfactory achievement

60% to 69% = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

### **Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be calculated by grading period, semester, year, or for a series of school years.

### **Grading Periods**

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **Promotion, Retention, and Placement**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the state-mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

### **Online/Blended Learning**

Shelby High School shall provide eligible students within its boundaries the option of participating in on-line or blended learning courses. Such a program takes place in an interactive learning environment created through technology. The student and teacher may be separated from each other by time and/or space, or may interact before, during, and/or after the regular school day.

The purpose of the program is to make instruction available to students using online technology in both traditional and non-traditional classroom settings.

Shelby High School offers a part- or full-time program for grade 9-12 students enrolled in dropout prevention, academic intervention, or core courses to meet graduation requirements, as well as dual-enrollment programs and online elective offerings.

### **Dual Enrollment**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the district. Any interested student should contact the guidance office to obtain the necessary information.

### **Exams**

All students are required to take an exam in the courses for which they are enrolled. Failure to take the exam will result in a "FAILURE" designation on their transcripts and report card. The final examination will count no more than 20% of the term grade. Some teachers do not require exams as they may utilize presentations, projects, research papers, etc., as their culminating activities for their class.

### **Student Assessment**

All 11<sup>th</sup> grade students will take the Michigan Merit Exam (MME), which includes The Scholastic Aptitude Test (SAT) in April. The College Board will provide students with a SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Parents/guardians and students should watch school newsletters and the local press for announced testing times.

Freshmen and sophomores will have the opportunity to take the PSAT 9/10, a preparatory assessment primarily used to help students prepare for the SAT. Taken each spring during the freshman and sophomore year, the test includes three (3) sections: a sixty (60) minute Reading test; a seventy (70) minute math test; and a thirty-five (35) minute writing test. The entire test takes approximately two (2) hours and forty-five (45) minutes.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation if they successfully complete, prior to entering high school, a state-mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually-administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or district curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in

accordance with board policy and federal guidelines. Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Shelby High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the guidance office.

### **Graduation Requirements**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the state-mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible in the superintendent's office. The board of education shall award a high school diploma to eligible graduates according to Section 1279 of the School Code.

Specific course requirements are:

English	4 credits
Health	0.5 credit
Phys. Ed.	0.5 credit
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
TAG	3 credits
Foreign Language	1 credit
<u>Electives</u>	<u>10 credits</u>
<b>Total</b>	<b>29 credits</b>

## **SECTION 4 – ACADEMIC AWARDS AND RECOGNITIONS**

### **School-Sponsored Clubs and Activities**

Shelby High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The board authorizes many student groups that are sponsored by a staff member. Authorized groups include Student Council, National Honor Society, and Science Olympiad.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. These groups include: GSA, Students Acting for the Environment, Masque and Bauble Club (school plays), Business Club, Art Club, Spanish Club, Library Club, and Running Club.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

### **Non-School-Sponsored Clubs and Activities**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the school office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play an organizational role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to scholarship, athletics, drama, music, and citizenship. Recognition for such activities is initiated by the staff and coordinated by the guidance office.

### **Honor Roll**

An academic honor roll will be announced after each marking period. The following point scale will be utilized in the computation of letter grades earned:

A	4.0	B	3.00	C	2.00	D	1.00
A-	3.667	B-	2.667	C-	1.667	D-	.667
B+	3.333	C+	2.333	D+	1.333	E	.00

The Honor Roll is determined by a combination of grade point average (GPA) and the letter grades. Any student who receives a grade lower than a “C” will automatically be disqualified from the Honor Roll, regardless of GPA. A student must also be enrolled in four classes to be considered for the Honor Roll.

There will be two categories within the Honor Roll: High Honors and Honors. Any student who received a GPA between 3.5 and 4.0 will be considered High Honors. Any student who receives a GPA between 3.0 and 3.49 will be considered Honors.

### **Academic Honors**

The following are criteria for awarding academic letters and pins:

- Students who earn a 3.5 GPA during each trimester will be awarded an “Academic Letter”. These students will receive a Varsity “S” with an academic insert and a certificate for their first accomplishment. Second, third and fourth-time winners will be given a pin and certificate for each award. All awards will be given out the following fall term, with the exception of seniors. Senior GPA will be based on the first term, with the award being given at the spring honor program.

Students will be recognized in the graduation program as Cum Laude (3.2-3.5) Magna Cum Laude (3.5-3.8), Summa Cum Laude (3.8-4.0) and as Senior Scholars.

Shelby High School uses a formula for selecting students for top academic honors that has been used in the past to determine Academic All-State candidates. This formula uses a point system that consists of the student’s GPA and SAT score. This process is an extremely valid indicator of a student’s academic success. A rank in class will still be calculated for college enrollment purposes only.

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the athletic director. These requirements will be reviewed with interested students by the appropriate coach.

### **National Honor Society**

National Honor Society (NHS) recognizes students who have distinguished themselves in scholarship, character, service and leadership. Membership in this organization is a privilege, not a right. The following criteria must be met for a student to be considered a candidate for National Honor Society:

- Four (4) semesters and junior standing
- A cumulative grade point average of 3.5

- Participation in a minimum of two (2) different school activities. The student must be active in at least one of these during his/her most recently completed semester.

### **Commencement**

The graduation ceremony is a privilege, not a right. Therefore, to participate in commencement, a student must have completed **ALL** graduation requirements and have alleviated **ALL** debts owed to the school. Students must attend **ALL** practices for commencement or they will not be permitted to participate.

Speakers at graduation will be chosen from the Summa Cum Laude graduates (3.8 or above). The students will be contacted and asked to nominate three others from the three others from the group to speak at graduation. Based on the results of the student nominations, a group of teachers will interview the top choices and select a minimum of two student speakers.

## **SECTION 5 – STUDENT SERVICES**

### **Enrolling in the School**

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents or guardians must provide copies of the following:

- A. A birth certificate or similar document,
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. Proof of residency,
- D. Proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the federal definition of homeless may enroll and will be under the direction of the district liaison for homeless children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

### **Scheduling and Assignments**

Schedules are provided to each student at the beginning of the school year or upon enrollment and can be found any time on PowerSchool. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **Transferring Out of the District**

Parents/guardians must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Shelby High School, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the high school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **Withdrawal from School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents/guardians.

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the high school office.

### **Emergency Medical Authorization**

The board has established a policy that every student must have Emergency Medical Authorization Permission completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Permission is provided at the time of enrollment and at the beginning of each year through the enrollment form. Failure to return the completed form to the school will jeopardize a student's educational program.

### **Use of Medications**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents/guardians should, with their medical provider's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to school directly by the parent/guardian or otherwise arranged by parent with the school office. A two (2) to four (4) week supply of medication is recommended.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the medical provider's written instructions and the parent's/guardian's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the medical provider and parent, may possess and use a metered-dose inhaler or dry-powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non-prescribed (Over the Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A medical provider does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, s/he will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Individuals with Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by federal (IDEA) and state law. Contact the guidance office at 861-5545 to inquire about evaluation procedures and programs.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents/guardians should contact the guidance office at 861-5545 to inquire about evaluation procedures and programs offered by the district

### **Meal Service/Cafeteria Expectations**

The board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Mary Rose Vanas, Food Service Director.

The school participates in the National School Lunch Program and provides lunches and breakfasts to all students free of charge. A la carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Shelby High School is a closed campus. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

### ***Cafeteria Expectations***

- Cafeteria cleanliness is everyone's responsibility.
- All students must remain in the cafeteria during lunch except to use the restroom.
- Students are responsible for maintaining good table manners.
- Each student is responsible for clearing his/her trash when done eating.

## **SECTION 6 – SCHOOL SAFETY**

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, ***each visitor must report to the office upon entering the school to obtain a pass.*** Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the principal.

### **Fire, Lockdown, and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. When a fire alarm is pulled, an alarm will sound throughout the building.

Tornado drills will be conducted using the procedures provided by the state. Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The notification for a school lockdown or tornado drill will be an announcement over the school public address system.

### **Emergency Closing and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify parents using the school instant alert system and the following radio and television stations: WZZM 13, WOOD TV 8, WWTW 9/10, WMUS 106.9, WKLA 106.3, and WTOM TV 7/4. Parents/guardians and students are responsible for knowing about emergency closings and delays.

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-Casual-Contact Communicable Diseases**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually-transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Preparedness for Toxic and Asbestos Hazards**

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos-management plan will be made available for inspection at the board offices upon request.

## **SECTION 7 – GENERAL INFORMATION**

### **Computer Technology and Networks**

Before any student may take advantage of the school's computer network and the internet, s/he and his/her parents/guardians must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the school district's SUN Agreement and the requisite student and parent agreement will be distributed by the school office at registration.

Shelby High School will issue a Chromebook to each student for the 20102-2021 school year. Parents and students are required to sign an agreement for participation. Optional insurance is available for purchase to offset the cost of repairs to school-owned devices issued to students. Copies of the Chromebook Policy and Handbook with user agreements will be distributed by the school office at the time of registration.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the network and/or being assigned an e-mail address.

### **Student Records/FERPA**

The school district maintains many student records including both directory information and confidential information.

Neither the board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A student's name;
- Participation in officially recognized activities and sports;
- Height and weight, if member of a team;
- Date of graduation;
- Awards received;
- Honor rolls;
- Scholarships;

- School photographs or videos of students participating in school activities, events, or programs.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the board to disclose any or all of such “directory information” upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the board’s annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found in the superintendent’s office. A form that allows you to opt out of having directory information disclosed is available both online and in the high school office.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to the building administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing; and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the district has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the district’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents/guardians;
- B. Mental or psychological problems of the student or his/her family;
- C. Sexual behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, the superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The

parent/guardian will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parents/guardians of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents/guardians of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### **Armed Forces Recruiting**

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The board shall ensure that students and parents/guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Male students who are age eighteen (18) are required to register for the selective service.

### **Student Fees and Fines**

Shelby High School charges specific fees for the following non-curricular activities and programs: pay-to-participate athletic fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Athletic pay-to-participate fees are as follows:

- A. \$75 flat fee for high school students for one or more sports,
- B. \$40 flat fee for middle school students for one or more sports,
- C. \$200 maximum charge per family for all athletes.

Scholarships may be available in situations where there is financial hardship. Contact the Athletic Director for details at 861-4811 x 4130.

Payment must be received by the Shelby High School office prior to the first practice of the season. Please contact the High School office for payment options at 231-841-4811. Payment is NON-REFUNDABLE if a student becomes ineligible or chooses to drop out of a sport after the first contest of the season.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **Student Fundraising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers.

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fundraising activity.
- E. Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **Lockers**

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, and securely closed. Students should not share lockers or change lockers unless reassigned by the office. The principal is in charge of lockers and it should be kept in mind that the principal, or any staff member delegated by him/her, has the right to inspect the locker at any time, including using such means as a canine unit to detect illegal substances. Students who vandalize lockers or use them for the storage of illegal or prohibited substances will be denied the use of locker space. The school is not responsible for possessions stored in the lockers or the replacement of such items. Valuables may be checked in to the office for safekeeping. ***All lockers must be closed and latched. Because lockers are provided for each student, backpacks or book bags are not permitted in the classrooms.***

All items in lockers must be removed by the end of the last day of school. Items left in lockers after this date are not the school's responsibility and will be given to a charitable organization.

### **Review of Instructional Materials and Activities**

Parents/guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Use of The Library, School Equipment and Facilities**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within the two-week time frame.

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **Lost and Found**

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **Student Sales**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

### **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the main hallway which may be used for posting notices after receiving permission from the principal.

### **Student Employment and Work Permits**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

1. Minors under 18 must not be employed without work permits in the locality of which the minor resides. Graduates do not need working permits. (Available from secretary to the principal)
2. Work permits cannot be issued until—(a) there is an offer of employment, (b) the occupations at which the minor is to be employed has been approved, (c) a birth certificate is presented to the issuing officer.
3. The issuance of a work permit to an individual minor shall be within the discretion of the local issuing officer. He/she may revoke any work permit if it is apparent that employment is resulting in inability on the part of the minor to properly perform school work.

### **Dances**

1. Dances scheduled after games will start after the game is over. Students must enter the dance within 30 minutes of the starting time.

2. Enter and exit by the south doors leading to the cafeteria only.
3. Leave the dance only when you plan to leave for the evening. Re-entry is not permitted.
4. Dances last until 11:00 p.m. except in specially announced cases.
5. Do not loiter in the school parking lot while the dance is in progress or after the dance is over.
6. Shelby High School dances are for Shelby students. Each student is permitted to bring one guest. The guest must be a high school student in good standing at another school. Students must arrange for a guest by completing the appropriate form, available from the office.
7. In all cases, school rules and regulations must be adhered to.
8. Student dress code applies to dances.
9. Guests for homecoming or prom may be school graduates, but must be under the age of 21.

### **Bus Transportation to School**

The school provides transportation for all students who live farther than the walking distance prescribed by the board of education. The transportation schedule and routes are available by contacting the transportation supervisor at 861-5171.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school)**

Each student shall:

- A. be on time at the designated loading zone five (5) minutes prior to scheduled stop;
- B. stay off the road at all times while walking to and waiting for the school transportation;
- C. line up single file off the roadway to enter the bus;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

It is the parents'/guardians' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school vehicle at all times;
- C. not litter in the school vehicle or throw anything from the vehicle;
- D. keep books, packages, coats, and all other objects out of the aisle;
- E. be courteous to the driver and to other riders;
- F. not play cards, etc.;
- G. not tamper with the school vehicle or any of its equipment.

#### **Leaving the bus**

Each student shall:

- A. remain seated until the vehicle has stopped;
- B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- C. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Videotapes on School Buses**

The board of education has installed video cameras on all school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with federal law.

### **Shelby Public School Bus Write-up Procedure**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Drivers will write the student up at the end of the route and bring it into the transportation office. The transportation office will then send a copy of the write-up for the parent to sign with a letter and a copy of the bus rules home. The principal will also receive a copy.

For removals-the transportation office will notify the parent by phone and let them know of the removal, as well as send the letter home. The transportation office will also inform the principal of the removal and the dates.

Bus tickets still have to be signed by parent and returned to transportation office.

- 1st offense: Warning, letter home to parents, principal notified.
- 2<sup>nd</sup>: Warning, letter home to parents, meeting with principal.
- 3<sup>rd</sup>: Removed from bus for 3 days, letter home to parents, principal notified.
- 4<sup>th</sup>: Removed from bus for 5 days, letter home to parents, principal notified.
- 5<sup>th</sup>: Removed from bus for 10 days, letter home to parents, principal notified.
- 6<sup>th</sup>+: Will be dealt with on an individual basis with input from the transportation supervisor and the principal (could be for the rest of the marking period or the remainder of the year).

Removal from the bus only counts when the student is in school and it is for any bus to and from home (student is still allowed to ride to tech, field trips etc.-with an assigned seat).

Any vandalism or damage to a school bus may result in removal from riding all buses to and from school for the remainder of the school year and the student will be charged for the cost of the repairs.

Serious infractions can result in immediate removal from the bus for up to the remainder of the school year, based on the decision of the transportation supervisor and building principal.

### **Driving to School**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

- A. Students under age eighteen (18) must have written permission from parent/guardian prior to driving to school.
- B. Students shall complete the Student Vehicle Form and provide evidence of a driver's license.

- C. Parking lot speed limit is 10 mph.
- D. The student must obtain a permit from the school office and pay a fee of \$5 for the entire school year.
- E. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities, unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

## **SECTION 8 – Athletics**

### **Athletics Overview**

Shelby High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered: football, volleyball, boys and girls soccer, sideline cheer, golf, wrestling, basketball, cross country, track, baseball, softball, and competitive cheer. For further information, contact the athletic director, at 861-4811 x4130.

All athletic programs of the district shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Michigan Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **Athletic Code**

#### **MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION**

Purposes:

1. To increase the educational value of interscholastic athletic programs throughout the state.
2. To assist in the regulation of competition so that the athletic program fits into the high school curriculum.
3. To regulate the interscholastic athletic program so as to safeguard the physical welfare of students participating.
4. To ensure a greater degree of physical fitness of high school students by providing opportunities for participation in vigorous, competitive athletics designed to meet the needs and abilities of all.

#### **RULES OF ELIGIBILITY**

Every student who participates in athletics has the responsibility of knowing and abiding by all rules set forth by the state association as participation is a privilege, not a right. Listed below are a few of these rules. For further information, see your coach or athletic director.

1. You must be enrolled at Shelby High School by the fourth week of the semester in which you compete.
2. You must be under (19) nineteen years of age at time of the contest except a student whose nineteenth (19th) birthday occurs on or after September 1 of a current school year is eligible for the balance of that year.
3. *You must have on file in the athletic director's office a licensed medical provider's statement stating that you have passed a physical examination for the current school year.*
4. You may compete only eight semesters. If competition starts with ninth grade, the last two semesters must be consecutive.

5. If you participate in an athletic contest as a member of a high school athletic team you may not participate in an athletic contest as a member of any other team in the sport during the same season. Violation of the above shall make you ineligible to compete in interscholastic sports for the minimum of the next three (3) contests and a maximum of the remainder of that season in that school year. **EXCEPTIONS:** Check with the high school athletic director.
6. You may participate in any form of athletic activity during summer vacation providing you do not do the following:
  - a. Accept any money from anyone for playing.
  - b. Accept any award (medal or trophy) the value of which is more than \$15.00
  - c. Compete under an assumed name.
  - d. Receive any money or other valuable consideration for participating in interscholastic contests.
7. If you transfer from another high school, you are ineligible for one semester unless your parents or guardian move into the Shelby district at the time of transfer. **EXCEPTIONS:** Check with the High School Athletic Director.

## **SHELBY HIGH SCHOOL ATHLETIC CODE**

### **ELIGIBILITY STANDARDS**

1. The rules of the Michigan High School Athletic Association shall be followed.
2. In order for a student to participate in athletics in middle school or high school the student must be passing all classes at all times. This means that students must be passing their classes cumulatively for the previous term, current term and be passing during the current marking period. Regularly-scheduled eligibility checks will be made every week (beginning at the third week of the first term). Any student/athlete, as long as he/she is eligible, may participate in one (1) sport only for each of the three sport seasons.

If a student is not passing all classes at the regularly-scheduled non-term eligibility check, the athlete will be placed on academic probation for one week, assuming they were eligible prior to this check. During the probationary week the student will be checked again. If the student is still not passing all classes, both cumulatively (term grade) and within the current marking period, the student will be ineligible until the next weekly-scheduled eligibility check. Ineligibility means the student may practice and dress for games but not participate in contests. If the student is passing all classes (term and marking period) after the probationary week the student will be eligible and may participate as usual.

A student/athlete will receive one probationary week per sport season (i.e. a student/athlete could not be ineligible on the first grade check, use his/her week of probation, become eligible at the end of the probation week, find out he or she was ineligible again at the next grade check and take another week of probation).

A week (for eligibility purposes) begins on Monday and ends on Sunday. Grade checks are completed on Monday. If at the end of the term a student does not pass all classes the student will be ineligible until the first regularly-scheduled eligibility check of the new term (3 weeks), which means the student will not be granted a probationary week. All other Michigan High School Athletic Association academic requirements will be followed.

3. The student must be in attendance on the day of an athletic event for the entire day, unless the student has obtained permission for a pre-planned excused absence for a portion of the day, or the student will not be eligible to participate. Tardy more than 10 minutes is considered an absence. Illness does not qualify as a pre-planned excused absence. Possible excused situations would be (but not limited to) a medical provider's appointment or a funeral with verification.

The student athlete will be allowed a one time, once a year exception to the above standard to be used for (but not limited to) a flat tire, weather related situation or loss of electricity resulting in alarm clock failure. The one-time exception will allow the student to be more than ten minutes late but not more than 35 minutes late (must arrive by 8:35am, the halfway point of first hour class).

4. A student/athlete must be in attendance at Shelby High School no less than **half** of the school day in order to practice with his/her team on that day. In the event of a “skip” by the student/athlete from any class, the student automatically will not be allowed to practice with his or her team on that day.

### **GENERAL ADDITIONS**

All training rules will go into effect when a student attends his/her first high school practice.

### **TRAINING RULES**

Participating in interscholastic athletics is a privilege, not a right. Shelby High School will hold their student/athletes to the high level of behavior that represents our community in a positive manner. **ALL TRAINING RULES WILL BE OBSERVED WHETHER THE STUDENT/ATHLETE IS IN SEASON OR OUT OF SEASON. THIS INCLUDES SUMMER VACATION.**

Medical evidence proves that the use of alcohol and illegal substances is injurious to health and detrimental to the physical growth of the youth. Therefore, any athlete caught drinking alcoholic beverages, using illegal substances, and/or apprehended for the possession of alcoholic beverages and/or illegal substances during a MHSAA sport season in which the student/athlete is participating, he/she would be **removed from the team for that season**. In the event that the student athlete was not able to serve a suspension of at least 25% of the sport season, the remainder of the 25% would be included into the next sport season that the student/athlete participates and successfully finishes. Infractions which occur at a time when the student/athlete is not participating in a sport, the suspension of 25 percent (25%) would be served in the next sport season that the student/athlete chose to participate and successfully completes. All percentages are rounded up to a full contest even a fraction of the contest-the suspension will be enforced until the end of that game or contest. A contest would equate to a full day of participation. Therefore, a volleyball tournament would be equal to one contest. A student/athlete must successfully complete the season for the suspension to count, if not removed from the team.

Training violations are cumulative throughout a student/athlete’s high school career. In the event that there is a second infraction during that high school career, an athletic suspension would be invoked for one full school year and a substance abuse program would need to be completed at the student/athlete’s expense. Subsequent infractions would result in an additional year of athletic suspension and another substance abuse program to be completed at the student/athlete expense.

Medical evidence has shown that the use of tobacco is injurious to health and detrimental to the physical growth of youth. Therefore, any athlete caught in the act of using tobacco or having possession of tobacco on his or her person shall have the same procedure followed as above.

Good conduct is expected of athletes in season or out of season in their relationships with teachers, classmates, opponents and adults. Therefore, conduct considered unbecoming of an athlete, including training rules violation, and/or the team, school, and/or the community shall be considered a violation of this code and penalty will be determined by the Athletic Director and the Principal, with the most severe penalty being dismissal. If a second offense occurs the student/athlete will be suspended from athletic involvement for a period of 365 days or one full calendar year.

Any student/athlete charged with a violation of the law may be removed from participation until determination of the case. The administration (high school principal and athletic director), after determination of the case, will determine if further discipline is necessary.

All student/athletes and parents must sign a statement supporting these training rules before a student/athlete may participate.

## **PHYSICAL EXAMINATIONS**

A physical examination is required of all participating athletes. No one will be allowed to participate unless he/she passes a physical.

## **GENERAL ATHLETIC RULES**

- A. Before an athlete may participate in athletics or be issued any equipment, he/she must have a physical examination and a record of the examination with a training rule consent form on file in the athletic director's office.
- B. No equipment will be given as a gift to any student at any time. This includes uniforms, balls, etc.
- C. All matters concerning policies regarding athletics in any manner or situation shall be cleared through the athletic director's office.
- D. Athletes are expected to behave in an appropriate manner on all bus trips, as they represent themselves, the school and the community. All rules regarding bus transportation are to be adhered to.
- E. Athletes are expected to ride the bus to and from their scheduled activities. Students will not be released to anyone but their parents. Parents should notify the school and coach, in writing, if they wish to transport their son/daughter home after a scheduled out-of-town event.
- F. A student has two (2) weeks, from the official MHSAA start date, to leave one sport and transfer to another sport. This will especially benefit the athlete who has been cut from one team and chooses to try another sport. The athlete is not considered out for the sport until the HEAD coach fills out an add sheet and submits it to the high school office.

A student who is not out for any sport has up to the date of the first contest, but not longer, to come out for the sport. The athlete is not considered out for the sport until the HEAD coach fills out an add sheet and submits it to the high school office. In the event that the coach cuts, an athlete may not come out for the sport.

All transfer students have one week from the date of their enrollment to try out for a sport. The head coach has the right to use his/her own discretion in letting a student/athlete come out late for a sport provided it is before their 1st competition. An injured athlete, who may be able to compete later in the season, must appear on the eligibility sheet. Individual cases must be approved by the athletic director.