

# Shelby County High School Student Handbook and Code of Conduct

Preparing wise students who master standards, lead by example, and embrace social responsibility.

**ACADEMICS:** . Remember, you are in charge of your official transcript, which will become a permanent track record of the classes you take and the grades you earn during your years at SCHS. Specific graduation requirements appear in the *Program of Studies* distributed by the schools. See your guidance counselor or advisor for specific questions about your graduation requirements.

## Promotion, Classification and Graduation Requirements:

| Gr. 10 | Gr. 11 | Gr. 12 | Credits needed for graduation |
|--------|--------|--------|-------------------------------|
| 5      | 11     | 16     | 22                            |

**Students must meet college or career readiness standards in order to graduate (SCPS Board Policy 08.113)**

**Senior Gateway Experience:** Senior students will be required to participate in the Reading Gala and meet proficiency on the Reading Gala rubric. Students who do not meet proficiency during the Reading Gala will be provided an opportunity for remediation, which must be completed within four weeks of the Gala.

**ATHLETICS:** Shelby County High School has a rich tradition in athletics. Included in this are numerous team and individual state champions. We want you to be a part of this and continue the pride and tradition this school has long been known for. Below is a list of KHSAA sports SCHS offers:

**Fall Sports:** Cross-Country, Football, Golf, Soccer, Volleyball

**Winter Sports:** Basketball, Swimming,

**Spring Sports:** Bass Fishing, Baseball, Softball, Tennis, Track

SCHS also offers Cheerleading and Dance.

For information about teams, coaches, schedules or try out dates, please contact Charlotte Marshall @ 633-2344, Ext. 112 or email

[charlotte.marshall@shelby.kyschools.us](mailto:charlotte.marshall@shelby.kyschools.us).

## ABSENCE/TARDY POLICY

**All absences/tardies are handled through the Attendance Office.**

**Tardy to Class** – Students presently at school but not inside the classroom or designated area at the start of class are considered tardy. Truancy is defined as being absent/tardy for three (3) days of school unexcused. A student who is absent/tardy six (6) unexcused days will be considered a habitual truant and may be reported to the appropriate legal authorities

**Tardy to/from School** – At any time during the school day a student misses less than 60 minutes at one time, it is considered a tardy to/from school. This tardy could occur at the beginning, middle or end of the school day.

**Absent from School** – (A) Absent all day = full day absence (B) Absent partial day – (more than 60 minutes) – these absences will be calculated by number of minutes missed to equal a percentage. These partial absences accumulate over the school year to equal full day absences. Ex: missing 75 minutes equals a 20% absence.

### Attendance Procedures and Policy:

Students must bring a medical or parent note to the attendance office after each absence. **In order for an absence/tardy to be excused – a note must be received within 5 days.** The attendance office will verify the note and report to the staff the status of the absence, excused or unexcused. Students are expected to make up work for any absence by working with the teacher to ensure all formative and summative assessments are completed following any absence.

**Students must be in attendance at least half the day to participate in or attend any school function** (examples: prom., athletics, plays, concerts). Students must be in attendance on the last day of the week to participate in any weekend event. There is a possibility of court action for non-compliance with the state's truancy law KRS. 610.010.

### Reasons for excused absences:

- Illness of the student, after the tenth (10<sup>th</sup>) physician's note, the parent/guardian must have a Medical Excuse Form (09.123.AP.2) completed by the physician.
- Death or serious illness in the student's immediate family (immediate family shall include the student's legal guardian, parents, step-parents, spouse, spouse's parents, children, grandparents, brothers, and sisters)
- Medical appointments, after the tenth (10<sup>th</sup>) physician's note, the parent/guardian must have a Medical Excuse Form (09.123.AP.2) completed by the physician
- Driver's test for permit/license (1/2 day only)
- Court appearance required by subpoena or citation,
- Religious holidays and practices,
- One (1) day for attendance at the Kentucky State Fair,
- Documented military leave for parent or legal guardian
- Special cases approved by the principal including college visits and pre-arranged trips - Parents must submit a letter to the principal

ONE week prior to the prearranged visit.

- Parents should make medical/physical therapy appointments after school hours whenever possible. Students must have a medical note in order to be excused after they have missed their seven (7) non-medical days. A medical note is a note from a doctor, dentist, health department, or other medical professional. Only ½ day will be given if not specified by the attending physician

**Sign-in/Sign-out procedures:** Students who are late to school must sign in at the attendance office and get a note to enter class. Students who need to check out of school early must provide a note to the attendance office before school starts. Absolutely NO phone-in permissions will be accepted unless approved by a principal. Faxed notes that can be verified will be accepted. Students will only be allowed to leave with someone listed on his/her emergency card unless a parent gives written permission and the note can be verified. Students who are ill and need to check out of school must report to the office to notify parents of the illness. Parents will sign out their child at the attendance office.

#### **Driver's Permit/License**

Students must present verification of enrollment to apply for a driver's permit/license. Students requesting this form must be attending school regularly and must be making academic progress as defined by the state law. This form can be requested from the guidance office before 10:00 am to be ready for pick-up at the end of the work day. The school is required to report any student who has 9 unexcused absences (or dropped out of school) or who is academically deficient to the Kentucky Transportation Cabinet. The Cabinet will revoke any student's permit/license under those circumstances..

#### **Non-Traditional Instructional Days (SnoGo)**

With the state's approval of Shelby County's Non-Traditional Instructional plan, the district is ready for NTI or SnoGo days again this year. Shelby County's Non-Traditional Instruction plan, also known as SnoGo, is a school day where students do not physically go to their school buildings, but learning continues. The goal of NTI is to allow learning to continue when students are not in the school building. As we prepare students for life beyond their academic career, we are trying to instill a mindset of lifelong learners. This means that learning can and should happen all the time.

#### **How do I find out what my child should be doing on an NTI day?**

- Secondary students may log into Schoology to see assignments. They may also be given assignments in class.
- Elementary students will have a menu of activities from which to choose. This menu is provided by each school and should be available at their school's website. Some students may also choose to login to Schoology to see options.

#### **How will students submit their work on NTI days?**

- If a student is able, he/she may submit his/her work online through Schoology.
  - If a student is unable to submit online, evidence should be turned in to the teacher.
- \* Many assignments will not require internet connectivity to complete or submit.

### **GENERAL INFORMATION**

#### **Building Hours**

The building is open in the morning by 7:45 am and closes at 4:00 pm. ALL doors except for the one main entrance door will remain locked during the school day. Students remaining in the building after 4:00 PM must be under the direct supervision of a faculty/staff member.

**Bus Regulations:** The privilege of any student to ride a school bus is conditioned upon his/her good behavior and observance of all rules and regulations. Repeated violations can cause a student to be prohibited from riding a bus.

#### **High School Lunch:**

- Students have access to the following areas during lunch: Cafeteria, Lobby, Large Gym, the Hub, the Library, the Auditorium, first floor halls. Students do not have access to the second floor, the small gym or any first floor classroom
- Food Areas include: Cafeteria, Lobby, Large Gym, The Hub.
- Food Areas do NOT include: Library, Auditorium, any classroom or anywhere on the second floor
- Be polite and courteous to the cafeteria workers, fellow students and staff.
- Place all trash in a trash can when finished eating.
- Students are NOT allowed to have outside food delivered to school.

**Breakfast/Lunch Prices:** Breakfast - \$ 1.10 (reduced \$0.30) Lunch- \$2.45 (reduced \$0.40 )\*\*\*These prices are subject to change\*\*\*

#### **Extra Sales Program (Including Snack Items) for Shelby County High School Cafeteria**

There is not a limit on the amount of items a student can purchase from the extra sales program. Parents may send a note or call the cafeteria manager to limit the amount their child may purchase from the extra sales program, or to prohibit all purchases. If you have any further questions please contact the cafeteria manager or our Central Administrative Office, at 633-2375.

**Payments to SCHS:** SCPS participates in the Shelby County Attorney's Check Theft Program! Pursuant to KRS 514.040 (4) and (5), all returned checks are subject to a Merchant's fee of \$25.00 and the County Attorney's fee of \$25.00. All inquiries should be directed to: Hart Megibben, Shelby County Attorney, 501 Main Street, Shelbyville, KY 40065. After the first returned check, only cash and money orders will be accepted.

**Deliveries:** Students are **not** allowed to have outside food items delivered to school. Items such as balloons and flowers will not be delivered to students during the school day. Students will need to pick up such items at the administrative office at the end of the school day. Glass vases and balloons are not allowed on school buses.

**Eligibility for Waiver of School Fees:** Information given on the student's application for free or reduced priced meals may be used to determine his/her eligibility for other educational benefits. In order to apply for these benefits, you must so mark and return a completed application for free/reduced meals. Contact the Food Service Coordinator at 633-2375 if you need further information or a copy of the form.

**Emergency Information:**

The safety of students and staff members is a top priority at SCHS. In order to be prepared for the multitude of situations that may occur on campus, the school practices emergency procedures throughout the school year in conjunction with law enforcement and emergency personnel. In addition, emergency information is posted in each classroom. In particular, the emergency evacuation and lock-down drills could inconvenience parents if they come to school during these times. We appreciate the cooperation of parents and other visitors during these practice times.

**Fund Raising/Selling and Soliciting:** A student or group of students shall not sell items, solicit contributions, conduct membership drives, or sell subscriptions on school property without authorization by the principal and Board of Education. No student shall be compelled or coerced to participate in or meet any kind of quota in a fund-raising activity. No outside groups are allowed to sell or solicit during the school day or during school functions without the approval of the Shelby County Board of Education.

**Hall Passes**

Students may be excused from the classroom during class with a Shelby County High School Hall Pass.. Hall passes may be issued AFTER the first 10 minutes of class and BEFORE the last 10 minutes of class. Only one hall pass per classroom and only one student per hall pass. Students will leave their phones in the classroom while using the hall pass.

**Lockers:** All 8<sup>th</sup> graders are assigned a locker at the beginning of the school year. Students in grades 9-12 may request a locker in the main office. Any student losing a lock will be expected to pay the cost of replacing the lock (\$5). At the end of the school year, lockers are to be cleaned out and locks left on lockers. Only school locks may be used on school lockers. All other locks are unacceptable and will be cut-off. Students are responsible for the contents of their lockers. Lockers are the property of Shelby County High School and may be searched by school officials at any time.

**Lost and Found:** All items found will be taken to the Youth Service Center. These items may be claimed during non-instructional time.

**Medication:** No student is allowed to have prescription/non-prescription medication in his or her possession at any time (body, book bag, locker, etc.) without principal permission. Possible suspension could occur for possession of prescription/non-prescription medication. At no time will SCHS provide medication for any student. Any student needing to take medication while at school must have an authorization to administer medication form on file along with their medication from home/doctor. These forms may be picked up in the main office. Students who become ill during the day should report to the main office for assistance and to call home, if necessary.

**Student Drop-Off/Pick-Up Procedures:** Drop-off/pick-up point for all students is at the main front entrance building **only**. For safety reasons, do not drop-off or pick-up students in the back bus lot or Rocket Lane.

**Personal Property and Valuables:** Students are advised that Shelby County Public Schools will not be responsible for the loss, theft or damage to any personal property (cell phones, iPods, gaming devices, motor vehicles, etc.) brought on school property by students, parents or staff. It is important that students understand that they are responsible for any items brought to school

**Cell Phone Policy:** Shelby County High School believes in the use of the technology to support learning; however, with the increased technology available to support every student through our 1:1 initiative, the cell phone is becoming a distraction to learning in the classroom. In addition, cell phones can be used in ways that are emotionally harmful through sexting, cyberbullying, inappropriate use of social media, the taking and sharing of videos and photographs that are inappropriate or unknown by the person, and increased apps that are readily available and cannot be easily monitored and can cause safety concerns. Students may NOT have a personal electronic device visible during class unless it is being used as an instructional tool per the direction of the classroom teacher.

**Students may utilize telecommunication devices (cell phones, Ipods, headphones, etc.) before school, during lunch and after school. Cell phones may be collected by proctors during testing sessions and returned to students at the end of the testing session.** Students will be required to relinquish the personal telecommunication device to any teacher or school staff person who observes a student in violation and appropriate consequences will be enforced as outlined below:

*1<sup>st</sup> Offense:* Confiscated by staff member and returned at the end of class.

*2<sup>nd</sup> Offense:* Confiscated by the staff member and given to the Assistant Principal along with a disciplinary referral to the Assistant Principal, who will assign an appropriate consequence. Student may pick up the device in the main office after dismissal that day.

*Subsequent Offenses:* Confiscated by the staff member and given to the Assistant Principal along with a disciplinary referral to the Assistant Principal, who will assign an appropriate consequence. Parent/Guardian will be contacted by school staff, and the phone will only be released to a parent or guardian. The school office closes at 4:00 PM each day.

Refusal to relinquish the personal communication device will be considered defiance of authority and a staff member will be called to come to the classroom to remove the student. For consequences of defiance, refer to the SCHS Discipline Code.

**Plagiarism:** According to Webster's 3<sup>rd</sup> New International Dictionary, the definition of plagiarism is the act of stealing or passing off as one's own, ideas or words of another. Plagiarism will not be tolerated in schoolwork and will result in a zero for that grade and disciplinary action could be taken.

**Posters:** No posters, stickers, placards, advertisements or notices are to be posted on school property without the approval of the principal.

**School Resource Officer:** Shelby County High School and the Shelby County Sheriff's Office work in collaboration to provide an on duty officer stationed at the school. The Shelby County Deputy Sheriff has successfully completed specialized training in working with school-age students to provide a valuable resource to the school, the students and the community. The SRO balances roles in law enforcement, mentoring and teaching. Each of these areas is vital to the success of the program.

**Student Assistance Program:** This program provides information and support for students experiencing personal concerns that interfere with school functioning. Individual and group counseling is available for issues such as stress, anger, relationship difficulties and alcohol and other drugs.

**Telephones/Phone Calls:** Students will not be called to the telephone from classes or dismissed from classes to use the phone except in the case of emergencies. If an emergency occurs, students will be allowed to use a Main Office phone. Telephone messages may be left in the main office by parents/guardians only and will be delivered only during non-instructional time.. Students will be allowed to use their cell phones before school, during lunch period, during class transitions and after school only.

**Textbooks:** If a pupil loses, damages or destroys a textbook, that student and his/her parent or guardian shall be considered responsible.

**Visitors:** The Board and SCHS encourage parents, professional educators, and others who have legitimate interests to visit the schools. To ensure that school personnel are aware of visitors' presence, all visitors must park in the front of the building and report immediately to the Main Office upon entering the school, sign in and identify themselves and declare their purpose of visiting. Visitors are only allowed in specific areas of the building. In general, students are not allowed to have visitors at school.

**Shelby County High School Youth Service Center:**

Youth Service Centers were created as part of KY Education Reform Act (KERA) The purpose of the Youth Service Center is to enhance student's ability to succeed in school by eliminating barriers to learning. The Youth Service Center at Shelby County High School assists student families with meeting basic needs such as food, clothing, shelter, medical, and dental services, emergency financial assistance, uniforms, and school supplies. The center also provides referrals to health and social service agencies, employment counseling and referrals, substance abuse education, and parent educational support. The center is located at SCHS in room 111 and is open from 8:00am until 3:45 daily. Evening appointments are available on request. For more information call 633-2344 ext.111.

**Shelby County High School Standard of Dress**

All students are expected to adhere to common practice of modesty, cleanliness and neatness and to dress in such a manner as to contribute to the academic atmosphere. Any clothing, object, or writing on clothing that refers to alcohol, tobacco, drugs, gangs, sexual innuendos, foul language, or is otherwise controversial or disruptive to the educational process is prohibited. Footwear must be worn at all times. House slippers are not permitted. Students will not be permitted to carry blankets, pillows and stuffed animals to class.

The school administration shall have the right to evaluate any clothing to determine its acceptability within the standard of dress. Administrators shall have the right to make an interpretation on the decency and appropriateness of any garment. All staff members are responsible for enforcing the dress code. Any student who is out of dress code during the school day will be required to change clothes.

**Shelby County High School Incentive Plan**

We believe that good school attendance and behavior helps develop the habits of responsibility, self-discipline and work ethic that will be carried beyond high school. Unexcused absences, tardies and discipline referrals are known to have a negative effect on academic achievement; therefore, SCHS has adopted the following plan to promote improved attendance and appropriate behavior at school.

Incentives a student may receive include:

- 1) The privilege to use a parking pass (for licensed drivers only)
- 2) Free admission to SCHS home athletic events
- 3) The privilege to participate as an athlete
- 4) The privilege to participate in after-school activities
- 5) The privilege to participate in school dances (including Prom)
- 6) The privilege to participate in school - specific events (Rocket Games, school plays, awards programs)

Each school year a student may earn privileges if his/her attendance, grades and behavior meets the following criteria in a nine-week period::

- 1) No failing grades
- 2) No more than 3 unexcused absences (whole or partial)
- 3) No more than 1 behavior referral
- 4) No out of school suspension or alternative to suspension days

- 5) No use of social media that disrupts the school day

A loss of these privileges may be appealed to the administration after 30 days.

### Shelby County High School Disciplinary Code

A Disciplinary Code is in place at SCHS to keep all students safe and to promote a positive learning environment. Staff will make every effort to communicate with families at the onset of any disciplinary issue involving their student. Communication often resolves many discipline issues before further steps are needed. If a problem cannot be resolved through communication with the parent or guardian alone, other steps may be taken as outlined below.

If a behavior is persistent or severe enough that it warrants immediate action, a teacher will refer the student to administration, and appropriate consequences through the Discipline Code will be followed. These are recommendations that may be administered upon each offense. However, the principal in charge may use discretion in dealing with the situation. The Principal may refer students involved in certain disciplinary situations to the Student Assistance Counselor, peer mediation, community service at SCHS, or a variety of other counseling services. This would not be in lieu of disciplinary action, but a part of the consequence.

#### ISS PROCEDURE

This program is designed to help eliminate out-of-school suspensions. Students may only be assigned to the highly structured environment by the Principal or an Assistant Principal. Students will be permitted to complete all regular assignments for full credit. ISS will be served at SCHS. While assigned to ISS, all personal electronic devices (cell phones, MP3, iPods, etc.) may be confiscated and returned upon dismissal.

In all cases regarding due process and suspension of students, Board policy shall be followed (see 09.431 and 09.434). Short-term suspension shall be defined as from 1-5 days; Long-term suspension shall be defined as from 6-10 days.

#### Alternative to Suspension

Pursuant to Board Policies 09.431 and 09.434, students may be suspended from school for disciplinary reasons if due process procedures are followed. The principal, assistant principal or associate principal may designate "Alternative to Suspension (ATS)" days in lieu of suspension. The following criteria applies to successful completion of ATS days.

1. Work was completed and submitted via Schoology or other means of technology. If the administrator and classroom teacher agree, work may also be submitted upon return to school.
2. Student was available to discuss assignments with the staff member making calls home.

Upon verification of successful completion, ATS days will be marked ATS Present in the student's attendance record. ATS Unexcused will be placed in the student's attendance record for each unsuccessful ATS day. All ATS unexcused days are documented unexcused absences and count toward truancy violations.

#### ARSON (Level 5)

**Definition:** The intentional starting of a fire or explosion on any school property or at any school-sponsored activity that results in property damage or personal injury.

#### ASSAULT (Level 5)

**Definition:** Premeditated act and/or intending to cause physical injury by means of physical force.

#### BULLYING/HARASSMENT (Level 4)

**Major Offense - Definition:** Bullying is the repeated and systematic abuse and harassment of another and others. A person is being bullied when he or she is exposed repeatedly and over time to negative actions by one or more persons.

Types of bullying include but are not limited to:

**Physical** – Harm to another's body or property, **Emotional** – Harm to another's self-esteem, **Social** – harm to another's group acceptance

Examples of Bullying:

- Derogatory nicknames, teasing, excluding certain people from a group, slurs, spreading demeaning stories, jokes, or pictures.
- Unwanted touching, pinching, shoving, sexual advances, requests for sexual favors, and spreading sexual rumors.
- Causing a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or that an educational decision will be based on whether or not the student submits to unwelcome sexual conduct.
- Ganging up on others, implied or overt threats of physical violence or acts of aggression or assault.
- Seeking to involve students with disabilities in antisocial, dangerous or criminal activity where the students, because of the disability, are unable to comprehend fully or consent to the activity.
- Destroying or damaging an individual's property.

#### DEFIANCE OF AUTHORITY – (Level 2/3)

**Definition:** Willful disobedience of a reasonable request, either verbal or written of school personnel.

#### DELIBERATE DISRUPTION (Level 1-3)

**Definition:** Conduct which is disruptive to the orderly educational procedure of the school.

**DISPLAY OF AFFECTION (Level 1)**

**Definition:** Physical contact of a romantic nature beyond hand-holding/brief hug.

**EXTORTION (Level 5)**

**Definition:** Forcing others to pay money or give away their possessions against their will.

**FAILURE TO SIGN IN/OUT TO SCHOOL/LEAVING SCHOOL GROUNDS (UNEXCUSED) (Level 4)**

**Definition:** Reporting to school after the tardy bell has rung and not signing in or leaving school without signing out even though a parental note was submitted to the Attendance Office.

**FALSE FIRE ALARM (Level 5)**

**Definition:** Falsely alerting the Fire Department or school to a non-existent fire. (Ex: pulling the fire alarm)

**FALSE BOMB THREAT (Level 5)**

**Definition:** Making a threat that a bomb has been placed in or is about to explode on school property or at any school sponsored activity.

**FIGHTING (Level 4/5)**

**Definition:** Students willfully engaging in physical contact for the purpose of inflicting harm. In all cases, an attempt will be made to notify parent or guardian. Upon completion of an investigation and due process procedures, students will be suspended immediately and released to parents and/or referral to authorities.

**FORGERY (Level 3)**

**Definition:** The act of falsely using the name of another person, or falsifying documents or communication to or from the school.

**OTHER INCORRIGIBLE BAD CONDUCT (Level 2/3)**

**Definition:** As provided for in KRS 158.150, "Other Incurable Bad Conduct on school property, as well as off school property at school-sponsored activities that cause disruption of school related activities...

**Examples:** cheating, lying, and gambling for money or profit.

**PHYSICAL ABUSE OF SCHOOL PERSONNEL (Level 4/5)**

**Definition:** Physical contact directed toward school personnel by a student or group of students with the intention of doing bodily harm.

**PLAGIARISM (Level 2)**

**Definition:** According to Webster's 3<sup>rd</sup> New International Dictionary, the definition of plagiarism is the act of stealing or passing off as one's own ideas or words of another. Plagiarism will not be tolerated in schoolwork and will result in a zero for that grade and disciplinary action could be taken.

**POSSESSION/USE OF TOBACCO PRODUCTS (Level 2)**

**Definition:** Smoking or use of smokeless tobacco as well as the possession of tobacco products during the regular school day, on school property, or as a participant in a school activity. Any violation will result in referral to counseling and/or to legal authorities.

**POSSESSION/SETTING OFF FIREWORKS (Level 5)**

**Definition:** The possession or ignition of any fireworks (legal or illegal).

**POSSESSION/USE OF DANGEROUS WEAPON (Level 5)**

**Definition:** Carrying, storing or using firearms, knives, or any other objects that can be classified as dangerous instruments, without prior faculty or administrative approval.

**POSSESSION/USE OF ALCOHOL/DRUGS (Level 5)**

**Definition:** Pursuant to Board Policy 09.423, both possession or use of drug paraphernalia and possession, use or being under the influence of alcoholic beverages, any controlled substance or any substance which "looks like" a controlled substance on or about school property, at any location of a school-sponsored activity or in route to or from a school-sponsored activity are forbidden.

**SALE/TRANSFER OF ALCOHOL/DRUGS (Level 5)**

**Definition:** Pursuant to Board Policy 09.423, the sale or transfer of drug paraphernalia, alcoholic beverages, any controlled substance or any substance which "looks like" a controlled substance on or about school property, at any location or a school-sponsored activity or in route to or from school-sponsored activity are forbidden.

**PROFANITY/VULGARITY (Level 2/3)**

**Definition:** Cursing, use of obscene language/gestures, engaging in actions that are coarse or crude, insensitivity to others.

**SEXUAL ABUSE (Level 5)**

**Definition:** Any forcible touching of another's body or any other inappropriate sexual behavior that would be unacceptable, in any way to that person.

**SEXUAL MISCONDUCT (Level 4/5)**

**Definition:** Verbal sexual remarks and any other sexual misconduct not covered under the definition of sexual abuse.

**TARDY TO CLASS (Level 1)**

**Definition:** Students presently at school but not inside the classroom or designated area at the start of class are considered tardy. A student, who is more than 15 minutes late to class without adult permission is considered skipping

### **THREATENING BEHAVIOR/ INTIMIDATION/DISCRIMINATION (Level 3-5)**

**Definition:** Defined as the intimidation by threats or actual physical violence toward school personnel, students, or others, by whatever means including but not limited to a climate of hostility or intimidation, or the use of language, conduct, electronic communication, or symbols in such a manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual or intent to do bodily harm.

### **THEFT (Level 4)**

**Definition:** Stealing school property or the belongings of another student or a school staff member.

### **UNRULY CONDUCT (Level 4)**

**Definition:** Behavior that could cause injury to oneself or to someone else that would not fall under the definition of fighting.

### **VANDALISM (Level 3)**

**Definition:** Intentional damage of school property or property of school personnel.

### **VERBAL ABUSE OF SCHOOL PERSONNEL (Level 3)**

**Definition:** Inappropriate language directed at school personnel that is extremely disrespectful in nature and may or may not contain profanity.

## **SUSPENSION OF STUDENTS**

Pursuant to Board Policies 09.431 and 09.434, students may be suspended from school for disciplinary reasons if certain procedures are followed. The following outlines the necessary procedures:

1. A pupil shall not be suspended from any school until at least the following due process procedures have been provided:
  - The pupil has been given oral or written notice of the charge or charges against him/her, which constitute cause for suspension.
  - The pupil has been given an explanation of the evidence of the charge or charges if the pupil denies them; and
  - The pupil has been given an opportunity to present his/her own version of the facts related to the charge or charges.

These due process procedures shall precede any suspension from the Shelby County Public Schools unless immediate suspension is essential to protect persons or property or to avoid disruption of the ongoing academic process. In such cases, the due process procedures outlined above shall follow the suspension as soon as practical, but no later than three (3) school days after the suspension.

2. The Principal/Assistant Principal of any school may suspend a pupil for up to ten (10) days per incident but shall report such action in writing immediately to the Superintendent or his/her designee and to the parent/guardian. If any student has been suspended three (3) times during one school year, any offense after the third suspension that would warrant suspension shall require that an administrative hearing be held to consider a recommendation for expulsion.

3. The written report of a suspension shall include the following:

- a. Name of Student
- b. Date of due process hearing
- c. Specific reason(s) for suspension
- d. Conditions of reinstatement
- e. How parents/guardian notified

When a student has been suspended, one or both parents/guardian and/or student may be required to have a conference with the Principal/Assistant Principal before he/she is reinstated. Exceptions may be made in extreme hardship cases. A student on suspension is prohibited from entering any school or any school grounds (except for a prearranged conference with an administrator), attending any day or night school functions (including weekend functions such as athletic events) of the Shelby County Public Schools, or riding a school bus until reinstated by the Principal. Violation of this is cause for further disciplinary action. If a student is classified as disabled, refer to procedures for suspension of disabled students.

**REFERRAL TO LEGAL AUTHORITIES-**When a student commits a criminal act or is in violation of a state law (i.e. drugs, alcohol, truancy, etc.) he/she must be referred to the legal system (police officer, county attorney or court designated worker).

### **SERVICES TO INDIVIDUALS with DISABILITIES**

The Shelby County Public Schools ensures that any child or youth with a disability, regardless of how severe, is provided an appropriate public education at no cost to the parents or guardian. These rights are afforded through the Individuals with Disabilities Act (IDEA) and section 504 of the Rehabilitation Act. If you know a child or youth who lives in Shelby County who may have a disability and is not receiving services, please contact the Special Education/Section 504 Coordinator at the Support services office at (502) 633-2375. If you have any concerns with regard to your child's progress in school and suspect he/she may have a disability please contact his/her classroom teacher.

### **NON-DISCRIMINATION STATEMENT**

The Shelby County Public Schools do not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services and provides upon request, a reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

### **NOTIFICATION TO PARENTS:**

In compliance with No Child Left Behind Title IA, Shelby County Public Schools is sending notification to parents that all teachers hired for the school year are considered Highly Qualified for the core academic courses they teach. Shelby County Public Schools is committed to providing a

quality instructional program for each child. Parents may request information regarding their child's teacher's professional qualifications at their school or contact the SCPS Director of Personnel @ 502.633.2375.

**ACTIONS OF THE HIGH SCHOOL ADMINISTRATION ARE SUBJECT TO CHANGE, WORKING WITHIN THE GUIDELINES AND SET POLICIES OF THE SHELBY COUNTY PUBLIC SCHOOL'S BOARD OF EDUCATION.**