

Shakamak Jr/Sr High School

2022-2023

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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WELCOME

The success of students at school depends upon their self-discipline, effective study habits, and regular attendance. This handbook is intended to help you become better acquainted with our school and to help answer questions that you might have. While this handbook is intended to be a fair summary of certain matters of interest to students, its readers should be aware that: (1) it is not a complete statement of all procedures, policies, rules, and regulations of the elementary, junior, and senior high; (2) the school and school board reserves the right to change without notice, any procedures, policies, programs and so on, which appear in this handbook; and (3) the various departments and teachers may have their own procedures and policies that apply to students.

MSD of Shakamak is committed to the principle of equal opportunity and does not knowingly discriminate against any student, employee, or applicant on the basis of sex, race, color, age, and national, ethnic, or geographical origin. MSD of Shakamak attempts to make its programs equally accessible to all qualified applicants despite physical disabilities.

We wish you a great deal of success in your academic and extra-curricular endeavors. Keep in mind that success is not an accident. Successful people are not lucky – they plan for success and do the things necessary to enable themselves to succeed. Consider the adage: "Luck is what happens when preparation meets opportunity." Prepare for success and do what you need to do to be successful. Take advantage of the opportunities that come your way.

TO PARENTS

Your son or daughter will spend a large portion of his/her adolescent life in school and we hope that during this time your son or daughter will grow both in academics and maturity. Growth in these areas will depend upon the successful combination of the student's efforts, initiative, innate abilities, and diligent guidance from our school. We believe this growth can be achieved if parents, students, and school work together. The following expectations should facilitate this growth:

What the parent should expect from the school:

1. The school will operate in a businesslike and responsible manner with its requirements and regulations being reasonable and understandable.
2. The student's academic progress is the priority of the school.
3. Parental inquiries, visits, and complaints will receive prompt and courteous attention.
4. The grading system is fair, impartial, and understandable.
5. Assignments are clearly given and a reasonable amount of assistance will be available to the student. The school will strive to maintain a wholesome student environment.
6. The right to inspect, review, and amend any inaccurate or misleading information contained in their children's educational records. (Questions concerning educational records can be answered by contacting the Guidance Department at 812-665-3550 x2304 or the building principal.)

What the school should be able to expect of the parent:

1. The student's attendance be regular and punctual.
2. The parents encourage and promote good study habits and acceptable behavior in their children.
3. That parental inquiries be first registered with the teachers, guidance counselor, assistant principal, and/or principal.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate toward the school will too often damage a student's outlook and affect his/her behavior and success.
5. That the parent keeps himself/herself informed of any difficulty between his/her child and the school.
6. That the parent calls the school for an appointment with a teacher, a counselor, or the principal in the event of a serious problem or a serious misunderstanding that has not been satisfactorily resolved between the child and the school.

What the student should be able to expect of the school:

1. That his/her voice be heard as long as he/she expresses himself/herself courteously.
2. That the teacher's grading and treatment of the student be fair and understandable.
3. That correction of the student's behavior is fair and is done with consideration of the best interests of the student and the total school.
4. That extra help in a subject beyond what can be given during class time be initiated by the student.
5. That the student's opinion is reflected through an elected student government.

MISSION STATEMENTS

CORPORATION: To provide an appropriate educational program and learning environment which will effectively meet the educational needs of its students; and citizens; help its students accomplish educational goals which are significant, durable, and transferable.

JUNIOR/SENIOR HIGH: Will provide varied learning experiences emphasizing academic, social, cultural, and physical growth that empowers and challenges all students to become educated ethical, responsible citizens in a diverse, ever-changing world.

ELEMENTARY: Will provide varied learning experiences emphasizing academic, social, cultural, and physical growth that empowers and challenges all students to become educated ethical, responsible citizens in a diverse, ever-changing world. People are the essence of our school. We emphasize knowledge, values, and socialization as helpful guides for life. We are a nurturing place, an environment of worth, a community of learning.

I. SCHEDULE

A. SCHOOL CALENDAR

MSD of SHAKAMAK 2022-2023 SCHOOL CALENDAR

First Semester-2022

August 8, 2022	Monday	Teacher Workday
August 9	Tuesday	First Student Day
September 5	Monday	No school – Labor Day
September 7	Wednesday	Midterm 1st Nine Weeks (21 days)
September 26	Monday	E-Learning Day – Synchronous (No Students)
October 7	Friday	End of 1st Grading Period (43 days)
October 17 – 21	Monday-Friday	No School – Fall Break
November 2	Wednesday	E-Learning Day – Synchronous (No Students)
November 15	Tuesday	Midterm 2nd Nine Weeks (22 days)
November 23 – 25	Wed - Friday	No school – Thanksgiving Break
December 19-21	Monday - Wed	1st Semester Exams (45 Days)
December 21	Wednesday	End of 2nd Grading Period (Semester Ends – 88 days)

Second Semester-2023

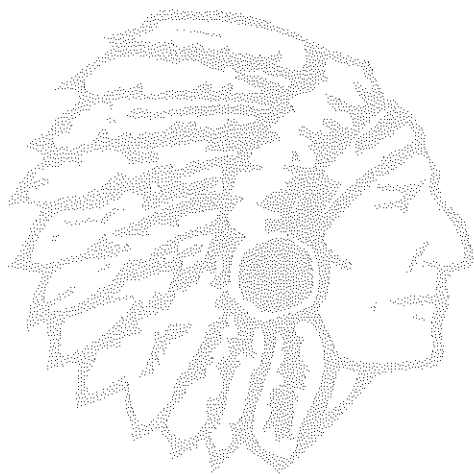
January 5, 2023	Thursday	School Resumes – 2nd semester
February 3	Friday	Midterm 3rd Nine weeks (22 days)
February 17	Friday	No School
February 20	Monday	No School
March 10	Friday	End of 3rd Grading Period (45 days)
March 27 – 31	Monday – Friday	No school – Spring Break
April 7	Friday	No School – Good Friday
April 20	Thursday	Midterm 4th Nine Weeks (23 Days)
May 22-24	Monday – Wed	2nd Semester Exams (47 days)
May 24	Wednesday	Last Day of School / End of 4th Grading Period (92 days)
May 25	Thursday	Teacher Workday
May 26	Friday	Senior Honor Night – 7:00 PM
May 27	Saturday	Commencement – 11:00 AM

B. DAILY TIME SCHEDULE

Elementary School: Instructional Time 8:10 AM – 2:50 PM

Junior High School Schedules					
Daily Schedule		2-Hour Delay Schedule		1-Hour Delay Schedule	
1st Period	8:05 – 8:56	1st Period	10:05 – 10:46	1st Period	9:05 – 9:49
2nd Period	9:00 – 9:46	2nd Period	10:50 – 11:23	2nd Period	9:53 – 10:35
3rd Period	9:50 – 10:36	3rd Period	11:27 – 12:00	3rd Period	10:39 – 11:21
Homeroom	10:40 – 11:05	4th Period	12:04 – 12:37	4th Period	11:25 – 12:07
4th Period	11:09 – 11:55	Lunch	12:37 – 1:07	Lunch	12:07 – 12:37
Lunch	11:55 – 12:25	5th Period	1:11 – 1:43	5th Period	12:41 – 1:23
5th Period	12:29 – 1:15	6th Period	1:47 – 2:19	6th Period	1:27 – 2:09
6th Period	1:19 – 2:05	7th Period	2:23 – 2:55	7th Period	2:13 – 2:55
7th Period	2:09 – 2:55				
Senior High School Schedules					
Daily Schedule		2-Hour Delay Schedule		1-Hour Delay Schedule	
1st Period	8:05 – 8:56	1st Period	10:05 – 10:46	1st Period	9:05 – 9:49
2nd Period	9:00 – 9:46	2nd Period	10:50 – 11:23	2nd Period	9:53 – 10:35
3rd Period	9:50 – 10:36	3rd Period	11:27 – 12:00	3rd Period	10:39 – 11:21
Homeroom	10:40 – 11:05	Lunch	12:00 – 12:30	Lunch	11:21 – 11:51
Lunch	11:05 – 11:35	4th Period	12:34 – 1:07	4th Period	11:55 – 12:37
4th Period	11:39 – 12:25	5th Period	1:11 – 1:43	5th Period	12:41 – 1:23
5th Period	12:29 – 1:15	6th Period	1:47 – 2:19	6th Period	1:27 – 2:09
6th Period	1:19 – 2:05	7th Period	2:23 – 2:55	7th Period	2:13 – 2:55
7th Period	2:09 – 2:55				

Junior/Senior High School: Teachers are available for tutoring each regular school day from 7:50am-8:00am and 2:55pm-3:20pm. Monday will be Activity Period during Homeroom. Tuesday-Thursday will be days where students can be stamped for Tutorial or assigned to Assignment Completion during Homeroom. Friday is designated for students to stay in Homeroom. Activity Period and Homeroom will not take place on the 1-hour or 2-hour delay schedule.



II. STUDENT SERVICES

A. BOOK RENTAL

The number and type of courses for which a student is enrolled determines Senior High textbook rental. The grade level for which the student is enrolled determines the textbook fee for Junior High and Elementary students. Also, extracurricular or class fees may be assessed, along with an additional fee for student agenda books. All fees (PK-12) are to be paid in August of the current school year.

B. TEXTBOOK & CHROMEBOOK DAMAGE

Students will be issued textbooks and Chromebooks the first week of school and are expected to use the books appropriately. The following policy will apply:

- If a student loses a textbook or Chromebook during the school year, he/she will pay the replacement cost of the book or Chromebook. Student/parent will be billed this cost.
- If a student does not turn in an assigned textbook or Chromebook, the student/parent will pay for the replacement cost of the book or Chromebook.
- If a student causes excessive, deliberate, and/or malicious damage to a textbook, the student/parent will pay for the replacement and/or repair cost of the book.
- If a student causes excessive, deliberate, and/or malicious damage to a Chromebook, the student/parent will pay the repair cost of the Chromebook (1st Repair - \$50 / 2nd Repair - Full Cost of Chromebook). If a Chromebook is not repairable, the student/parent will pay for the full cost of the Chromebook. If a student loses the Charger for their Chromebook, the student/parent will be charged \$20.

Bills for damage forwarded to students/parents should be paid in the school office in a timely manner. Any unpaid book bills may be subject to court action.

C. INSURANCE

The school system does not carry insurance of any kind on students.

D. SCHOOL LUNCH

The MSD of Shakamak participates in the National School Lunch and School Breakfast Programs. Students from households that meet appropriate income guidelines are eligible for free or reduced lunches and textbook assistance. For information contact either of the school principals or the cafeteria supervisor.

A student may choose to bring a sack lunch or participate in the hot lunch program. Students may not order food from outside sources or have food delivered to the school. If a student brings a lunch, it must be eaten in the lunchroom. The school will offer a plate lunch (K-12), and an ala carte menu (7-12). Students should pre-pay the cafeteria supervisor before school.

**The charge policy is \$10 maximum; once attained, students are offered an alternate meal: peanut butter sandwich and milk.*

Elementary students are not to take food items from the cafeteria unless approved by a teacher/staff member. Elementary students are not to take food items to the playground area. All students are to obey cafeteria rules, use waste containers to throw their trash away, talk in a low voice, use good manners, and walk at all times.

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, A Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: (<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 Form or letter must be submitted to USDA by:

- 1) Mail: US Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; or
- 2) Fax: (833) 256-1665 or (202) 690-7442; or
- 3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

E. JR. HIGH AND HIGH SCHOOL CAFETERIA RULES:

- No food or drink is to be taken into the gym.
- Standing around in groups talking will not be permitted.
- Students are not to be in the halls during lunch period.
- After a student is finished eating his/her lunch and leaves his/her seat to throw away their trash, that seat should be vacant upon his/her return to the table.
- Students should carry their own trays to the appropriate area.
- No paper, milk carton, empty cups, paper bags, or food items are to be left on the tables, chairs, or floor. Those students sitting at the table will be responsible for its condition.

III. EMERGENCY PROCEDURES

A. EMERGENCY & DRILL POLICY

The administration and teachers will instruct all students in emergency procedures. For a drill or an actual event, students are to act in an orderly manner. During a fire, students will evacuate the building; for a tornado or earthquake, the students will go to the designated areas; and for other eventualities, students will do as directed.

B. MEDICATION

Students needing medical attention must report to their respective office where they will be given a slip to see the school nurse. Jr. and Sr. High students will be sent to the nurse during lunch or study hall, unless it is an emergency situation. No medication shall be administered to a student without the written and dated consent of the student's parent/guardian. All nonprescription medicine to be administered to a student must be in the original container or bottle, accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. No student shall be allowed to keep medicine at school. If your child has a chronic medical condition (e.g. asthma) and has to use an inhaler and has to keep it with them, the school nurse needs to be notified and the proper paperwork has to be completed. Any other medicine to be administered to a student shall be brought to either the principal's or school nurse's office where it will be kept in a secure place. Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's orders (in the case of prescription medicine) only by a school nurse or other employees(s) designated in writing by the school principal.

Unused medicine of students must be sent home only through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication.

Emergency medical cards need to be filled out by a parent/guardian on a yearly basis. Emergency information should be updated when changes occur during the year.

Legal References: IC 20-33-8-13; IC 34-30-14; IC 20-34-3-18, 511 20-34-3-18

C. IMMUNIZATIONS

The State of Indiana requires an immunization statement to be submitted for each child by the parent/guardian from their health care provider upon enrollment or transfer before the child can be permitted to attend school. Guidelines for a child entering school are:

Pre-K

- 3 Hepatitis B
- 4 DTaP
- 3 Polio
- 1 MMR
- 1 Varicella or Written proof from the physician of chicken pox disease.
- 2 Hepatitis A

Kindergarten-Grade 5

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella or Written proof from the physician of chicken pox disease.
- 2 Hepatitis A

Grades 6 to 11

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella or Written proof from the physician of chicken pox disease.
- 1 Tdap
- 1 MCV4

Grades 12

- 3 Hepatitis B
- 5 DTaP
- 4 Polio
- 2 MMR
- 2 Varicella or Written proof from physician of chicken pox disease.
- 2 Hepatitis A
- 1 Tdap
- 2 MCV4

Reference: Indiana State Department of Health, School Immunization Requirements March 2022

Exemptions:

- A written statement from any licensed physician that an immunization is medically contraindicated for a specified period of time and the reasons for the medical contraindication will exempt a student from the specific immunization requirements for the period of time specified in the physician's statement.
- A student shall be exempted from mandatory immunization if the parent objects in a written signed statement upon the grounds that the proposed immunization interferes with the free exercise of the student's religious rights.
- The physician's or parent's statement must be renewed annually and is to be kept by the school as part of the student's immunization record.

Reference: MSD of Shakamak Administrative Guideline #5320 Immunization of Students in School

Human Papillomavirus:

- Under the requirements of SB 327 the parent/guardian of every student entering Grade 6 will be provided with information concerning the link between cervical cancer and the human papillomavirus (HPV) and of the availability of an immunization (Gardasil) to protect against HPV infection. This information is available on the school website.
- Each parent will be asked to provide a written statement showing whether their child will be vaccinated, not be vaccinated or that they are choosing to not disclose. This information must be reported to the state of Indiana. No student may be excluded from school based on their choice to receive or not receive this immunization.
- If you have any questions regarding whether to send your child to school please feel free to contact the School Nurse.

D. EXCLUSION FROM SCHOOL DUE TO ILLNESS

A Student may be excluded from school with any of the following conditions:

- Fever of 100 or more, students need to stay home until they are fever free for 24 hours without the aid of Tylenol, Ibuprofen or other fever reducing medication.
- Vomiting and diarrhea, students need to stay home for 24 hours after the last episode of vomiting/diarrhea.
- Any undiagnosed rash.
- Any student sent HOME from school with fever, vomiting, or diarrhea, must remain home the following day. That absence will be counted as excused with Friday being an exception. Monday absences will NOT be excused for Friday illness.
- Chicken pox, student may return to school after the last poxes have completely scabbed over, generally 7-10 days from the onset of illness.
- Influenza, return when child feels well, generally anywhere from 2-7 days
- Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment. Parents are to treat the child and work to try and remove all "nits" (lice eggs).
- After a student has been treated s/he may return to school. Upon return to school the student needs to come to the Nurse's Office prior to going to class to verify that there are no live lice present.
- Pink eye, student may return after they have been on antibiotic treatment for at least 24 hours if there is no puss-like drainage.
- Ringworm, student may return 24 hours after treatment.
- Scabies, student may return 24 hours after treatment.
- Strep throat, student may return after they have been on antibiotic treatment for at least 24 hours and s/he are fever free.
- Hand, foot and mouth disease, student may return 24 hours after s/he are fever free.

E. PERSONAL HYGIENE

Upon entering school at Shakamak Elementary, your child must be independent in taking care of all their bathroom needs. Specifically stated:

- Children must wear traditional underwear to school, not pull-ups or other absorbent undergarments.
- Children must be able to independently recognize the need to use the toilet, and get to the toilet in a timely manner without having "potty accidents."
- Children must be able to get on and off the toilet without assistance from an adult.
- Children must be able to use the toilet provided by Shakamak Elementary without the help of a potty chair or training seat.
- Children must be able to pull pants up and down on their own.
- Special consideration will be given to children with a medical condition and/or an I.E.P.

IV. ACADEMICS

A. GRADING SCALE

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	59 AND BELOW

When determining the final grades for a semester, if a student has 2 F's in any combination of both nine weeks and the final exam grade a student's final grade will be an F for the semester.

B. ADVANCED PLACEMENT COURSE GRADING SCALE

A	88-100	C	63-66
A-	85-87	C-	60-62
B+	80-84	D+	57-59
B	75-79	D	53-56
B-	70-74	D-	50-52
C+	67-69	F	49 AND BELOW

C. GRADE POINT AVERAGE (GPA) CALCULATION OF GPA - JR.-SR. HIGH RANKING SYSTEM

A	4.000	C	2.000
A-	3.667	C-	1.667
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.667	D-	0.667
C+	2.333	F	0.000

A student's rank in class is computed by dividing the total number of grade points earned, starting with the first high school semester grades, by the total number of credits attempted. Grade averages will be evaluated for students pursuing an academic honors diploma to determine the valedictorian and salutatorian of the senior class. The determination will be made at the conclusion of the second semester.

8th Graders taking High School Credits & GPA

Select 8th graders are given the opportunity to take classes for high school credit while in 8th grade. The grades received in these classes will count toward their high school GPA and will be part of their class rank. Students who do not want to have their grade count toward high school credit MUST have their parent notify the school in writing PRIOR to the start of the freshman year that he/she wants the grade to be counted only as a junior high grade, not a high school credit. If the student does not accept the grade and credit, the student would need to repeat the class in high school to earn the credit. If the school does not receive notification prior to the start of the freshman year, the grades will count toward the high school GPA.

D. HONOR ROLL

Jr./Sr. High (7-12) – Honor roll students will be recognized at the end of each grading period. The honor roll will be printed in school publications and local papers. The requirements to be on the honor roll are:

"A" Honor Roll – Students must have "A's" in all classes

"A/B" Honor Roll – Students must have "B's" or above in all classes, with at least one "A"

Students must be working at or above grade level to be considered for the Honor Roll

Elementary (1-6) - The honor roll is posted after each grading period. It is based on progress in language arts, mathematics, science, and social studies. The requirements are: Top Honors – All A's, Second Honors – A's & B's

Elementary Students (1-6) who have all A- or higher grades, for the first three 9 week grading periods, (in Language Arts, Mathematics, Science, and Social Studies) will receive the Top Honors Award. Semester averages will not be considered when determining eligibility for the Top Honors Award.

E. AUDIT POLICY

Students who want to take a class for the purpose of personal learning without a grade may audit a course during the junior or senior year. Students must have completed all necessary credits for graduation and may not retake a course for a grade after having audited a course. Students who chose to audit a course will not be allowed to take a study hall. A student must inform the instructor of the course and the school counseling director by the third day of school of his/her intent to audit the course. A student who plans to audit a class may switch to taking the class for credit but must make this decision by the fifteenth day of school. A maximum of two courses in the high school career may be audited. No credit is earned for an audited course.

F. GRADUATION REQUIREMENTS

6TH GRADE INITIAL GRADUATION PLAN

In grade 6, a student and the student's parent shall develop an initial graduation plan.

The plan must include the following:

- A statement of intent to graduate from high school.
- An acknowledgement of the importance of: good citizenship school attendance; and diligent study habits.
- The plan must become part of the student's permanent school record.

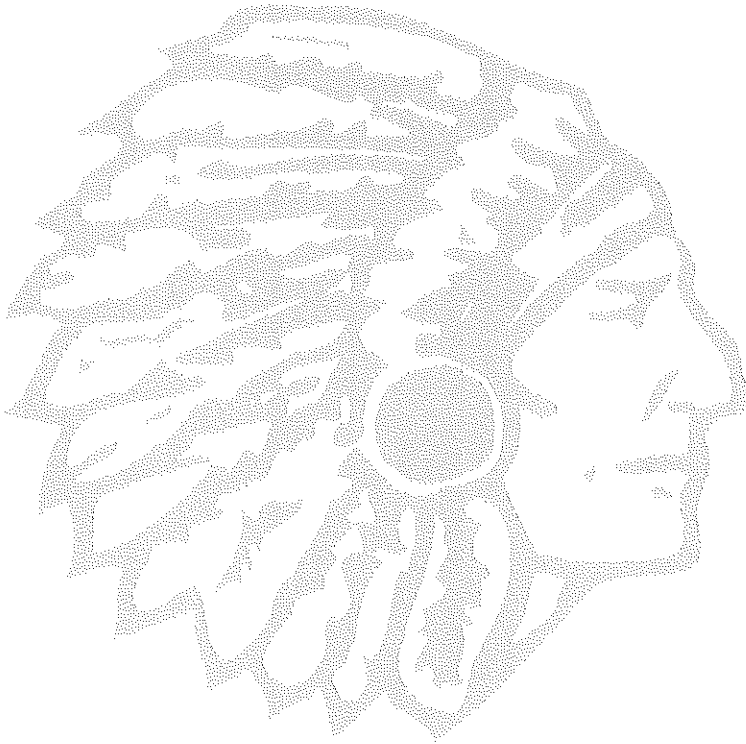
INCOMING FRESHMAN ORIENTATION

An orientation for incoming freshman is conducted each spring and all incoming freshman and their parents should attend. The goal of this meeting is for students/parents to learn the course requirements, to plan for their future, and to learn the expectations of a successful Shakamak High School student.

HIGH SCHOOL GRADUATE

To receive a diploma from Shakamak, students must accumulate at least forty-one (41) credits and meet all additional graduation pathway requirements. All students must carry at least six (6) credits each semester. A student may not have more than one study hall a semester. Shakamak students, who are interested in enrollment in any of Indiana's four-year colleges, should enroll in the Indiana Core 40 Curriculum. Specific college requirements can be obtained from the guidance office or college admission office. Core 40 with Academic Honor students must have 47 credits.

Students desiring an academic diploma should meet with the school counselor before the freshman year to plan a four-year program. Certain classes must be taken in sequence, and the counselor will advise the students as to the proper order. No grade lower than a "C" will count toward the diploma. To be eligible for the Core 40 with Academic Honors Diploma, students must have a grade point average of 3.00 (B) or above after four years. The school shall note the awarding of a Core 40 with Academic Honors Diploma on the student's grade transcript and by a seal on the diploma.





Indiana GRADUATION PATHWAYS

The path to graduation is not one-size-fits-all. Indiana provides many pathways for students to earn a high school diploma.

OVERVIEW

Students starting with the Class of 2023 must meet all of the following:

- 1 Credits
- 2 Learn & Demonstrate Employability Skills
- 3 Postsecondary-Ready Competencies

DIPLOMA REQUIREMENTS

- 1 **Credits**
Earn credits toward a diploma with designation.
 - Core 40 - minimum 40 credits
 - Academic Honors - minimum 47 credits
 - Technical Honors - minimum 47 credits
 - General
- 2 **Learn & Demonstrate Employability Skills**
Produce defined outcome(s) based on experience.
Defined Outcome Options
 - Videos
 - Papers
 - Resume
 - Dual Credit
 - Certifications
 - Portfolio
 - Projects
 - Slideshows
 - Presentation
 - Five Year Goal Plan
 - Reflection of Experience
 - Letters of Recommendation
 - Letter of Employment Verification
 - Postsecondary-related Experiences
 - Co-Curricular Participation
 - Extra-Curricular Participation
 - Locally Defined Outcome
- 3 **Postsecondary-Ready Competencies**
Meet *at least one* of these competencies.
 - Honors Diploma
academic or technical
 - SAT
reading/writing = 480, math = 530
 - ACT
english = 18, reading = 22, math = 22, science = 23 (2 out of 4 needed with at least one in English/Reading and one in Math/Science)
 - ASVAB
minimum of 31
 - Industry Certification
certification from approved DWD list
 - Apprenticeship
federally recognized
 - CTE Concentrator
C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
 - AP/IB/Dual Credit/
Cambridge International/CLEP
C average or higher in 3 courses (1 of the 3 courses must be in core content area or all three must be part of a CTE pathway)
 - Locally Created Pathway
approved by SBOE
 - Waiver
see listed web link

TRACKING

- 1 **Transcript with Completed Courses**
Project-Based Experience
Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.
- 2 **Work Toward Completion of One of the Experiences *Below***
 - Service-Based Experience
Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.
 - Work-Based Experience
Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.
- 3 **Course Selection, Graduation Plan, & Testing Opportunities**

INDIANA CORE40

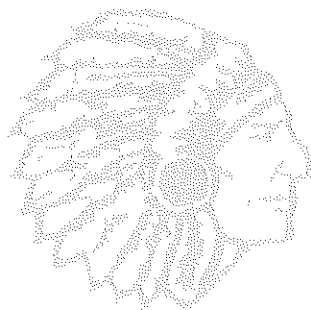
Course and Credit Requirements

Effective beginning with students
who enter high school in 2012-13
school year (class of 2016).

English/ Language Arts	8 credits
	Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I
	2 credits: Geometry
	2 credits: Algebra II <i>Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits
	2 credits: Biology I
	2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics
	2 credits: any Core 40 science course
Social Studies	6 credits
	2 credits: U.S. History
	1 credit: U.S. Government
	1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages
	Fine Arts
	Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	7 credits (College and Career Pathway courses recommended)

*41 Total Shakamak Credits Required

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.



INDIANA CORE40

with Academic Honors

(minimum 47 credits)

beginning with the class of 2016

For the **Core 40 with Academic Honors** diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Complete AP courses (4 credits) and corresponding AP exams
 - B. Complete IB courses (4 credits) and corresponding IB exams
 - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - D. Score a 26 or higher composite on the ACT
 - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
 - F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

INDIANA CORE40

with Technical Honors

(minimum 47 credits)

beginning with the class of 2016

For the **Core 40 with Technical Honors** diploma, students must:

- Complete all requirements for Core 40.
- Complete a career-technical program (8 or more related credits)
- Earn a grade of "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four year college admission.
- Complete two of the following, one must be A or B:
 - A. Score at or above the following levels on WorkKeys: Reading for Information – Level 6; Applied Mathematics – Level 6; Locating Information – Level 5
 - B. Complete dual high school/college credit courses in a technical area (6 college credits)
 - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
 - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
 - E. Earn a state-approved, industry-recognized certificate.

G. NCAA REQUIREMENTS

A general diploma does not meet NCAA standards. Therefore, if a student intends to play college sports at a NCAA college or university, he or she should obtain a core 40 or academic honors diploma. For additional NCAA requirements, contact the guidance office or visit the NCAA Eligibility Center.

H. ACADEMIC AWARD LETTER

To be eligible, the student must be in the junior or senior class in the fall and meet the following criteria:

- (a) Meet the requirements or be on track to meet the requirements for a Core 40 with Academic Honors Diploma or a Core 40 with Technical Honors Diploma & have a 3.20 or above GPA.

The school will purchase the academic letter. The student is responsible for purchasing the jacket.

I. SEVEN SEMESTER GRADUATES

Shakamak students may choose to finish high school work in seven semesters. The counselor must be notified of this choice before the start of a student's senior year. The building principal and counselor must also approve of the early graduation.

Seven Semester graduates have two options:

Upon completion of all graduation requirements, mid-year graduates may receive a diploma at the end of the 7th semester in December. These mid-year graduates are no longer eligible to participate in any senior class activities including Graduation, Senior Honor Night, Prom, and 2nd semester athletics & extra-curricular activities.

Upon the parent/guardian's written request, a mid-year graduate may participate in Commencement with the diploma presented at that time. If this option is chosen, the mid-year graduate must attend graduation practice and may attend Senior Honor Night & Prom with the approval of the Principal. However, as stated above, no mid-year graduate will participate in 2nd semester athletics & extra-curricular activities.

J. VALEDICTORIAN AND SALUTATORIAN:

In order to be considered for Valedictorian and Salutatorian, a student must attend Shakamak High School the last four (4) semesters of their high school career and earn a Core 40 with Academic Honors diploma and/or Technical Honors diploma.

K. RETENTION AT GRADE LEVEL/STUDENT PLACEMENT

Elementary

Students who successfully complete grade level work are promoted. Students who are unsuccessful and may benefit from another year's work are retained.

Students who have deficiencies, but will not benefit from retention are assigned to the next grade level.

Parent involvement is essential, but the burden of proof and final decision is made by the school.

As a parent or guardian, you have the right to request a specific teacher for your child. You must have an Educational Reason and fill out the proper form to have your request considered. All request forms must be turned in by the April deadline each school year. No requests will be considered after that time. Parent requests will be considered, but the school has the final determination in all student placement decisions.

Junior High

Students who successfully complete grade level work are promoted. Students who are unsuccessful and may benefit from another year's work are retained.

Students who have deficiencies, but will not benefit from retention are assigned to the next grade level.

Parent involvement is essential, but the burden of proof and final decision is made by the school.

High School Student Class Status

Student class status will be determined by their Graduation cohort.

Students are expected to make adequate academic progress towards Graduation. The following guidelines are used to determine student academic progress:

Sophomore	at least 11 credits
Junior	at least 21 credits
Senior	at least 31 credits

L. SCHEDULING AND SCHEDULE CHANGES

Scheduling for next year's classes will be done in the second semester. Once the school year begins, students requesting class changes must do so through the counselor's office. No student will be dropped or added to a class after the end of the first two days of a semester.

M. SPECIAL EDUCATION PLACEMENT AND SCHEDULES

Students who qualify for special education services will be provided with an Individualized Education Program (IEP) from a case conference. A special education student's IEP will specify accommodations to promote that student's progress. Certain provisions of a student's IEP and/or state and federal special education regulations may take precedence over any section of this student handbook. For further information, see Notice of Procedural Safeguards from the Greene-Sullivan Special Education Cooperative.

N. RESPONSE TO INSTRUCTION / INTERVENTION (RTI)

RTI is a general education approach that aligns general, remedial, and special education resources through a multi-tiered service delivery model. RTI is the practice of providing high quality instruction and interventions matched to students.

O. SENIOR HIGH FINAL EXAMS

All students will take Final Exams.

P. ACADEMIC INTERVENTION PROGRAMS

Academic Probation

The high school administration monitors student grades at specific times of the school year and identifies students in grades 9-12 that are failing multiple classes in an attempt to intervene and improve student achievement. Occasionally, students are identified that are not progressing toward graduation in a timely manner. If a student is identified as "not acquiring credits" at a rate that will lead to graduation with the class s/he entered high school with then she/he may be put on academic probation. A student on academic probation will be monitored weekly and held accountable for missing assignments. If the student does not begin to acquire credits while on academic probation then the administration will look for alternative placements where the child can be more successful.

Q. ATTENDANCE POLICY

Regular attendance is important to success in school. Indiana Code 20-37-2-6 requires school attendance until the eighteenth birthday of a student. All Greene County Schools:

Expect the parent/guardian or student to call the school on the day of absence in order to be excused.

A written note from a parent/guardian must be brought to school on the day the student returns to school. Parent/Guardian notes will cover up to 10 student absences per school year. After 10 parent notes, a doctor's slip is required to cover student absences.

Absences not explained by a note will be counted as unexcused and students will not be able to make up the work.

1. The following excused absences do not count toward the days allowed:

- a. Indiana Code 20-33-2-14 to serve as a Page in the Indiana Legislature; Indiana Code 20-33-2-15 to work at the election polls; and Indiana Code 20-33-2-17 up to ten days in the National Guard.
- b. Indiana Code 20-33-2-46 Students are exempt from attending school if they are physically or mentally unfit to attend school.
- c. Indiana Code 20-33-2-18 Students are excused for illness covered by a doctor's note. Parents have up to six days to produce a note from the doctor.
- d. Students are excused for doctor's appointments.
- e. Students are excused for a death in the immediate family. (Those that are living within the household)
- f. School sponsored events and activities (including college visitation)
- g. Participation in state fair 4-H activities.
- h. Suspensions / exclusions / expulsions

The following excused absences do count toward the days allowed:

- a. Days missed because of illness of students
- b. Days missed because of vacation or family trips (pre-arranged)
- c. Days excused by the principal
- d. When you miss 15 minutes or more of a class period it counts as an absence
- e. At the elementary, when you are tardy six times to school, it counts as one day of absence

Within six days of an absence from school, a student is required to supply a written note from parent/guardian to the office. If the absence is in accordance with the reasons listed above, a student will be allowed a number of days equal to the number of days missed to make up any work. Legally emancipated students are allowed to write their own excuse (proof of legal emancipation must be on file with the main office).

Absences from other schools will count toward the school's attendance policy when a student transfers.

Ten Day Attendance Policy

Shakamak has a 10-day per year attendance policy. After 10 days of absence, a student may lose credit (for elementary students, this means they would receive a 0% for their assignments for each day missed after the ten days), her/his driver's license, or be referred to Child Protective Services according to due process procedures.

Notification of Parents & Greene County Authorities

After 10 counted absences, the Greene County Child Protection Services and the Greene County Prosecutor's Office may be notified.

R. EMANCIPATION

A student is emancipated when the student:

- 1) furnishes the student's support from the student's own resources
- 2) is not dependent in any material way on the student's parents for support
- 3) files or is required by applicable law to file a separate tax return; and
- 4) maintains a residence separate from that of the student's parents.

Notes may **not** be written by eighteen (18) year-olds for excused absences, illness, or leaving early unless they are emancipated from their parents.

S. TRUANCY

Truancy is defined as being absent from school or class without the knowledge or consent of the parent/guardian and school officials. Truancy is a violation of school policy and state law.

1st Offense	3 days of In-School Detention
2nd Offense	4 days of In-School Detention, a meeting with the parent/guardian, child, and school official.
3rd Offense	5 days of In-School Detention and the student must be referred to Probation
4th Offense	5 days of In-school detention and the student will again be referred to Probation

The school will notify and provide Probation with a copy of any discipline reports, the student's current grades, and a copy of the student's attendance with the dates of truancy documented. This information will be provided to the Probation Department who will then file an Informal Adjustment (IA) for 180 days with the Circuit Court that will require the child to attend school with no further truancies. The child may also receive a curfew and other services through the IA.

Any further truancy of the student after an Informal Adjustment has been filed will result in the filing of a Truancy Petition with the Greene Circuit Court.

T. TARDINESS

All students are expected to report to class on time. Exceptions would be teacher passes or administrative passes. A student is tardy who is not inside the classroom when the bell rings to start class.

Elementary

At the elementary school, if students arrive between 8:10-9:00 AM they will be counted tardy. Students will be counted for an AM absence if they arrive after 9:00 AM. Students will be counted tardy in the PM if they leave after 2:00 PM. Leaving before 2:00 PM will result in a PM absence. Six accumulated unexcused tardies will turn into one counted absence for the student.

Junior and Senior High School

A tardy will become an absence for a given class after fifteen (15) minutes.

Steps of discipline for excessive tardies are listed below. These discipline steps are implemented per semester.

Discipline for Tardiness:

5 Cumulative Tardies	Office Warning
10 Cumulative Tardies	Lunch Detention (1 Day)
15 Cumulative Tardies	Lunch Detention (3 Days)
20 Cumulative Tardies	In-School Detention (1 Day)
25 Cumulative Tardies	In-School Detention (3 Days)
30 Cumulative Tardies	In-School Detention (5 Days)
Subsequent	Administrator Discretion

U. REPORTING TO OFFICE

As part of our building security, the following are enforced:

- All doors, except the main doors to the high school and the main doors to the elementary, are locked from 8:10 AM to 3:00 PM.
- Security cameras from the offices monitor these doors.
- All visitors must report to the office of the school being visited to sign a log and be issued a badge to be worn while at school.
- If a student arrives late to school, they must report to the office to sign in and receive a tardy slip.
- If a student must leave early from school, they must report to the office to sign out. An early dismissal slip will be issued.
- Upon returning to school from any absence, a student must bring a written note signed by a parent/guardian or a doctor (i.e. students, who have been sent home by the nurse, must still provide a written note from parent/guardian or a doctor). Students who need to leave early for an appointment must also have a written note signed by a parent/guardian or a doctor. These notes must be presented to designated office personnel by 8:05am.
- When a student is referred to the office for disciplinary reasons, he/she is to see the administration.

V. HOMEWORK REQUESTS

Requests for homework should be made by 9:00 am to office personnel. The office will collect assignments from the teachers and the work may be picked up at the end of the school day.

W. CAREER EXPLORATION DAYS

Students may be allowed up to a total of two (2) career exploration days during their junior and senior years. The guidance counselor must approve all visits. The request forms are located on the school web page under guidance.

Many colleges are offering special open houses and tours on Saturdays. Students are encouraged to utilize those opportunities as well. Parents/guardians are advised to visit the college with their students, whenever possible, to get the maximum benefit from the visit.

X. WORK PERMIT

Effective July 1, 2021, Indiana eliminated work permits which means employers are no longer required to secure a work permit from a minor employee through their school.

Y. WORK AND ATTENDANCE

Students who miss school because of illness will refrain from working at their job and attending social or school activities on the day of the absence. Any violation of this policy will result in an unexcused absence for the time in question.

Z. FIELD TRIPS

Students involved with a field trip must have a permission form signed and returned to the respective instructor prior to the day of the event. Students not complying with this may be excluded from the field trip.

- Permission slips are required for all students on field trips
- Students **may** be ineligible for field trips due to any of the following:
 - A student that is currently failing a class.
 - A student that has reached a level of excessive absences.
 - A student that has numerous referrals for unacceptable behavior and/or discipline accumulation.

School rules apply during all field trips. The Principal or designee reserves the right to approve all students attending a field trip.

V. STUDENT CONDUCT

A. DRESS CODE

The general policy of Shakamak Schools is to allow as much individual freedom of choice as possible in matters of dress and grooming, consistent with cleanliness, decency, and appropriateness to school purpose. Clothing that symbolizes any type of gang activity is not permitted. The administration reserves the right to determine what is gang-related.

Garments and jewelry that have pictures and/or writing that is vulgar, sexist, considered racist or prejudicial to certain ethnic groups, suggestive, have a sexual connotation, indecent, double meaning or otherwise offensive messages are not permitted. Garments with pictures, or allusions to, drugs, tobacco, or alcohol are not allowed. Any clothing, jewelry or other ornamentation that is distracting to the learning process will not be permitted.

1. Revealing clothing and clothing that permits display of the stomach or cleavage is not permitted. These include, but are not limited to, cutoff t-shirts, halters, tube tops and sports bras. **Exceptions to this rule may be made with permission from the administration in regard to athletics and athletic practices for both men and women sports programs. Coaches will need to discuss this with the athletic director who in turn will need permission from the building principal.**
2. Baggy pants are not permitted. Pants must be properly fitted. No underwear may be exposed.
3. Shoes must be worn at all times.
4. **Shirt Sleeves** - Because styles vary so much between boys and girls clothing the following guideline will be used: Girls must have at least a two-inch sleeve on all their tops while boys must have a 4-inch sleeve. Tank tops, shirts with spaghetti straps and body suits/shirts are not permitted. Appropriate undergarments are required; and undershirts, intended to be worn as undergarments, are not to be worn without appropriate outerwear. Undergarments may not be exposed of clothing suggestive of being an undergarment. Any amount of underarm exposure is prohibited.
5. **Wearing of caps/hats/head coverings inside the building is prohibited unless the principal has given approval.**
6. Jeans that are ripped or badly frayed above the knee may not be worn.
7. Student dress should be clean, safe, decent, appropriate and non-disruptive to the educational process.
8. Students may wear shorts, skirts, and dresses to school if they meet the following requirements:
 - a. They cannot be flimsy or transparent.
 - b. They cannot be excessively short. (Use this test: Put your arms straight down at your sides, your clothing should be longer than your fingertips at your side.)
 - c. They cannot be split up the sides.
 - d. Biking or spandex shorts are not allowed.
 - e. Cut-off sweats are not allowed.
 - f. Gym shorts are not allowed unless they meet length code and/or are not flimsy or transparent.
 - g. Pajama Pants – must be non-revealing and non-offensive to be worn at school.
9. Sunglasses and prescription sunglasses are not to be worn inside the school building.
10. Chain wallets will not be permitted.
11. Clothes must be worn as intended by the manufacturer.

IF A STUDENT CHOOSES TO WEAR CLOTHING THAT VIOLATES THE DRESS CODE, THE STUDENT WILL CALL A PARENT TO BRING A CHANGE OF CLOTHING OR WEAR CLOTHING PROVIDED BY THE SCHOOL. CLASS TIME MISSED BY GOING HOME TO RESOLVE DRESS CODE ISSUES MAY BE CONSIDERED UNEXCUSED. IN-SCHOOL SUSPENSION WILL BE USED IF A PARENT CANNOT BE REACHED AND THE ADMINISTRATION DOES NOT HAVE ADEQUATE CLOTHING.

B. SENIOR DRESS AND CONDUCT FOR COMMENCEMENT

The Board of Education, faculty, and staff of Shakamak Junior/Senior High School believe the Senior Honor Night and Commencement represent the pinnacle of achievement for our students.

In order to preserve the dignity and importance of these ceremonies, the following dress code and conduct will be observed:

1. Boys are to wear a white or light-colored shirt which will accommodate a tie, dress pants, and dress shoes to the Senior Honor Night and Commencement.
2. Girls are to wear a white or light-colored dress and dress shoes to the Senior Honor Night and Commencement.
3. No attachments to the cap and gown are to be made unless it has been sanctioned by the school (i.e. NHS cords, Student Council medallions, etc.)
4. Students must attend the rehearsal.
5. No gum is to be chewed during the ceremonies.
6. Any student exhibiting signs of drug or alcohol use will not participate.

C. ELEMENTARY DANCES (4-6)

1. Only students enrolled in Shakamak Elementary School may attend dances.
2. The rules of student behavior enforced during school hours will likewise be enforced at dances.
3. The hours of school dances will be 6:30PM – 8:30PM.

D. JUNIOR HIGH DANCES (7-8)

1. All Shakamak Junior High students may attend the dances provided they register at the door, sign in any guest, and take responsibility for the guest.
2. Guests must not be in elementary or high school, suspended, expelled, or withdrawn from school.
3. Any violation of school policies while at the dances will result in disciplinary action.
4. Once a student leaves a dance, the student will not be re-admitted.
5. All students must be present at school on the day of the Dance. Students with an excused absence that has been cleared by school administration prior to the Dance, will be allowed to attend.

E. HIGH SCHOOL DANCES (9 –12)

1. All Shakamak Senior High students may attend the dances provided they register at the door, sign in any guest, and take responsibility for the guest.
2. Guests must not be in elementary or junior high school, graduates, suspended expelled, or withdrawn from school.
3. Any violation of school policies while at the dances will result in disciplinary action.
4. Once a student leaves a dance, the student will not be re-admitted.
5. All guests must currently be attending high school.
6. All students must be present at school on the day of the Dance. Students with an excused absence that has been cleared by school administration prior to the Dance, will be allowed to attend.

F. PROM

1. Eligible Shakamak juniors and seniors may attend the prom and bring a guest.
2. No guest 21 years or older will be admitted to the prom.
3. In order to attend prom, all Shakamak juniors and seniors must have all fees paid before the date set by the advisors. If a student is attending another school's prom, all fees should be paid before the Principal signs the other school's guest form.
4. Once a student leaves a dance, the student will not be re-admitted.
5. Guests cannot be eighth grade or younger, suspended, expelled, or withdrawn from school. Guests must be currently enrolled in a certified school.
6. Any student that is bringing a guest that does not attend our school must pick up a form from the Junior Class Sponsor for approval to attend the prom.
7. Any violation of school policies while at the dances will result in disciplinary action.
8. All eligible juniors and seniors must sign up in the office by the deadline to attend the prom.
9. Junior sponsors will review the signup sheets to determine that all students and guests are eligible.
10. Formal dress wear is required. If there are any questions about dress, see the principal or class sponsors for clarification.

G. MEDIA CENTER

Use of the Media Center by students is a privilege. It is a center for reading, research, and reference work. The Media Specialist is available to assist students who need help. Students may use the media center at the discretion of their teachers. Students who either fail a class at the end of a grading period, or have overdue materials or fines, may be denied use of the media center. Students may obtain a pass from a classroom teacher to use the center if that teacher requires the use of library materials. Students who check out materials must return these items in a timely manner as required by the Media Center.

H. TELEPHONE USAGE AND MESSAGES

Office telephones are for school purposes only. Messages to students from parents/guardians will be delivered in a timely manner, but students will not be called from classes unless an emergency exists. If a change has been made during the day for after school activities, students may come to the office and call their parent.

I. JUNIOR/SENIOR HIGH CELL PHONE POLICY

A student may possess a cellular telephone/paging device in school, on school property, after school activities and school related functions, provided that they are shut off and put away from 8:05-2:50. When directed by a staff member in charge of an after-school event, cell phones must be turned off.

1. Possession of cellular phone by a student is a privilege, which may be forfeited by any student who fails to abide by terms of this policy.
2. Violations of this policy or inappropriate use may result in confiscation of the cellular telephone/device and/or other appropriate discipline.
3. During a school crisis/emergency, the school principal or designee may order that cell phones are not to be used.
4. The student who possesses a cellular phone shall assume responsibility for its care.
5. At no time shall the MSD of Shakamak School Corporation be responsible for preventing theft, loss, or damage to cell phones brought onto its property.
6. Cell phones should not be in use during passing periods.
7. Students may use cell phones **during lunch time** in the cafeteria, gym, or a classroom provided the student is under the supervision of a teacher. Cell phones should not be in use in hallways before or after lunch while in transit to and from lunch. Cell phone use is limited to those respective areas.
8. Cell phones may be used in supervised settings for educational purposes only when directed by school personnel.
9. The use of cell phones on field trips shall be decided before hand by supervising school personnel/designee in coordination with school administration.
10. Students should not be using earbuds or headphones with their cell phones during school except at the beginning of school before 8:05 and during lunch.
11. During the school day, students are not allowed to videotape school or school-related activities and/or take pictures in school without permission from a school authority (teacher or administrator). The misuse or unapproved posting of said materials will result in disciplinary action.

General Cell Phone Offenses

- | | |
|---------------|--|
| 1st Offense – | Lunch detention, confiscation of cell phone, returned to the student at the end of the day. |
| 2nd Offense – | One day ISD, confiscation of cell phone, parent contact, returned at the end of the day. |
| 3rd Offense – | Three days ISD, confiscation of cell phone, parent contact, and parent must pick up phone. |
| 4th Offense – | Five days ISD, confiscation of cell phone, parent contact, and parent must pick up phone. |
| 5th Offense – | Three days OSS and 2 days ISD, student loss of cell phone privileges, parent contact, and parent must pick up phone. |

Subsequent Offenses- confiscation of phone, Administrator discretion.

Electronic/Digital Posting or Communicating of Unapproved Video/Picture Information

The posting or communicating of unapproved video/pictures using electronic mail services, YouTube, Facebook, Snapchat, Twitter or any other Internet services/sites will result in disciplinary action. Minor offenses may follow the General Cell Phone Offenses policy; whereas, serious offenses will result in additional discipline beyond that policy, suspension and/or expulsion. The nature/content, motive, circumstances, and severity of the offense will determine the appropriate disciplinary action that an administrator takes. Law enforcement may be contacted.

J. ADDITIONAL RULES OF STUDENT CONDUCT

Students are to refrain from:

- Physical altercation, horseplay, or fighting.
- Disobedience, defiance, or disrespect to teachers, aides, or staff.
- Running pushing, shoving, or tripping.
- Congregating or loitering in restrooms.
- Littering school grounds, hallways or learning spaces.
- Improperly checking into or out of school.
- Public displays of affection.
- Engaging in sexual harassment of another person, which includes sexually related verbal statements, written/digital communications, gestures, or physical contact; or engaging in voluntary consensual sexually related contact with another person.
- Plagiarism of another's ideas or works.
- Dishonesty in word or deed.
- Engaging in speech or conduct that is profane, indecent, lewd, vulgar, or offensive to school purposes.

K. ELEMENTARY PARKING LOT

The elementary parking lot is an obvious safety concern. The outer edge of the lot closest to the school is painted in striped diagonal lines. This is an area for walkers only. Also, outlined are two lanes to guide traffic flow. Drivers should stay in these lanes (dropping off in one and passing in the other) and move as far up the lane as possible so that other cars can enter the parking lot. When students exit or enter a car, they should be in the diagonal lane or escorted by an adult. No parent/guardian should drop off their child in the lane between the parked cars. This is extremely dangerous! Stay in the appropriate line to drop off or pick up your child at school. Drivers exiting the lot should not make a left turn, as this stops all traffic. These measures are to provide a safe environment, but everyone should be alert to avoid an accident. No student is to cross Fry Street to be picked up/dropped off. This parking lot is to be used for parents/guardians of elementary students ONLY.

If a parent only has a junior/senior high school student in school, this parking lot is NOT to be used. Instead, the parent/guardian will need to use the high school parking lot and the appropriate procedures for dismissal.

L. PLAYGROUND RULES FOR ELEMENTARY STUDENTS (PK-6)

- No standing, pushing, twisting, or jumping from the swings, monkey bars, merry-go-round or slides;
- No pushing, punching, shoving, tripping, tackling, wrestling, or carrying of another person;
- No going down the slide with another person; or going head first up or down the slide;
- No digging or climbing the fence;
- No throwing or kicking of balls against the walls, the windows or up on the roof; and no snowballs;
- No person or activities are to be in the butterfly garden;
- No toys, cards, or valuables are to be brought to school;
- No arguing or ridiculing;
- Stop all activities to lineup when the whistle blows.

M. BUS SAFETY GUIDELINES

School bus drivers have similar authority as teachers in the classroom and are to have control over all students while enroute between home and school.

The driver:

- is responsible for the students in his/her charge.
- will maintain order and discipline.
- will put foremost the care and safety of the children.
- will treat all children in a civil manner.

Riding the school bus is a privilege. Improper conduct on buses, or at bus stops, could result in the privilege being revoked. Bus safety rules are listed below.

The students:

- will be waiting at their designated boarding area when the bus arrives.
- will be seated immediately upon entering the bus.
- will not stand, or move from place to place, during the trip.
- will not engage in indecent conduct, including boisterous or profane language.
- will not tease others or use their hands, feet, or body in any objectionable manner.
- will neither open nor close windows or doors without the permission of the driver
- will neither enter nor leave the bus until it has come to a full stop and the door has been opened by the driver.
- will seek the help of the driver to resolve any problems that arise on the bus. In the event that drivers need assistance in resolving bus problems, a building principal may intervene.

Consequences of inappropriate behavior on the bus:

Due to improper conduct on the bus, a bus driver may remove a student for one day upon notification to the parents. Building principals may remove a student from a bus for up to ten days upon notification to the parents. In extreme cases, a building principal may use due process procedures to remove a student from the bus for the remainder of the semester or the school year. Any Shakamak students needing to ride a bus, other than the one they normally ride, should present a note to the assigned driver from a parent or guardian. This note should be given to the driver, as early as possible, before boarding a different bus. The drivers will seek to honor this request. Any questions about the policy should be addressed to the building principals.

N. STUDENT DRIVERS

For the safety and protection of all students, it is necessary to establish certain regulations concerning driving and parking. If an accident occurs on the school parking lot, the principal's office should be notified at once. Local law authorities will handle an accident just as if on the public streets.

The following is a list of regulations that must be observed by students:

- The parking lot shall be used exclusively for parking of student vehicles.
- Student drivers are required to register in the high school office for parking privileges which includes signing up for the school's random drug testing program.
- Pedestrians in the parking lot have the right-of-way at all times.
- Parking in exits, traffic lanes, or areas designated for disabled or special students is prohibited.
- Upon arrival at school, student drivers are to park their cars and come into the building.
- All cars should be locked.
- Excessive speed and reckless driving while on school property will result in loss of driving privileges.
- Persons, not enrolled as students at Shakamak, are not allowed to sit and visit on the parking lot before, during, or after school. However, parents/guardians may drop off and pick up students on the lot.
- Vehicles are off limits during the school day.
- All vehicles are to be parked in straight lines, parallel to one another in parking spaces as indicated by painted lines.
- School officials of Shakamak Jr/Sr High School reserve the right to search a student vehicle when there is sufficient suspicion of any violation of school policy.

Any student who violates the foregoing regulations may have his/her driving privilege denied for up to an entire school year. The Bureau of Motor Vehicles may also deny driving privileges for those students who have been suspended for the second time in a school year or have been habitually truant from school (I.C.20-33-8-33).

O. INTERNET USAGE

MSD OF SHAKAMAK Policy on District-Provided Access to Electronic Information, Services, and Networks

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the MSD OF SHAKAMAK's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the MSD OF SHAKAMAK. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The MSD OF SHAKAMAK makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the MSD OF SHAKAMAK shall be provided with the following information:

The MSD OF SHAKAMAK is pleased to offer our students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the MSD OF SHAKAMAK makes the District's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

P. MSD OF SHAKAMAK INTERNET DISCIPLINE POLICY

1st Offense—Loss of privileges up to 9 weeks of school. The parent/guardian will be notified.

2nd Offense—Loss of privileges up to 1 semester. The parent/guardian will be notified.

3rd Offense—Loss of privileges up to 1 year. The parent/guardian will be notified.

4th Offense—The student will be denied access to the Internet for the remainder of the student's elementary career. The parent/guardian will be notified. However, violations committed during a student's elementary years will not carry over and affect a student's Internet access during the junior high or senior high school years. Junior High and Senior High School students will be denied access to the Internet for the remainder of the student's Jr./Sr. High School career.

Additional violations could result in other disciplinary actions.

Q. BOOK BAGS

Student book bags are to stay in their locker throughout the school day. No book bags are allowed in the classroom.

R. FOOD AND DRINKS

Given that recent renovations have been made in the building as well as concerns about health and pest infestation, it is important that the building be kept as clean and well-maintained as possible. With that in mind, it is only appropriate that students refrain from eating and drinking in the hallways upon entering the building each morning or during subsequent passing periods throughout the day. Students bringing food and drink into the building in the morning for breakfast, as well as those purchasing items from the cafeteria for breakfast, should eat and drink in the cafeteria.

Box/Sack lunches should be placed in lockers, cubbies, or other appropriate locations upon entering the building and should remain secured until lunch time.

Students taking lunches to classrooms when directed by teachers should exercise due caution in transiting to classrooms and eating in those classrooms. Teachers should use due diligence regarding food and drink in their classrooms whenever appropriate and support custodians in their efforts to maintain the building.

Food and drink should not be taken into concession/gym areas during breakfast or lunch.

Students are generally allowed to carry plain water in clear/transparent bottles during the day but no other drinks; however, some teachers may have classroom policies that do not allow drinks to be brought into their classrooms. Therefore, it is incumbent that students know and follow the policy established for each classroom.

VI. ORGANIZATIONS

A. STUDENT GROUPS

The Board of Education recognizes student groups only if they are approved by the school administration, sponsored by school personnel, composed of current students, have open meetings at school, and promote positive school-related purposes.

B. CLUBS AND ORGANIZATIONS

Students are encouraged to participate in a variety of special interest groups including:

High School:

Art Club	Cross Country	SADD
Baseball	Drama Club	Science Club
Basketball	FCCLA	Softball
BPA	FFA	Student Council
Cheerleading	Golf	Track
Chess Club	National Honor Society	Volleyball
Creative Writing	Prom Committee	FCA
Media Club	Robotics	

Junior High:

Art Club	Cross Country	Drama Club
Basketball	FFA	Student Council
Cheerleading	Golf	Track
Chess Club	Volleyball	JH FCCLA
JH FCA		

C. PARENT ORGANIZATIONS

Parents/guardians and faculty are encouraged to support the Shakamak students by being involved in the parent organizations. These organizations include the Athletic Boosters, the Band Boosters, the Choir Boosters, and the P.T.O.

D. NATIONAL HONOR SOCIETY

The Laker Chapter of National Honor Society (NHS) was established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. Students in 11th and 12th grades are eligible for membership consideration. Academic Honors Track / Technical Honors Track students must maintain a 3.2 GPA. Members who accept the invitation to join must participate in the formal Initiation Ceremony.

VII. STUDENT DISCIPLINE

A. GENERAL GUIDELINES FOR DISCIPLINE

For teaching and learning to occur, there must be structure and order. Therefore, it is necessary that a set of rules be established that govern student behavior and interactions, and that guidelines be set for those in authority to consistently deal with violations to these rules. Otherwise, the learning environment can become compromised. While the elementary, junior high and high school guidelines for discipline are very similar, there are characteristics that are unique to each of them. Each must ensure that the educational process is not disrupted and the progress of the learning environment is not impeded by the actions of individual students. Up to a point, discipline can be maintained by the classroom teacher; however, there comes a time when it may be necessary that the severity of the consequence increase and therefore the consequences must be assigned by an administrator. Once a student is referred to an administrator for more serious violations, that student may lose additional privileges, or be assigned in-school detention, after-school detention, or out-of-school suspension. In the most serious cases, a student may even be expelled following the due process procedure.

When student behavior becomes disruptive, there are a number of options available to teachers and administrators for dealing with the behavior. These are in line with the provisions of the law (I.C. 20-33-8-9), are employed taking into consideration the nature and severity of the violation, and reflect the specifics of age and the common practices in use in the elementary, junior high, and senior high schools. Also, some behaviors have a "zero tolerance" label, and the consequences are severe and specific. For some violations, the student handbook spells out the sequence of consequences to be used, which increase in severity with each offense. In those cases, there is less latitude for the type of consequence assigned. Nevertheless, administrators who judge these matters try to weigh the merits of each situation with a view toward balancing the enforcement of school policy and the educational needs of the individual and group.

Removal from Class or Activity by a Teacher: Any elementary, junior or senior high teacher has the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.

Detention (DET): When simple corrections by a teacher or principal do not seem to be effective, a detention may be assigned. When given a detention, the student reports to a strictly supervised setting and loses his/her privilege of eating with classmates or going to recess. For example, a detention may be given for failure to do assignments, or misbehavior on the playground, whereupon the student may be assigned a detention during lunch/recess the following day. In some cases, in the junior/senior high, a more systematic use of lunch detentions may be employed for students who chronically fail to complete or turn in assignments. In such cases, a lunch detention will serve as a "study table" time and employed in an effort to improve student accountability. This provides teachers with another alternative in addressing student accountability for the completion and quality of work when only a small-time frame may be needed.

In-School Detention (ISD): When classroom or initial administration interventions such as detentions do not seem to be effective, an administrator may assign a student ISD. When a student is given an ISD, the student reports to a strictly structured setting and loses his/her privilege of being in the regular classroom. For example, ISD may be given for fighting or receiving too many detentions. For some violations, the handbook specifies a set of consequences that are usually followed. In these cases, ISD may be an automatic consequence on the first offense.

After-School Detention (ASD): This can refer to two different actions:

1. Administrators in the junior/senior high may assign ASD and use it in conjunction with ISD when teacher interventions do not seem to be effective or when they consider it an appropriate consequence given the nature of the violation.
2. An action that individual classroom teachers may take at appropriate grade levels for various behavioral and academic reasons.

Out-of-School Suspension (OSS): When prior disciplinary actions such as In-School Detentions/After-School Detentions given by the principal (or designee) do not seem to be effective or when specific consequences must be assigned due to school discipline guidelines, OSS may be assigned. A principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.

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

B. GUIDELINES FOR SPECIFIC JUNIOR-SENIOR HIGH SCHOOL VIOLATIONS

The consequences listed for each of the following violations are suggested guidelines that the administration may implement. Discipline may be initiated at any level, depending on the severity of the violation and previous disciplinary record. Alternative discipline measures may be administered when deemed necessary and appropriate for the violation. Whenever the consequence for the offense reads "One to ten days of in-school detention/after-school detention..." or "One to ten days out-of-school suspension/after-school detention...", the administrator may assign a combination of consequences but the total of the two should not exceed the maximum number of days assigned for the violation (Ex. 2 days OSS and 2 hours ASD gives a total of 4, and 1 day ISD and 2 hours ASD gives a total of 3)

Classroom or School Disruption, Disrespect Toward Teacher/ Adult Supervisor, and/or Refusing to Follow Directions

Shakamak Jr/Sr High School is committed to providing a safe campus where student learning can occur. In order to guarantee all students at Shakamak Jr/Sr High School the learning climate that they deserve, it is expected that no student will interfere with any teacher's teaching or with another student's learning. Students that continuously engage in inappropriate behaviors that adversely affect the learning climate will be dealt with fairly and consistently using the following discipline steps.

First Offense:	Warning
Second Offense:	Lunch Detention (1 Day)
Third Offense:	Lunch Detention (3 Days)
Fourth Offense:	Removal from Class (1 Day)
Fifth Offense:	Removal from Class (3 Days)
Sixth Offense:	Removal from Class (5 Days)
Seventh Offense:	Full Day ISD (1 Day)
Eighth Offense:	Full Day ISD (3 Days)
Ninth Offense:	Full Day ISD (5 Days)
Tenth Offense:	Administrator Discretion

1. Vandalism/Stealing property or private property at school
 - 1st Offense One to ten days of in-school detention with parent notification
 - 2nd Offense One to ten days of out-of-school suspension detention with parent notification
 - 3rd Offense Recommendation for expulsion for the current and/or next semester, restitution, and parent notification
2. Threatening/Intimidating/Harassing another student or member of the school staff
 - 1st Offense One to ten days of in-school with parent notification
 - 2nd Offense One to ten days of out-of-school suspension with parent notification
 - 3rd Offense Recommendation for expulsion for the current and/or next semester, restitution, and parent notification
3. Fighting at school or on school property
 - 1st Offense Five days of in-school/out of school detention to be served, parent notification.
 - 2nd Offense Ten days of out-of-school suspension with recommendation to superintendent for expulsion for the current and/or next semester, and parent notification. On all offenses, law enforcement will be contacted.
4. Causing bodily harm to a member of the school staff
 - 1st Offense Ten days of out-of-school suspension with recommendation to superintendent for expulsion for the current and/or next semester, and parent notification
5. Possession of Weapon and/or Firearm on any school property
 - 1st Offense Ten days of out-of-school suspension with recommendation to superintendent for expulsion for up to one school year, and parent notification
6. Possession/Use of Tobacco in any form, as well as electronic, "vapor", or other substitute forms of cigarettes on school property
 - 1st Offense Three days of in-school detention/after-school detention with parent notification
 - 2nd Offense Five days of out-of-school suspension/after-school detention with parent notification
 - 3rd Offense Ten days of out-of-school suspension with recommendation to superintendent for expulsion for the current and/or next semester, and parent notification.

On all offenses, law enforcement will be contacted.
7. Possession, Use, Sale, and/or Representation of Illegal Drugs (including alcohol) at school or on school property
 - 1st Offense Ten days of out-of-school suspension and parent notification and recommendation to superintendent for expulsion for the current and/or next semester, OR enrollment in and completion of an approved drug prevention program for the first offense (excluding the sale of drugs). Parent or guardian will assume all expenses.
 - 2nd Offense Recommendation to superintendent for expulsion for the current and/or next semester, and parent notification.

On all offenses, law enforcement will be contacted.

8. Inappropriate Clothing/Attire worn at school

- 1st Offense Parent notification, change of clothes
- 2nd Offense One to ten days of in-school detention with parent notification

9. Use of Miscellaneous Equipment, Toys, or Electronic Devices

Skateboards, roller blades, wheelies, scooters, toys, radios, CD Players, TV's, digital recording devices, digital music devices, headphones/earbuds, laser pointers, camcorders, electronic pagers/beepers, games, electronic gaming devices, or watches that contain the said devices are prohibited during the school day. Students are not permitted to use such equipment as skateboards, roller blades, wheelies, and scooters on school grounds during school, prior to school or after school. The use of such equipment may result in the following disciplinary actions:

- 1st Offense Verbal warning/lunch detention and explanation of policy
- 2nd Offense 3 days Lunch Detention
- 3rd Offense One day ISD
- Subsequent Administrator Discretion

C. BULLYING POLICY

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and/or nationality.

1. This policy applies when a student is:

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

D. GROUNDS FOR SUSPENSION OR EXPULSION

1. Student Misconduct/Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

- a) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - (1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (2) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (3) Setting fire to or damaging any school building or property, or attempting to set fire or cause damage.
 - (4) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property, or at a school-related activity, including the making of a false report of a bomb, fire, or uncommon disease-producing organism, as well as triggering a false fire alarm and delivering or sending and actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity.
 - (5) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
 - (6) Through any means of communication, including gestures, symbols, or signals placing any student, teacher, employee, or other person in fear of harm to one's self, a family member, or personal property.

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

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

- (1) That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
- (2) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
- (3) The student has been instructed in how to self-administer the prescribed medication.
- (4) The student is authorized to possess and self-administer the prescribed medication.
- l) Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, inhalant, or intoxicant of any kind.
- m) Misuse of any substance such as white-out, aerosol sprays, etc. as an inhalant for the purpose of "huffing" or any similar activity.
- n) Possessing, using, transmitting, or being affected by caffeine-base substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind or any other similar over-the-counter products.
- o) Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
- p) Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
- q) Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- r) Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- s) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- t) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- u) Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
- v) Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- w) Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- x) Engaging in pranks that could result in harm to another person.
- y) Being in an unassigned area.
- z) Habitual offender.
- aa) Use or possession of gunpowder, ammunition, or a flammable substance.

- ab) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
- (1) engaging in sexual behavior on school property;
 - (2) engaging in sexual harassment of a student or staff member;
 - (3) disobedience of administrative authority;
 - (4) willful absence or tardiness of students;
 - (5) engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - (6) violation of the school corporation's acceptable use of technology policy or rules;
 - (7) violation of the school corporation's administration of medication policy or rules;
 - (8) possessing or using a laser pointer or similar device.
- ac) Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
- ad) Any student conduct rule the school building principal establishes and gives publication to all students and parents in the principal's school building.

E. POSSESSING A FIREARM OR A DESTRUCTIVE DEVICE

- a. No student shall possess, handle or transmit any firearm or a destructive device on school property.
- b. The following devices are considered to be a firearm under this rule:
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an Explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket, have a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
- c. For purposes of this rule, a destructive device is:
- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- d. A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

The penalty for possession of a firearm or a destructive device, suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period.

The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. POSSESSING A DEADLY WEAPON

No student shall possess, handle or transmit any deadly weapon on school property.

The following devices are considered to be deadly weapons as defined in IC 35-41-1-8:

- a loaded or unloaded firearm.
- A destructive device, weapon, device, taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal that is: readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- A biological disease, virus, or organism that is capable of causing serious bodily injury.

The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

G. UNLAWFUL ACTIVITY

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

H. LEGAL SETTLEMENT

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

VIII. SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
- A written or oral statement of the charges
- If the student denies the charges, a summary of the evidence against the student will be presented; and,
- The student will be provided an opportunity to explain his or her conduct.
- The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

IX. EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student's parent/guardian is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the Board of Education.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the Board of Education within 10 days of the receipt of notice of the action taken. The student or parent appeal to the Board of Education must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

X. RIGHT TO APPEAL EXPULSION DECISIONS

The Board of School Trustees of the Metropolitan School District of Shakamak does not hear any appeals of its expulsion examiner's student expulsion determinations.

If an appeal to the board is inappropriate as determined by this policy, the Expulsion Examiner (Superintendent) shall submit a notice to the parent and/or student making the appeal that the board does not hear student appeals of expulsion.

XI. SEARCH

The Board of Education of the Shakamak Schools recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational rather than punitive means.

A. USE OF DOGS

The Board of Education authorizes the use of specially trained dogs to detect the presence of drugs, or devices such as bombs, on school property. Any prohibited items, seized in these random searches, may be used as evidence if appropriate. The use of the dogs will be unannounced and of a random nature.

B. SEARCH AND SEIZURE

Students who bring vehicles onto school property do so with the understanding that a school administrator may search these vehicles. Grounds for a vehicular search may occur when administrators have reasonable suspicion that students are violating state law or a school rule.

Locker searches: A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker contents. In accordance with the rules of the governing body, a principal (or designee) may search a student's locker and the locker's content at any time. (I.C.20-33-8-32)

Vehicles

Any vehicle brought on school premises by a student may be searched when the principal (or designee) has reasonable suspicion to justify the search.

Searches of vehicles of staff members or visitors shall be conducted by law enforcement personnel.

Student

The personal search of a student may be conducted by the principal (or designee) when they have reasonable suspicion for a search of that student. Authorized searches of the student's person are: the student's pockets; purses, briefcases, or any other object in the possession of the student; a "pat down" of the exterior of the student's clothing and the removal of any item identified; removal of an article of exterior clothing such as a jacket. A hand-held metal detector can be used when conducting a personal search of a student.

Strip searches are to be conducted only by law enforcement personnel.

Personal searches shall be conducted in a private room by a person of the same gender as the student and designated by the principal. At least one (1) but not more than three (3) additional staff members of the same gender as the student being searched shall witness but not participate in the search.

At the request of the student to be searched, an additional person of the same gender as the student designated by the student, and then reasonably available on school premises shall witness the search. The student's parents shall be notified of the search as soon as reasonably possible.

XII. POLICIES RELATED TO DRUG AND ALCOHOL USE

A. POLICIES

MSD of Shakamak believes that maintaining an environment that is safe, free from substance abuse and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, be under the influence, or sell drugs, alcohol, or tobacco products, electronic cigarettes, or any device that could be considered a look-alike on the school premises at any time, at any school sponsored activity, or when a student is traveling to and from school. We recognize our responsibility to address drug and alcohol problems in the school and of our students. We believe that parents, guardians, and the school must work together to educate, encourage, and support students in an attempt to prevent illegal use of drugs and alcohol. To achieve this, the school will enforce the following policies:

1. No student may provide any substance to any other student by sale or any other means which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, depressant, or intoxicant of any kind. This includes any synthetic substance that may closely resemble any of the above substances or items.
2. No student may possess a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, depressant, or intoxicant of any kind. This includes any synthetic substance that may closely resemble any of the above substances or items.
3. Students are prohibited from possessing, using, sharing, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind without a prescription.
4. Any substance for which a student has a prescription, or written permission from a parent, must be brought to the school nurse or school administrator. The prescription drug must be administered/taken in the nurse's station unless given prior approval by a physician and the school administration.
5. School officials are required to report to law enforcement officers any violations of Indiana Code pertaining to drug offenses that occur on or within 1000 feet of school grounds, at any school event, or on a corporation vehicle in transit. Alcohol or drug infractions that take place out of school will be subject to handbook policy.

B. VIOLATIONS

1. Possession or abuse of controlled substance, drug, or alcohol on school grounds

First Offense – Out of School Suspension with recommendation for expulsion to the superintendent.

Note: Expulsion may be waived with the filing of a Form 16 contract if the following criteria are met by the student and the parent/guardian.

- Students will be suspended for a minimum of five (5) days
- Student cannot return to school until he/she meets with an officially recognized, licensed mental health/substance abuse counselor for a preliminary assessment of chemical use, and the student is following the recommendations set forth as a result of the assessment and recommendations of school officials following the assessment. Any costs associated with the assessment will be paid for by the student/parent/guardian.

Possible recommendations may include:

- a. Conditional return to school after the suspension.
- b. Completion of school sponsored drug education/counseling program.
- c. Completion of outside counseling program paid for by the student/parent/guardian.
- d. Inclusion in drug testing program.

Second Offense – Recommendation of expulsion to the superintendent.

2. Dealing or distribution of drugs, alcohol, or controlled substance

First Offense – Out of School Suspension with recommendation for expulsion to the superintendent.

Note: A Form 16 waiver is a vehicle for the student to return to school either in his/her regular classes or to an alternative setting as decided upon by the school administration on the condition that the student/parent/guardian signs off on waiving their due process rights. Any violation or further disciplinary action may result in immediate expulsion without a hearing.

C. DRUG TESTING PROGRAMS

1. Purpose – MSD of Shakamak encourages all students who hold a valid driver's license to drive on school grounds and all students to participate in activities and programs, but the opportunities are not an absolute right. Privileges are offered to students who meet both the scholastic and physical conditions of eligibility.

A condition for participation in activities at MSD of Shakamak shall be an agreement by the student to submit to reasonable suspicion and/or random testing for the use of drugs – natural and/or synthetic, tobacco products and alcohol. Reasonable suspicion drug testing will apply to all students enrolled MSD of Shakamak. The MSD of Shakamak School Board of Trustees has declared that the school will participate in the random drug-testing program. The building principal or designee is authorized to administer a drug-testing policy and procedure, and to impose sanctions for violations.

2. Reasonable Suspicion Drug Testing – MSD of Shakamak administrators are authorized to require any student to submit to a chemical test of the student's breath, saliva, or urine if the administration has "reasonable suspicion" that the student is issuing or is under the influence of alcohol, marijuana, or any other prohibited substance while on school grounds; off school grounds at a school activity, function, or event; or when traveling to or from school by bus or other corporation vehicles.

Reasonable Suspicion may arise from the following actions:

- a. A student's behavior in conjunction with physical appearance, actions, and/or odor indicating the possibility that the student has used or is in possession of alcohol, marijuana, or any other behavior altering substance.
- b. The student possesses drug paraphernalia, alcohol, marijuana, or any controlled substance.
- c. Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence. Any such report will be investigated by the school's administration and will be substantiated by other physical indicator or physical appearance if deemed necessary.

An administrator and/or health services personnel trained to administer drug tests may conduct a test of a student's breath, saliva, or urine. The cost of one (1) school-initiated test will be paid for by the school corporation and utilized in purposes for school discipline. After reasonable suspicion has been established by the administration, a student's refusal to submit to drug testing may result in the administration proceeding as if the test was positive. If a parent or guardian refuses to allow any drug testing to be administered to his/her student, disciplinary action may be taken as if the test were positive.

Drug testing results shall be considered confidential. Results may be discussed with the school's counselor or other school employees if deemed necessary by the administration in order to aid the student and /or for the safety of other students.

Any student who attempts to alter a drug test may be further disciplined by the administration. The student who possesses the drug test and/or who attempts to alter the results will be treated as if the test were positive.

3. Random Drug Testing – The primary purpose of random drug testing is not intended to be disciplinary or punitive in nature, but rather is intended as an aid in discouraging or disclosing possible substance abuse problems. It is also an extension of the educational program in regard to substance abuse. It is our goal to help students make wise choices through education, through interventions, and through directing students away from unhealthy decisions. The implementation of a drug-testing program will not affect the policies, practices, or rights of MSD of Shakamak in dealing with drug and alcohol use where reasonable suspicion is obtained by means other than the random sampling provided within the program.

Each student who is participating in the drug-testing program who intends to drive a vehicle on school property and/or participate in an extracurricular or activity – club, sport, or activity – will need to complete a consent form complete with the parent/guardian signature before being allowed to participate in the activity in any way, including practice. This consent form will acknowledge participation in the random drug-testing program. Students who fail to take care of this responsibility become automatically ineligible for the activity. Students that are not randomly chosen can still be tested upon parent request through the completion of a consent form, which will be made available in the Principal's office. Failure to comply at any time with the rules and regulations of the random drug-testing program may result in exclusion from and/or the revocation of parking permit privileges and/or participation in extracurricular activities.

Definitions:

Club – A club is defined as any school sponsored group that meets in a non-curricular manner, either inside or outside the regular school day. A complete list of extracurricular clubs will be kept on file in the Principal's office for reference to this policy. Examples would include National Honor Society, FCA, Art Club, etc.

Athletics – An IHSAA recognized athletic team, sport, or group, including cheerleading and dance team which represents Shakamak High School outside of the regular school curriculum.

Activities – Activities are defined as groups of students, or individual student activities, where MSD of Shakamak is represented outside of the regular school day. Examples could include band, choir, academic teams, and drama productions.

4. Random Testing Procedures

- The random testing procedures will be based on the contracted company's protocol.
- MSD of Shakamak will pay for random drug test and all reasonable suspicion tests. Any future follow-up test that must be conducted will be paid for by the student or his/her parent/guardian.
- Students enrolled in grades 5-12 who take part in athletics, extra-curricular, and/or drive to school will be required to submit a release signed by the parent(s) or guardian(s) in order to participate and/or drive to school. The release form will be signed during registration or enrollment.
- Any student who fails to sign and return a consent form by the specified date and then decides to participate in an extracurricular program at a later date **MUST** submit to urine drug screen. The student or his/her parent/guardian will be financially responsible for the test.
- The pool of students who will be tested will be in grades 7-12. Students in grades 5-6 will only be tested due to reasonable suspicion.
- When a test result comes back negative, the student and custodial parent(s) or guardian(s) shall be notified. In the event a student tests positive, he/she along with the custodial parent(s) or guardian(s) will meet with the principal and athletic director at school where the positive test results will be reported to the student and parent(s) or guardian(s). The principal and/or designee will explain the type of substance that was detected and the health hazards involved. The principal and/or designee will also discuss the nature and extent of the consequences that will be enforced. Parents will have the opportunity to provide documentation (current medical records/prescriptions) that justifies a positive result.

5. Positive Test Consequences

The occurrences listed below are cumulative throughout the enrollment at MSD of Shakamak. Students having a positive test for drugs, nicotine, and/or alcohol will be suspended from participation in extracurricular activities and/or have his/her privilege to drive to school revoked according to the following guidelines.

For each and every occurrence for any substance; parents/guardians, participant's coach/sponsor, and the probation office will be notified. The student must enroll in a substance abuse program and provide written documentation of the enrollment to the Principal or his/her designee. If a student's drug test is positive and the student fails to provide documentation from an approved program, the student will face a ten (10) day suspension.

If a student refuses to be evaluated, he/she will face disciplinary action as a positive result.

First Offense:

ALCOHOL/DRUGS

Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25% and no driving to school for 4½ weeks. If the program is not completed, the full penalty will be enforced.

TOBACCO

Participation in 25% of the season events will be prohibited and no driving to school for 4½ weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 0% and no restrictions on driving to school. If the program is not completed, the full penalty will be enforced.

If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

Second Offense:

ALCOHOL/DRUGS

Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for 18 weeks.

TOBACCO

Participation in 50% of the season events will be prohibited; there will be no participation in ECA events and no driving to school for nine weeks. When the student is enrolled in a substance abuse program, the penalty is reduced to 25% and no driving to school for 4½ weeks. If the program is not completed, the full penalty will be enforced.

If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

Third Offense:

ALCOHOL/DRUGS

Participation in all ECA events and driving to school will be prohibited for 365 days.

TOBACCO

Participation in 100% of the season events will be prohibited; there will be no participation in ECA events and driving to school for 18 weeks.

If a student is serving the consequences and the athletic season or school year ends during the time period of the consequences, the consequences will be carried over to the next athletic season or school year.

Fourth Offense:

ALCOHOL/DRUGS/TOBACCO

Participation in all ECA events and driving to school will be prohibited for the remainder of the student's enrollment at MSD of Shakamak.

Important Notes and Situations Explained

Students suspended from ECA participation due to the drug testing policy will not participate in events/games but will be allowed to practice.

Tourneys or double headers held on the same day will count as the number of games/matches played.

Jamborees or scrimmages will NOT be considered a contest for suspension purposes. An athlete will not be allowed to participate in a jamboree or scrimmage while under suspension.

Athletes who do not complete the required percentage of punishment will have the remaining percentage served during the following year.

XIII. LAWS

A. PEST MANAGEMENT POLICY

The MSD of Shakamak school district has incorporated an Integrated Pest Management system of control within our school buildings. This system incorporates accepted state standards in controlling pests by using traps and monitoring areas closely to eliminate pest environments. We currently plan two yearly generalized pest treatments with approved chemicals. These two treatments are scheduled during the times school is not in session. If it becomes necessary for the district to apply chemicals at any other time, individuals will be notified who have made us aware of this need. A form is available in the school offices to request notification of generalized treatments. A copy of chemicals used is also available.

B. DUTY TO SUBMIT INFORMATION TO BUREAU OF MOTOR VEHICLES IC20-33-8-33

The principal of the school corporation shall submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under IC 9-24-2-1 to be issued a driver's license or learner's permit, or concerning the invalidation of a license or permit under IC 9-24-2-4.

C. SUSPECTED CHILD ABUSE AND NEGLECT

Indiana Law states that if a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services (DCS) by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police.

XIV. WELLNESS POLICY

The Board of School Trustees of MSD of Shakamak supports the health and well-being of the school corporation's students by promoting nutrition and physical activity at all grade levels.

In accordance with federal law, it is the policy of the Board to provide student access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the US Department of Agriculture. A Coordinated School Health Advisory Council will be formed and maintained to oversee these activities.

The School Wellness Policy shall be made available to students and families by means of school registration, the student handbook, and the corporation's website.

I. Coordinated School Health Advisory Council

The Board will engage parents/guardians, food service professionals, teachers of physical education, students, school health care professionals, school board members, school administrators, and other interested community members in developing, implementing, monitoring, and reviewing corporation-wide nutrition and physical activity policies. A Coordinated School Health Advisory Council will be formed and maintained at the corporation level to oversee the development, implementation, and evaluation of the school corporation's wellness policy.

- A. In accordance with state and federal law, the school corporation will form and maintain a corporation level Coordinated School Health Advisory Council that may include at least the following:

- Parents/Guardians
- Food Service Director/Professionals
- Teachers of Physical Education
- Students
- School Health Care Professionals/Registered Dietitians/School Nurse
- School Administrators

Other potential members of the Council include teachers, school board members, teaching assistants, SNAP-Ed educators, and community representatives such as recreation professionals, city planners, industry professionals, and voluntary service workers.

- B. The Advisory Council shall meet at least annually to review nutrition and physical activity policies and develop an action plan for the coming year. The Council shall meet as needed during the school year to discuss implementation activities and address barriers and challenges.
- C. The Advisory Council shall report annually to the Superintendent and School Board on the implementation of the Wellness Policy and include any recommended changes and revisions.
- D. The School Board will adopt or revise nutrition and physical activity policy based on the recommendations made by the Advisory Council.

II. Nutrition Education and Nutrition Promotion

Nutrition topics shall be integrated within the comprehensive health education curriculum and taught at every grade level (K-12) according to standards of the Indiana Department of Education. Schools will link nutrition education activities with existing coordinated school health programs or other comparable comprehensive school health promotion frameworks.

III. Standards for USDA Child Nutrition Programs and School Meals

The Board will provide and promote the National School Lunch and Breakfast Programs to ensure that all students have access to healthy foods to support healthier choices and promote optimal learning.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

- A. The Board will provide and allow foods and beverages that support proper nutrition, promote healthy choices, and comply with federal nutrition standards in vending machines, school stores, and concession stands. This also includes food and beverages made available in schools during the school day for such events as school fundraisers. **Fundraisers selling food items that do not meet the federal nutrition standards are limited to two such fundraisers per school building per year.**
- B. The Board will allow marketing in school buildings and on school grounds during the school day for only those food and beverages provided by the school that meet the federal nutrition standards. Marketing that promotes student health will be permitted in school buildings and on school grounds.

V. Physical Activity and Physical Education

The Board supports the health and well-being of students by promoting physical activity through physical education, recess, and other physical activity breaks; before- and after-school activities; and walking and bicycling to school. Additionally, the Board supports physical activity among elementary students by providing them with at least 30 of the recommended 60 minutes of physical activity per day.

VI. Other Activities that Promote Student Wellness

The Board supports the health and well-being of our students and staff by creating and promoting policy and environmental supports to provide physical activity and healthy eating opportunities.

VII. Evaluation

Through implementation and enforcement of this policy, the corporation will create an environment that supports opportunities for physical activity and healthy eating behaviors. To ensure continuing progress, the corporation will evaluate implementation efforts and their impact on students and staff at least every three years. The Board will notify the public of the results of the three-year assessment and evaluation.

The Board designates the Superintendent to ensure compliance with this policy and its administrative regulations. The Superintendent is responsible for retaining all documentation of compliance with this policy and plan. The Superintendent will also be responsible for public notification of the three-year assessment and evaluation report, including any updates to this policy made as a result of the corporation's three-year assessment and evaluation.

Legal Reference: 42 U.S.C. 1758b
7 CFR Part 210
I.C. 20-26-9-18.5

Administrative Regulation

I. Nutrition Education

1. Health education will be provided as part of a comprehensive health education program and taught by a licensed health education instructor.
2. The school corporation will provide nutrition education training opportunities to teachers and staff for all grade levels.

II. Nutrition Promotion

1. Nutrition promotion will include lessons that cover topics such as how to read and use food labels, choosing healthy options, and portion control.
2. School staff will collaborate with community groups and organizations to provide opportunities for student projects related to nutrition (e.g. cultivating school gardens, reading food labels, and maintaining a caloric balance between food intake and physical activity/exercise).
3. Nutrition labels will be provided on most foods to allow students to easily identify healthier foods.
4. Schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

III. Standards for USDA Child Nutrition Programs and School Meal

A. School Meal Content

1. Meals served through the National School Lunch and Breakfast Programs will:
 - be appealing and appetizing to children;
 - meet, at a minimum, the nutritious requirements established by USDA for federally funded programs;
 - contain 0 percent trans fats;
 - offer a variety of fruits and vegetables;
 - for grades K-12, at least 80% of all grains offered over the course of the week will be whole grain rich.
2. All cooked foods will be baked or steamed. Proper procurement procedures and preparation methods will be used to decrease excess fat, calorie, and sodium levels in food.
3. Schools are encouraged to purchase or obtain fresh fruits and vegetables from local farmers when practical.
4. Students will have the opportunity to provide input on local, cultural, and ethnic favorites.
5. The food services department shall provide periodic food promotions that will allow for taste testing of new healthier foods being introduced on the menu.
6. Special dietary needs of students will be considered when planning meals, according to the document *Accommodating Children with Special Dietary Needs in the School Nutrition Programs*.

B. School Meal Participation

1. To the extent possible, schools will provide the USDA School Breakfast Program to all students.
2. To the extent possible, schools will utilize methods to serve school breakfasts that encourage participation, including serving breakfast in the classroom, serving "grab-and-go" breakfasts, and arranging transportation schedules to allow for earlier arrival times.
3. School will provide the After School Meal Program, when it becomes available, in accordance with the Healthy, Hunger-Free Kids Act of 2010.

C. Mealtimes and Scheduling

1. Adequate time will be provided to students to eat lunch (at least 20 minutes after being served) and breakfast (at least 10 minutes after being served).
2. School meals will be served in clean and present settings.
3. Students will have convenient access to hand-washing and sanitizing stations.
4. Potable (drinking) water must be readily available at all mealtimes.
5. Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

D. Professional Development

1. Professional development and training will be provided annually to food service managers and staff on proper food handling techniques and healthy cooking practices.

IV. Nutrition Standards for Competitive and Other Foods and Beverages

A. Approved Nutrition Standards are based on Dietary Guidelines. School meals are healthy meals that are required to meet the *Dietary Guidelines for Americans*.

1. K-12 a la carte, school vending machines, and other food outside of school meals shall be limited to:
 - no more than 30 percent of total calories from fat,
 - less than 10 percent of total calories from saturated fats,
 - 0 percent trans fats,
 - no more than 35 percent of calories from total sugars,
 - no more than 200 milligrams of sodium per portion as packaged,
 - no more than 200 calories per package, and
 - for grades K-12, at least 80% of all grains offered over the course of the week will be whole grain rich.
2. K-12 a la carte, school vending machines, and other beverages outside of school meals shall be limited to:
 - water without flavoring, additives, or carbonation,
 - low-fat and nonfat milk (in 8- to 12-ounce portions),
 - 100% fruit juice in 4-ounce portions as packaged for elementary/middle school and 8 ounces (two portions) for high school, and
 - all beverages other than water, white milk, or juice shall be no larger than 12 ounces.

B. Availability

1. A vending machine at an elementary school that dispenses food or beverage items may not be accessible to students.
2. Vending machines in middle and high school
 - will not be available during mealtimes.
 - will contain items that meet the approved nutrition standards.
3. Vending machines for school staff will not be accessible to students.
4. Students and staff will have free, potable (drinking) water for consumption available in water fountains throughout the school building.

C. Classroom Celebrations

1. Classroom celebrations will focus on activities (e.g. giving free time, extra recess, music, and reading time) rather than on food.
2. It will be recommended that classroom celebrations that include food will be limited to one per month.
3. Schools shall inform parents/guardians of the classroom celebration guidelines.

D. Fundraisers

1. Fundraising activities will support healthy eating and wellness. Schools will promote the sale of non-food items for school-sponsored fundraising. For a food or beverage item to be sold as a fundraiser, it must meet the approved nutrition standards. Fundraisers subject to this rule are those sold during the school day and on school grounds. School day is defined as from midnight the night before to 30 minutes after the end of school.

E. Non-Sold Food and Beverages

1. Non-sold food and beverages will comply with federal nutrition standards.

F. Marketing

1. Signage and similar media on school campus during the school day may only advertise food and/or beverages provided and sold by the school that meet the competitive foods standards for foods sold in schools (i.e. Smart Snacks).

V. Physical Activity and Physical Education

A. Physical Education K-12

1. All students in grades K-12 will participate in Physical Education in order to meet the Physical Education Standards. Also, high schools will encourage students to take more than the courses of Physical Education required for all Indiana diplomas.
2. Waivers will not apply towards the Physical Education courses required for a diploma. Credit flexibility in Physical Education will be limited to elective Physical Education courses.
3. Physical Education classes will have the same student/teacher ratio used in other classes. In Indiana, the ratio for a single school shall not exceed an average of 30 to 1.
4. The Physical Education program shall be provided adequate space and equipment to ensure quality Physical Education classes for students.

B. Daily Recess and Physical Activity Breaks

1. Each elementary school shall provide daily physical activity in accordance with Indiana Code 20-30-5-7.5.
2. All elementary school students will have at least 1 period of active recess per day that is at least 20 minutes in length as recommended by the National Association for Sport and Physical Education (NASPE). This recess period will be outdoors when possible. If outdoor recess is not possible due to inclement weather, teachers will provide an indoor physical activity break in the classroom.
3. All teacher will be encouraged to use physical activity breaks during classroom time as often as possible.
4. Schools should discourage extended periods of inactivity (2 or more hours). During events such as mandatory school-wide testing, teaching will give students periodic breaks for moderate physical activity.

C. Physical Activity Opportunities Before and After School

1. Schools will offer intramurals, clubs, interscholastic sports, and voluntary activities to increase opportunities for physical activity before and/or after school, taking into account student interest and supervisor availability.
2. After-school enrichment providers will include physical activity in their programs, to the extent space and equipment allow.

D. Physical Activity and Remedial Activities/Punishment

1. Students will not be removed or excused from Physical Education to receive instruction in other content areas.
2. Students will be moderately to vigorously active for at least 50% of class time during most or all Physical Education class sessions.

VI. Other School Based Activities

A. Walking and Bicycling to School

1. Where appropriate and safe, schools will allow walking and bicycling to school.
2. To the extent possible, the school corporation will make improvements so it is safer, easier, and more enjoyable for students to walk and bicycle to school.

B. Use of School Facilities Outside of School Hours

1. School spaces and facilities, such as the playground, gym, pool, and track, will be made available to students, staff, and community members before and after the school day; on weekends; and during school vacations. School policies concerning safety will apply at all times.
2. Schools shall promote families to provide physical activities outside the regular school day, such as outdoor play at home, participation in sports, and in lifelong physical activities.

C. Staff Wellness

1. Schools will allow staff to use school facilities outside of school hours for activities such as group fitness classes, walking programs, and individual use.
2. Staff will be encouraged to participate in community walking, bicycling, or running events.
3. All staff involved in Physical Education will be provided opportunities for professional development focusing on physical activity, fitness, health, and wellness.

VII. Evaluation of Wellness Policy

A. Implementation

1. Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of the review, the school will review nutrition and physical activity policies; provide for an environment that supports healthy eating and physical activity; and adhere to nutrition and Physical Education policies and program elements. The schools will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation. In order to accomplish this, the Coordinated School Health Advisory Council will use the WellSAT: 3.0 Evaluation tool when assessing the Wellness Policy.
2. The evaluation of the Wellness Policy and implementation will be directed by the Coordinated School Health Advisory Council and will be responsible for the three-year assessment of each school's compliance with the policy and its regulations. The three-year assessment must measure:
 - the implementation of this policy and its regulations
 - the extent to which each school is in compliance with the policy
 - the extent to which this policy compares to other model school wellness policies
 - progress made in attaining the goals of the Wellness Policy and regulation language will be assessed each year and revised as needed.

XV. MISCELLANEOUS

A. SCHOOL SONG ON WISCONSIN

Hail to Shakamak, our dear high school.
Hail to the white and blue
On the fields, in halls of learning,
We are always true.

On you Lakers! Go you Lakers!
Go with all your might.
We're with you all the way so
Fight! Fight! Fight!
(Yell)
L-L-LAK E-E-ERS
LAK-ERS
GO LAKERS GO!

In our school as in our lives
Let this our motto be
We will fight for truth and right
And for integrity.
To our high school, we are loyal,
And we'll do or die.
Here's to the White and Blue
Of Shakamak High.
(Repeat Yell)

SCHOOL COLORS:

Columbia Blue and White

SCHOOL MASCOT

LAKERS

FIVE COMPONENTS OF THE SHIELD

WINGED FOOT:

Symbolic for Athletic Strength

DRAMATIC MASKS:

Symbolic for Theater, Fine Arts, and Music

ATOMIC SYMBOL:

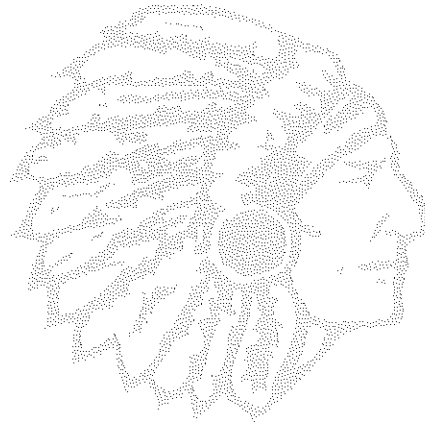
Symbolic for Science

QUILL, SCROLL, AND GEAR:

Symbolic for Knowledge

WHEAT:

Symbolic for Agriculture



SHAKAMAK HIGH SCHOOL ATHLETIC HANDBOOK

ATHLETIC COUNCIL

The athletic council is comprised of the High School Principal, Elementary Principal, Athletic Director, and Varsity Head Coaches. The High School Principal shall act as the chairman of the Athletic Council, and any member of the council may call meetings, as they deem necessary.

ATHLETIC STATEMENT

This athletic booklet is designed to inform athletes and their parents or guardians of the rules, regulations, and information that helped develop the rich tradition of competition at Shakamak.

Participation in athletics is a privilege, which carries with it varying degrees of honor, responsibility, and sacrifice. Since athletic participation is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the Athletic Council, as well as the specific rules set by the coach for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Shakamak, and the community.

ATHLETIC PHILOSOPHY / MISSION

The goal of the Shakamak Athletic Department is to provide the best opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline, and moral character. The purpose is to provide each participant with experiences that will be positive, memorable, and help the athlete develop the capacity for commitment to a cause, acceptance of responsibility, and loyalty towards any chosen endeavor.

ATHLETE DEFINED

The Shakamak athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, and statisticians.

ATHLETIC MEMBERSHIP

Shakamak Jr.-Sr. High School is a member of the Indiana High School Athletic Association, as well as the Southwestern Indiana Athletic Conference. Members of the SWIAC are Bloomfield, Clay City, Eastern Greene, Linton, North Central, North Daviess, Shakamak, and WRV.

I. ELIGIBILITY

ACADEMIC ELIGIBILITY

To be eligible scholastically, high school athletes must have received passing grades at the end of their last grading period in school in at least five (5) full credit subjects and must be currently enrolled in at least five (5) full credit subjects.

ELEMENTARY ATHLETES:

Elementary athletes must be passing all subjects, at the end of each grading period, to be eligible to participate in athletics. In a sports season, if a student is failing one or more subjects at the end of a grading period, s/he may use his/her next set of mid-term grades to regain eligibility for the current season. Eligibility at mid-term will be with the approval of the Coach, Athletic Director, Principal, & Parent.

JUNIOR HIGH ATHLETES:

JH athletes must be passing all subjects, at the end of each grading period, to be eligible to participate in athletics. In a sports season, if a student is failing one or more subjects at the end of a grading period, s/he may use his/her next set of mid-term grades to regain eligibility for the current season. Eligibility at mid-term will be with the approval of the Coach, Athletic Director, Principal, & Parent. To determine eligibility at the end of the semester, the athlete may use the higher grade (second - 9 weeks grade or the semester average).

PHYSICAL EXAMINATION

Every athlete is required by Shakamak and/or the IHSAA to have a yearly physical examination completed. The athlete must receive the physical anytime between April 1st and the student's first practice for interscholastic athletic participation. The physical must be on file with the athletic office before practicing in any sport. Physical exams are the responsibility of the athlete and his/her parents.

TRANSFER STUDENTS

High school athletes new to Shakamak can't compete in interscholastic contests until an IHSAA Athletic Transfer Report is completed. Students promoted from 8th grade enter grade 9 with initial promotion eligibility and would not have to file a transfer report. Initial promotion eligibility is provided when such student enrolls on or before the 15th initial school day and undue influence has not been violated. Any student transferring to Shakamak should currently be in good standing with their previous school in order to participate in athletics at Shakamak.

IHSAA ELIGIBILITY RULES FOR STUDENTS IN GRADES 9–12

You are ineligible if:

AGE

- You are 20 years of age prior to or on the scheduled date of the IHSAA State Finals in a sport.

AMATEURISM

- You play under an assumed name.
- You accept money or merchandise directly or indirectly from athletic participation.
- You sign a professional contract in that sport.

AWARDS AND GIFTS

- You receive in recognition for your athletic ability any award not approved by your high school principal or the IHSAA.
- You use or accept merchandise as an award, prize, gift, or loan or purchase such for a token sum.
- You accept awards, medals, recognitions, gifts, and honors from colleges/universities or their alumni.

CONDUCT AND CHARACTER

- You conduct yourself in or out of school in a way, which reflects discredit on your school or the IHSAA.
- You create a disruptive influence on the discipline, good order, moral, and educational environment in your school.

ENROLLMENT

- You did not enroll in school during the first 15 days of the semester.
- You have been enrolled more than four consecutive years, or the equivalent, beginning with grade 9.
- You have represented a high school in a sport for more than four years.

ILLNESS AND INJURY

You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

PARTICIPATION:

DURING CONTEST SEASON

- You participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
- You participate in a practice with or against players not belonging to your school.
- You participate as an individual on any team other than your school team.
- You participate as an individual without following the criteria for the outstanding student- athlete.
- You attend a non-school camp.
- You attend and participate in a student-clinic.

DURING SCHOOL YEAR OUT-OF-SEASON

You participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball – 3	Baseball – 5	Football – 6
Volleyball – 3	Softball – 5	Soccer – 6

You receive instruction in team sports from individuals who are members of your high school Coaching staff (exception – Open Facility)

DURING SUMMER

- You attend a non-school fall sports camp and/or clinic after Monday of IHSAA Week 4 (See your athletic director for specific dates).
- You attend any other non-school camp and/or clinic after Monday of IHSAA Week 5 (See your athletic director for specific dates).

PRACTICE

You have not completed the required number of separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

SCHOLARSHIP

- You did not receive passing grades at the end of your last grading period in school in at least 70% of the maximum number of full credit subjects that a student can take. Semester grades take precedence.
- You are not currently enrolled in at least 70% of the maximum number of full credit subjects that a student can take.

CONSENT AND RELEASE CERTIFICATE

- You do not have the completed certificate on file with your principal each school year, between May 1 and your first practice.
- Transfer
- You transfer from one school to another primarily for athletic reasons.
- You were not enrolled in your present high school your last semester or at a junior high from which your high school receives its students unless:
- You are entering the 9th grade for the first time.
- You are transferring from a school district or territory with a bona fide move by your parents.
- You are a ward of the court.
- You are an orphan.
- You transfer to reside with a parent.
- Your former school is closed.
- Your former school is not accredited by the state-accrediting agency in the state where the school is located.
- Your transfer was pursuant to Board of Education mandate for redistricting.
- You enrolled and/or attended, in error, a wrong school.
- You transferred from a correctional school.
- You are emancipated.
- You did not participate in any contests as a representative of another school during the preceding 365 days.
- You return to an IHSA member school from a non-member school and reside with the same parent(s) or guardian(s).
- You transfer to a member boarding school with a corresponding move from the residence of your parent(s) or you transfer from a member boarding school with a corresponding move to the residence of your parent(s).
- You are a qualified foreign exchange student attending under an approved CSIET program.

UNDUE INFLUENCE

You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

IHSAA information listed above will acquaint you with the major rules and regulations you must follow in order to retain your high school athletic eligibility. Any questions you have concerning your athletic eligibility should be checked with your principal or athletic director.

II. CODE OF CONDUCT

STATEMENT

The conduct of participants in athletics at Shakamak, year round, in or out of school, shall be such as: 1) not to reflect discredit upon our school and 2) not to create a disruptive influence on the discipline, good order, moral, and educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT

The principal and athletic director shall enforce all rules and regulations as described in the Code of Conduct for all athletes. All rules regarding behavior and/or training as outlined in IHSA regulations apply. The coach of each sport will reinforce the Code of Conduct during the year.

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES

1. The good of the team is first and foremost. Once a team is eliminated, the individual becomes the most important.
2. No player(s) will ever employ illegal tactics to gain an undeserved advantage.
3. Players will take care of equipment. If equipment is destroyed through practice or competition, the school will replace it. If equipment is lost, stolen, or damaged by the athlete not in competition, the athlete(s) will fulfill their responsibility by paying for replacement items.
4. All athletes will obey the specific team rules as given to them by the coaching staff.
5. Athletes are not to engage in doing negative things. Drinking alcohol, taking illegal drugs, using tobacco products, using profanity, and being disobedient are harmful to the athlete and their team. Maximum effort and performance can't be attained doing these things.

6. School conduct is important. Students' suspended out-of-school will be suspended from practice and participation in contests. If no contest is held during the suspension, the first occurrence of suspension from school will result in suspension from one game. Additional suspensions from school will result in more severe penalties.
7. Horseplay of any kind will not be tolerated.
8. Disrespect to coaches, teammates, managers, opponents, fans, or officials will not be tolerated. Officials deserve courteous respect. All must realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.
9. Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Shakamak and set a good example by doing what is right and good.
10. Athletes should appreciate that coaches, teachers, and school officials have the best interests of all athletes in mind as they equip, schedule, and conduct the athletic program.
11. A student unable to attend school by 11:00 AM and/or unable to finish the school day will not be allowed to participate in practices or contests that evening. A student who leaves and returns in the middle of the school day must have a verified and excused reason for their absence. Verified appointments with medical personnel (doctor's note) and any school related absence that falls under the Does Not Count or Certified rule, do not affect contest and/or practice eligibility.
12. Away games involve bus transportation. Athletes need to be on time for bus departures.
13. Team members ride to and from games on the bus. At the coach's discretion, written permission, signed by the parent, is to be given to the coach if the parents wish to take the child or have another adult (not boyfriend or girlfriend) take the child home.
14. A student who does not dress and/or participate in physical education shall not participate in a contest or game that evening.

All Shakamak athletes must comply with the standards of the athletic code of conduct and school rules. Athletes failing to comply are subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, and/or administration of Shakamak Schools.

III. SUBSTANCE ABUSE POLICY

Possession or use of tobacco, alcohol, drugs, narcotics, or hallucinogens by any student who participates in an extra-curricular activity is prohibited 365 days per year. Felony and Misdemeanor law infractions are also prohibited 365 days per year. If a student athlete is observed by a faculty member, school official, or apprehended by the police, the following consequences will be administered:

1) Tobacco, Alcohol, or Misdemeanor Infraction

First Occurrence:	Suspension from 25% of contests from each sport a student currently or previously participated in. Suspension from driving on school property for 25 school days
Second Occurrence:	Suspension from 50% of contests from each sport a student currently or previously participated in. Suspension from driving on school property for 90 school days
Third Occurrence:	Suspension for 365 days from the infraction date. Suspension from driving on school property for 365 school days

2) Drugs, Narcotics, or Felony Infractions

First Occurrence:	Suspension from 50% of contests from each sport a student currently or previously participated in. Suspension from driving on school property for 90 school days
Second Occurrence:	Suspension for 365 days from the infraction date. Suspension from driving on school property for 365 school days
Third Occurrence:	The student will be denied participation in all of the above categories for the remainder of her/his high school career if a third offense involving drugs or felony infraction occurs.

- a. The rules or regulations in this code shall apply to any violations, on or off school premises, 365 days a year.
- b. Number of games suspended in will be based on the percentage from the regularly scheduled season contest in each sport that an athlete participates throughout the year.

3) Self – Report Clause

In order to encourage honesty and develop responsibility for a student's own actions, any student who voluntarily reports on himself/herself as to a violation of this policy before being reported by other means will be permitted leniency. When this occurs, the student has the opportunity to pay a lesser penalty than stated above (suspension numbers cut in one-half). However, these students must report it directly to their coach/sponsor and principal immediately (defined as within 24 hours of the occurrence). Also, in each case, an eight –hour program that focuses on education and prevention of harmful bodily substances must be attended by the student, and a report must be completed detailing evidence of the student's lesson learned. Finally, this self-report clause can be used only once and only during the first occurrence during the student's career at Shakamak Jr./Sr. High School. Any future occurrences or infractions would be handled to the established policy listed above.

4) Any combination of (3) Occurrences, from Categories 1 & 2 will result in a 365 day suspension. All occurrences are accumulative during an athlete's high school career.

IV. AWARDS

AWARD INFORMATION FOR ATHLETES

Awards are an integral part of most activities. They exist to reward, indicate belonging, and show commitment to a cause. Awards are important, and Shakamak athletes are recognized with a wide variety of earned awards. It is always very important to keep awards in perspective. Too many or inappropriate awards indicate a disregard for the true meaning of sport while too few can indicate a feeling of non-importance. In reality, awards can't truly show what has been gained from competing in athletics, the development of loyalties, and commitment to a cause, learning about one's limits, and representing one's community, school, family, and self.

All sports are considered major sports at Shakamak. Each sport gives the same type awards, and the school purchases all awards. Jackets are purchased by the athletes. No athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season, under suspension for an athletic violation, or otherwise not in good standing. Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation. No awards will be issued until equipment is turned in to the coach.

If the violation of the Substance Abuse Policy occurs in the last ¼ of the sport season, the athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.

Description of Awards (In order to be eligible for team and individual awards, the athlete must finish the season in good standing, both athletically and academically).

CERTIFICATE:

Certificate of participation will be presented to those students-athletes who have participated in a sport.

LETTER:

The first varsity award is the letter with sport insert. If an athlete has already earned a varsity letter but needs a different sport insert, the school gives the new insert. Varsity Letters will be awarded at the discretion of each Coach. Coaches will, with approval of the AD, set standards for the achievement of a Varsity Letter within their sport.

CHEVRON:

The chevron is awarded one per year given with the first varsity award of that year.

PLAQUES:

The following sports indicate what plaque awards will be given:

Girls and Boys Cross Country:

MVR - Leadership, Most Improved

Volleyball:

Varsity: Blocking - Kills - Assists - Serving - Passing

JV: Blocking - Kills - Assists - Serving - Passing

Girls and Boys Basketball:

Varsity: 2 pt FG% - 3pt FG% - FT% - Rebounds - Defensive - Assists - Most Improved

J Varsity: 2 pt FG% - 3pt FG% - FT% - Rebounds - Defensive - Assists - Most Improved

Freshman: FT% - Rebounds

Golf:

Low Medalist - Most Improved

Softball/Baseball:

Varsity: Batting Ave - On Base % - Defensive - Pitcher Award

JV: Batting Ave - Defensive

Girls and Boys Track:

High Point - field events High Point - running events

High Point Overall

Most Improved

SPECIAL AWARDS:

SENIOR ATHLETE AWARD

Any senior athlete who has participated four years in a sport (freshman through senior year) will be awarded an engraved plaque and recognized at Senior Honors Night.

LOUIE ROMINE SCHOLARSHIP

The Athletic Council will select one male and one female senior athlete for success in academics, athletics, sportsmanship, and character to be the recipients of a scholarship in honor of a former Shakamak athlete.

APPENDIX A – DOCUMENT #1

2022-2023

JUNIOR HIGH AND HIGH SCHOOL STUDENTS

PLEASE READ THE RULES ENCLOSED WITHIN THIS STUDENT HANDBOOK. AFTER YOU HAVE READ THE RULES, PLEASE SIGN AND RETURN THIS FORM TO THE JUNIOR/SENIOR HIGH OFFICE.

Approved by the Metropolitan School District of Shakamak Board of Education, Spring 2022.

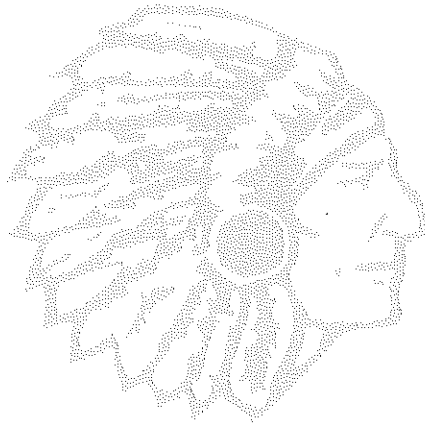
I have received and reviewed the Shakamak Junior/Senior High School Handbook which contains the student handbook of rules and regulations.

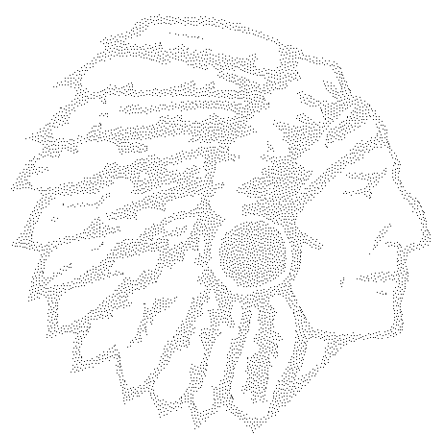
Student's Signature

Grade

Parent/Guardian Signature

Grade





APPENDIX A – DOCUMENT #2

2022-2023

AGREEMENT OF ATHLETIC RULES AND GUIDELINES

Section 1: IHSAA Rule 8 (conduct, character, discipline)

Contestants conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral, or educational environment of the school. (3) If a contestant is ejected from a contest for an unsportsmanlike act he/she will be suspended for the next interschool contest at that level of competition and all other interschool contests at any level during the interim. Note: It is recognized that principals by the administrative authority vested in them by their school corporation, may exclude contestants from representing their school.

Section 2: Each student-athlete is expected to adhere to the Expected Standards of Conduct for Athletes as afore mentioned.

Section 3: Drugs, Alcohol, and Tobacco

The use or possession of alcohol, drugs (without a valid medical prescription) or tobacco is strictly prohibited. If an athlete is found to have violated this rule at school, at a school activity, or while away from school the consequence for his/her actions is stated specifically in this handbook. Consequences will be strictly enforced.

ATHLETE STATEMENT OF AGREEMENT

"I understand that being a member of an athletic team is a privilege not a right. Should I become a member of Shakamak Jr/Sr High School Athletic Team I will abide by the rules and guidelines outlined in the Shakamak Jr/Sr High School Handbook and the Athletic Handbook. I realize that failure to follow the rules and guidelines will result in disciplinary action and possible removal from a team."

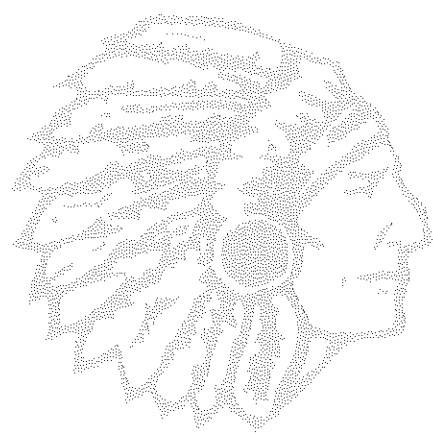
Name (printed) _____

Signed: _____ Date: _____

PARENT/GUARDIAN STATEMENT OF AGREEMENT

"As a parent/guardian of a student-athlete I have read the rules and guidelines, outlined in the Shakamak Jr/Sr High School Handbook and the Athletic Handbook. I am aware of the standards expected of my son/daughter while participating in athletics. I am also aware of disciplinary action which may result from unacceptable behavior. I agree to help my son/daughter to meet his/her obligation as a member of an athletic team."

Signed: _____ Date: _____



APPENDIX A- DOCUMENT # 3

2022-2023

INTERNET USAGE POLICY

PARENT OR GUARDIAN

By signing below, I certify that: I have read the **Internet Usage Policy** and I understand its significance. I have discussed the rules for technology use with my child. I understand that access to technology is designed for educational purposes and it is the student's obligation to use the resources in a responsible manner. I recognize it is impossible for the school district to totally restrict access to controversial materials and I will not hold them responsible for materials my child may acquire on the network. I accept full responsibility for supervision of my child's technology and internet use outside of school. I hereby give my permission for my child to use school technology and certify that the information contained on this form is correct.

Student Name (please print): _____

Student Signature _____

Parent or Guardian Name (please print): _____

Parent or Guardian Signature _____

Date: _____

