

**2019-2020**  
**SHERIDAN HIGH SCHOOL**  
**STUDENT HANDBOOK**



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*Approved by: Sheridan Community Schools – Board of School Trustees on May 13,*



## HIGH SCHOOL TELEPHONE NUMBERS

Sheridan High School .....(317) 758-4431  
High School FAX .....(317) 758-2406

### Menu Options

To Report an Absence a.m.)	Press 6 (please report an absence by 10:00
Staff Directory	Press 1 (dial by name directory)
Secretary/Office	Press 0
Cafeteria	Press 7 followed by 1
Guidance Department	Press 7 followed by 2
Athletics Office	Press 7 followed by 3
Band Office	Press 7 followed by 4
Transportation	Press 7 followed by 6

Athletics Office FAX .....(317) 758-2403  
Sheridan Community Schools Central Office .....(317) 758-4172  
Sheridan Community Schools Central Office FAX.....(317) 758-6248

### SHERIDAN HIGH SCHOOL

“Home of the Blackhawks”

#### MISSION STATEMENT

***We create high leverage, high impact learning opportunities for all students.***

#### VISION STATEMENT

***All students develop skills and attitudes resulting in academic excellence, career success, and exemplary citizenship.***

#### OUR ALMA MATER

*Onward Sheridan, Onward Sheridan  
Dear old S.H.S.*

*We your sons and daughters love you  
Do your level best, Rah, Rah, Rah  
Onward Sheridan, Onward Sheridan  
Fight now for your fame  
Fight Fellas, Fight, Fight, Fight  
and win this game.*

#### BELIEFS OF THE SHERIDAN COMMUNITY SCHOOLS

*Students are our first priority.*

*Our schools are the focal point of this community.*

*This community’s investment in our schools is vital to the continued vitality of this community.*

*Everyone in the community has a role in educating our children.*

*Our students deserve world class opportunities.*

*Schools must provide a safe and nurturing environment.*

*Everyone in our community deserves to be treated with respect.*

*Successful investment in the future respects the past.*

## **WELCOME**

Welcome to Sheridan High School! It is our hope and desire you will find your time at Sheridan to be meaningful, purposeful, and enjoyable. We encourage you to take advantage of the academic and extracurricular opportunities at Sheridan High School in order to prepare yourself for the next step in your life's journey.

Sheridan High School has a rich history and tradition of success and we strive to continue to build upon that success with a dedicated and talented faculty that helps to develop young minds and a spirited student body. We are pleased you will be a Blackhawk this year and trust you will do your part to help make out great school even better!

This handbook is designed to help you understand the daily operation and policies of Sheridan High school and to help build awareness of the programs, activities, and opportunities available to you. All students of Sheridan High School are expected to follow the established policies for the welfare of the entire student body and treat everyone with respect. Sheridan High School is much more than a building; it is a reflection of all of us who are a part of it. Be proud to be a Blackhawk and let's have a fantastic year!

## **STUDENT CODE OF ETHICS**

We care about the general attitudes and beliefs of all students, and therefore share in the responsibility to determine and suggest what are considered proper student ethics.

***“The most important thing in life is the kind of persons we are becoming, the qualities of the character, and moral behavior we are developing.”***

- David Morrow

**RESPECT** for all persons whether they be other students, staff, visitors, parents, teachers, and especially substitute teachers is an indication of a mature student and is expected at all times.

***“Every human being, of whatever origin, or whatever station, deserves respect. We must each respect others even as we respect ourselves.”***

-Ralph Waldo Emerson

## **I AM SHERIDAN: WE ARE SHERIDAN**

Sheridan High School's Positive Behavior Interventions and Supports is based on the philosophy that behavior is learned and related to immediate and environmental factors. This program provides a positive approach to behavioral expectations rather than the negative approach of reacting to misbehavior through discipline.

## **I AM SHERIDAN**

### **MY SELF, MY SCHOOL, MY RESPONSIBILITY**

Academics—I am learning; I am succeeding...

Attendance—I am here; I am ready...

Involvement—I am connected; I contribute...

Behavior—I am positive; I am respectful; I am responsible...

## **SHERIDAN HIGH SCHOOL CODE OF ETHICS**

1. Be sensitive to the needs of others.
2. Work hard to keep and promote a positive attitude.
3. Have an open mind and respect for other's opinions.
4. Resist peer pressure.
5. Encourage others to do their best.
6. Accept constructive criticisms and compliments maturely.
7. Take personal responsibility for being a well-disciplined individual.
8. Respectfully, stand for your beliefs.
9. Honor the integrity and judgment of adults and develop a respectful attitude.
10. Have the self-discipline to admit faults and learn from them.
11. Be truthful at all times.
12. Always keep a mature attitude in adverse situations.
13. Recognize and obey rules.
14. Be trustworthy.
15. Be a role model.
16. Keep discourteous remarks to yourself.
17. Keep your priorities straight.
18. Promote positive attitudes and actions that show respect for yourself and others.

## **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS**

Sheridan Community Schools has a policy providing equal opportunity. All courses are open to all students regardless of religion, race, color, sex, disabilities, genetic information, or national origin including limited English proficiency.

Educational services programs, instruction, and facilities will not be denied to anyone in the Sheridan Community School system as the result of his or her religion, race, color, sex, disabilities, genetic information, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the principal at Sheridan High School, 24185 North Hinesley, Sheridan, Indiana 46069, phone 317-758-4431.

## **DUE PROCESS**

Due process is guaranteed to individuals by the Fourteenth Amendment to the Constitution. Due process in education implies:

- that rules and regulations of schools are published and distributed;
- that students know and understand these rules and regulations;
- that when a student is believed to have violated a rule or regulation, he or she is presented with this belief and given the opportunity to respond to the accusation;
- that when rules or regulations are violated, certain consequences will occur,
- and that if expulsion or exclusion from school is a recommended consequence and if the student or the student's parent wishes, a hearing must be held. A parent or student dissatisfied with an expulsion decision may seek judicial review of that decision in accordance with I.C. 20-33-8-21.

## **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; diploma choice; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

## **PARENT-SCHOOL PARTNERSHIP**

The role of parents in partnership with the school is critical for the overall success of the student. Parents requiring proper school attendance, maintaining open lines of communication, monitoring student academic progress, and supporting extracurricular participation are foundational roles in the Parent-School Partnership.

Sheridan Community Schools actively encourage parents to talk with their children's teachers, counselors, and administrators as a key component of the Parent-School Partnership. Through these conversations students can often develop better attendance, academic performance, study habits, test-taking strategies, and behavior.

Suggested actions to help develop the Parent-School Partnership:

- Sign up for PowerSchool\* access and notification to monitor performance and grades.
- Sign up for Canvas\* parent access to monitor class activities and assignments.
- Talk with your child about school, classes, assignments, etc.
- Pay attention to your child's schedule and progress toward graduation.
- Ensure your child is in attendance each day and promptly report with explanation any absence or tardiness.
- Bring to the school's attention any problem or condition that might affect your student's overall achievement and behavior.
- Maintain up-to-date home, work and emergency phone numbers with the school.
- Contact the teacher, counselor, or administration regarding any concerns, questions or problems.

### \* Parent and student access to PowerSchool & Canvas

- Parents will be given the website and proper codes to access student scores from our technology director at the beginning of the school year. If there are questions regarding this procedure, please contact the office. Access can also be accomplished on the schools' website at: [www.scs.k12.in.us/shs](http://www.scs.k12.in.us/shs)
- Teachers will update student grade books on a regular basis, approximately every five days. Although there may be exceptions to this guideline as different projects and assignments may take longer to assess and provide student feedback.

## **PARENTAL RIGHT TO INSPECT MATERIALS -P.L. 204-1995, HEA 1625**

This law gives a parent or student the right to inspect instructional materials in connection with a personal analysis, an evaluation, or a survey that is not directly a part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, video materials, tapes, or other materials. This law also requires that a student without prior written consent of a parent cannot be required to participate in a personal analysis, a survey, or an evaluation that is not part of the academic instruction if one of the above reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs, or feelings concerning enumerated items.

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Sheridan Community School Corporation to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney,



auditor medical consultant, or therapist); or a parent or student serving on an office committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational record without consent to officials of another School Corporation in which student seeks or intends to enroll. **(NOTE: FERPA requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)**

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, S. W.  
Washington, D. C. 20202-4605

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

### **A. EDUCATION**

Students' Rights: Students whose parent(s) or guardian(s) reside within Sheridan Community Schools attendance area and approved out-of-district transfer students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children or disabled students regardless of the condition. Attendance in school is mandatory in Indiana from age seven or from time of official enrollment until the age of eighteen.

No student shall be subjected to suspension, expulsion, or exclusion from the Sheridan Community School Corporation without due process of law being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.

Students' Responsibilities: Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain close contact with the school to help prevent the development of attendance and discipline problems. It is a shared responsibility of the students and parent(s) or guardian(s) to see that the student attends school regularly:

1. To be on time to school and each class period.
2. To have appropriate supplies, texts and/or equipment on hand when required for class.
3. To have assignments completed.
4. To understand and obey rules and regulations.
5. To accept authority of school personnel.
6. To seek help when it is needed.
7. To have the parent(s) or guardian(s) notify the school of the student's absence.
8. To obtain and complete assignments for all absences.

## **B. FREE SPEECH AND EXPRESSION**

Students' Rights: Students may express publicly or privately, in writing or orally, their opinions, concerns, or ideas.

Students' Responsibilities: To see that such declarations do not interfere with an educational function or school purposes, present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law, or advocate violation of a law or school rule except by due process.

## **C. SAFE SCHOOL ENVIRONMENT**

Students' Rights: Students should be provided a safe school environment in which to learn.

Students' Responsibilities: To monitor one's own behavior so that harm to self or to others is not instigated. Students should help prevent, when possible, wrongful acts by other students or individuals and consult with adult staff members when the safety of individuals or property is threatened. Students should always commit to the safety protocol: See Something, Say Something.

#### **D. PERSONAL PROPERTY**

Students' Rights: Students have the right to feel that personal belongings are secure within the educational setting. Students shall be provided a copy of all the rules regarding searches of lockers and their contents. Lockers remain the property of the Sheridan Community School Corporation. Where possible, searches shall be conducted in the presence of the student whose assigned locker or vehicle is the subject of the search. The principal may request law enforcement officials to assist the school administration in searching the locker and its contents. A student may be searched by the principal or designee when there is reason to believe that the student possesses any illegal item or an item that will cause harm to that student or to any other person. Parents will be notified within 24 hours of the search.

##### Students' Responsibilities

1. To keep personal property in appropriate places.
2. To keep locker combinations confidential.
3. Do not bring to school any materials or items that would be disruptive, dangerous, or illegal.
4. To respect the property rights of all others.
5. Do not transport or keep illegal and/or dangerous items on school property.

#### **E. INDIVIDUAL FAIR TREATMENT AND RESPECT**

Students' Rights: Students have a right to expect courtesy, fairness and respect from school personnel and other students.

Students' Responsibilities: To treat all others involved in the educational process with courtesy, fairness and respect.

#### **F. DRESS AND GROOMING HABITS**

Students' Rights: Students may dress and groom themselves in any manner that is not disruptive to the educational program or dangerous to themselves or others.

Students' Responsibilities: All students should dress and exhibit grooming habits appropriate for the educational activity and to follow the dictates of good taste. Students should not wear anything that is illegal, indecent or that promotes drug and alcohol use or sexual activity. Students should refrain from grooming in the classroom or where such would constitute an interference with an educational function or school purposes. When appropriate, students should wear required safety devices or uniforms that insure the student's safety or unrestricted movement.

## **G. PRIVACY**

Students' Rights: Students' educational records will be protected, and disclosure will be consistent with legal requirements specified Family Educational Rights and Privacy Act.

Students' Responsibilities: Students should keep school personnel promptly informed about changes in addresses, phone numbers, and emergency information in the event that contact needs to be made.

## **H. FACILITIES, FACULTY AND CURRICULUM APPROPRIATE TO NEEDS**

Students' Rights: Students' right to a public education assumes that a diversified curriculum will be taught by appropriate licensed teachers in clean, safe, and equipped facilities.

Students' Responsibilities: Students should practice self-advocacy to communicate areas of needs within the curriculum. No one should destroy, mutilate, or damage school property. Everyone should make an effort to keep the building and campus clean and litter free. Additionally, street shoes should not be worn on the gymnasium floors.

## GENERAL INFORMATION

### THE SCHOOL DAY

Students may begin entering the building at 7:30 a.m. each morning. If students are in the halls during class time, they are to have a pass signed by a staff member indicating where they are going. Dismissal time for the high school is 2:55 p.m. If not in a supervised activity before or after school, students are not to be in the buildings after 4:00 p.m.

Period	DAILY Class Schedule	WEDNESDAY Class Schedule
Arrival & Breakfast	7:30 – 8:00	Staff PD 7:40-8:20
1 <sup>st</sup>	8:00 – 8:50	8:25-9:15
2 <sup>nd</sup>	8:55 – 9:40	9:20-10:00
3 <sup>rd</sup>	9:45 – 10:30	10:05-10:45
SRT	10:35 – 11:05	10:50-11:20
4 <sup>th</sup>	11:10 – 11:55	11:25-12:05 (MS Lunch & Class 11:15-12:05)
5 <sup>th</sup>	12:00 – 1:15 <ul style="list-style-type: none"> <li>• <u>Group #1</u> <ul style="list-style-type: none"> <li>○ Lunch: 11:55-12:25</li> <li>○ Class: 12:30-1:15</li> </ul> </li> <li>• <u>Group #2</u> <ul style="list-style-type: none"> <li>○ Class: 12:00-12:45</li> <li>○ Lunch: 12:45-1:15</li> </ul> </li> </ul>	12:10-1:25 <ul style="list-style-type: none"> <li>• <u>Group #1:</u> <ul style="list-style-type: none"> <li>○ 12:05-12:35</li> <li>○ Class 12:40-1:25</li> </ul> </li> <li>• <u>Group #2:</u> <ul style="list-style-type: none"> <li>○ 12:55-1:25</li> <li>○ Class 12:10-12:55</li> </ul> </li> </ul>
6 <sup>th</sup>	1:20 – 2:05	1:30-2:10
7 <sup>th</sup>	2:10 – 2:55	2:15-2:55

**Note:** Alternative schedules will be available from the high school office for the following school days: Two-Hour Delays, Staff Professional Development, and Student Recognitions.

### CAFETERIA – BREAKFAST AND LUNCH

- Our school participates in the National School Lunch Program that sets the nutritional guidelines and defines the qualification for free and reduced-priced meals. Parents may access a free and reduced-price meal application online at: <http://www.lunchapp.com>, which is encouraged. Actual copies of the form may be obtained in the cafeteria or bookstore office.
- The cafeteria uses a computerized system and each student has their own account. Students/parents are encouraged to pre-pay on their lunch accounts and can do so at the high school bookstore, cafeteria office, the high school office, or online. Students

are assigned a pin number to access their accounts. Deposits may be made at the point of sale with cash or checks; a credit card may be used in the bookstore, or payment may be made online at <http://www.sendmoneytoschool.com>. Should a student's account become negative, the student may purchase one qualified meal (no ala carte or extra items) for two days only; beyond this point students will not be able to eat a full school lunch. Ala carte items are also available for purchase and students are always welcome to bring meals from home and dine in the cafeteria.

- Cafeteria prices for students and grade level lunch periods are:
  - Breakfast: Student \$1.50                      Adult/Visitor \$1.85
  - Lunch: Student \$2.75                      Adult/Visitor \$3.50
- If you have any questions you can contact the cafeteria manager at 317-758-4431>Press 7>Press 1.
- Breakfast is served from 7:30-7:55 daily.
- At lunchtime, students will observe staggered dismissals to the cafeteria and should be in the cafeteria and clear of the locker/classroom halls five minutes after they are dismissed from their class.
- Students should return trays to the return window; all cartons, bottles, trays, and packaging should be disposed of properly; and the tables clean.
- No students are allowed to leave the school during lunch time without administrative permission. Students will remain in the cafeteria, patio, and designated areas until dismissed to the academic area.
- At the end of the first lunch, students should go to their lockers and quietly proceed to their 5th period class as classes are in session.
- Students should maintain an atmosphere of respect, consideration, courtesy, and cleanliness at all times in the cafeteria and in the main corridors and hallways of the school during lunch time.

## **ATTENDANCE**

Indiana Statutes I.C. 20-33-2-6 requires every child between the ages of 7 and 18 to attend school except for certain specific exemptions as found in I.C. 20-33-2.9 and 20-33-2-15 through 20-33-2-17.5.

**ABSENCES** may be considered **excused** or **unexcused**. Any absence that results in a student not attending at least 180 days in a school year must be in accordance with SCS Policy 5200 to qualify for an excused absence. An excused absence allows a student to make up work without penalty while an unexcused absence does not allow work to be made up.

**Parents should contact the school prior to 10:00 a.m. for each day their child will be absent.** When contacting the office to report an absence, please state the reason for the absence. Additionally, written notification upon return is advised and helpful to substantiate the absence. If parents do not properly contact the school to excuse a student absence, the absence will count as unexcused or possibly as truant. Any absence due to a medical or dental appointment should be verified by a note from the medical or dental office verifying the time of the appointment and stating any necessary information.

Sheridan High School has a **closed campus**. Students are not permitted to leave school grounds, regardless of age, without permission of the administration. If it is necessary for a **student to leave during the school day** for an appointment, a note from a parent/guardian must be turned into the office the morning of the appointment. The student must **SIGN-OUT** in the office and **SIGN-IN** again when returning to school in order for accurate maintenance of attendance records. An unexcused absence/truancy will be recorded in the attendance records for students failing to sign in and out at the office and will be subject to disciplinary consequences.

Students are required to attend each scheduled class and are not to leave the school building at any time during the school day without permission. If a student becomes ill or is injured during the school day, they must be evaluated by the school nurse or administration. If treatment fails to relieve the issue, the nurse or administrator will contact the parents and ask for the student to be picked up or allowed to go home. Any student who contacts parents or leaves school due to illness, without above permission, will be counted as unexcused/truant for the periods missed. Students must obtain permission from an administrator or office personnel to go out to the parking lot. Students who leave school without permission and are in the parking lot or leave in a car will be considered truant and face appropriate disciplinary action.

A student arriving to school after the start of the school day must obtain an admit pass to class from the office. Students arriving to class more than 10 minutes late without an excused pass are considered absent.

A student who is absent more than 8 days, or 8 times from any class, in a semester may earn a withdraw/fail (W/F) grade in that class and not earn a credit. Students who forfeit credits in three or more classes and who do not voluntarily withdraw will be recommended for expulsion. If this occurs, the student will earn W/F grades in all classes. Note: Parents of students who miss 8 days of school due to medical reasons will be required to fill out a STUDENT INCAPACITY FORM. This document must be signed by the parent along with the student's physician and explain how much/often the student will miss school and when he/she will be expected to return.

**Funerals, signed doctor's statements, and prescriptions** showing the exact dates to be covered for an absence along with unforeseen emergencies approved by the Principal are examples of absences which would not count toward the 8 day limit. Appointment cards are **NOT** acceptable excuses. Except for emergency situations, dental and preventive medical appointments are examples which do not merit a full day of doctor's excused absence. Phone calls/notes for appointments must be received prior to the start of school on the day of the appointment.

**Note: Verification of a Medical/Dental Appointment(s) will be accepted up to 5 days after the student returns to school.**

**Athletes, cheerleaders, and participants in extracurricular activities** may not participate in a game or practice on a day when they have not been present at school for at least the three (3) final class periods of the school day unless previously excused by school administration.

**Make-Up Work and all missed homework** due to an absence must be arranged by the student with the teacher within one day after the student returns to school in order to receive full credit. Parents of students requesting make-up work should give notice of a minimum of one (1) school day for faculty to turn in assignments to the office secretary. Out of school suspension work receives full (100%) credit, while unexcused absence of truancy cases will receive no credit.

Failure to comply with attendance policies may result in an unexcused absence, detention, suspension, removal from class, recommendation for expulsion, and/or if applicable, suspension of driving privileges.

### **ATTENDING CLASS EQUALS SUCCESS (ACES)**

Sheridan Community Schools, the Hamilton County Schools Attendance Project, and the Hamilton County Prosecutor's Office have worked together on a program in an effort to improve school attendance; ACES (Attending Class Equals Success) is a result of this collaborative effort. With the school, parent, student, and prosecutor's office working together through early intervention and collaboration, we believe attending class will equal success for each and every student.

The ACES attendance warning and intervention process follows. When a student...

- accumulates 5 absences in a semester (with no doctor's notes or other approved absences per SCS Policy 5200), a meeting with the student and an administrator will occur. A warning will be issued and a letter sent home to parents.



- reaches 6 absences in a semester (with no doctor's notes or other approved absences per SCS Policy 5200), a referral will be submitted to the Project ACES program.
- accumulates 7 absences in a semester (with no doctor's notes or other approved absences per SCS Policy 5200), the administration will notify the Hamilton County Prosecutor's office to schedule the student to the Hamilton County Out-of-School Suspension program.
- continues to accumulate absences following the assignment to HCOSS, a truancy report will be filed with the Hamilton County Prosecutor's office. Depending on the circumstances and age of the student, an administrator will file a report with Department of Child Services for educational neglect.

For those students who are under 18 years of age, three unexcused truanancies may merit a notification being sent to the Bureau of Motor Vehicles for driver's license invalidation or prohibiting the student from obtaining a learner's permit.

### **TARDINESS**

Students are expected to be on time to school and each class period. Punctuality is a life skill and minimizes disruption to the learning environment. Students late to school must report to the office and sign in to obtain a pass. The tardy policy at Sheridan High School is cumulative for the semester. The disciplinary actions for tardiness are as follows:

- 5th Cumulative Tardy – Verbal Warning
- 6<sup>th</sup> cumulative Tardy - 1 period of detention/1 hour of Saturday School
- 7<sup>th</sup> Cumulative Tardy – 2 periods of detention/2 hour Saturday School
- 8<sup>th</sup> Cumulative Tardy – 3 periods of detention/2 hour Saturday School
- Each subsequent tardy will result in In-School Suspension or the Hamilton County OSS program.

### **STUDENT DRESS GUIDELINES**

Because of the seemingly unlimited variety of student dress styles, it is nearly impossible to write rules to cover every possible dress situation. The expectation is for all students to manage their appearance in a manner which is appropriate for a school setting. Student dress should not disrupt teaching or learning, promote vulgarity, advertise illegal substances (drugs, alcohol, and tobacco), or express double meanings. Just as later on in life there are many jobs and social functions that dictate appropriate dress, there is an appropriate way to dress for school, and there are things that are considered inappropriate. Only those clothing items/accessories deemed appropriate by the principal or designee will be allowed to be worn at school or at school related activities.

The school, through the principal or designee, reserves the right to make the final judgment as to the appropriateness of the apparel and has the right to ask a student that a specific item(s) be removed or not worn again at school or school related functions.

In addition to what was previously stated above, the following will provide guidance with regard to appropriate school attire for all students:

- No apparel or accessories are permitted that advertise or promote tobacco, alcohol, or drugs of any nature.
- Apparel which represents or signifies gang identification or symbolizes hate groups in any way is not permitted.
- Sunglasses, hats and hoods are not to be worn during the school day.
- Shorts, skirts, and dresses should be of a reasonable length. As guidance, the lengths should be in the range of what would be considered mid-thigh, fingertip length, or 6-8 inches above the knee.
- Shoes or proper footwear should be worn at all times.
- No shirts or pants that are exceptionally revealing are permitted. This would include sagging pants, attire that exposes the midriff, tops with a low, revealing neckline, and/or clothing which allows undergarments to be seen.
- Blankets are not to be used/carried at school.
- Costumes or costume attire is prohibited during school unless preapproval is given from school administration (such as special occasions and dress-up days).

**NOTE: Violation of SHS Dress guidelines may result in disciplinary action up to and including suspension or expulsion from school.**

## **STUDENT DRIVERS AND PARKING**

Driving is a privilege not a right. Any student found in non-compliance with the Student Code of Conduct is subject to losing his/her driving privilege. Student drivers must register their vehicle and obtain a parking permit through the HS office. At the time of application, the student must present the following items for registration:

1. Current vehicle registration
2. Valid Indiana driver's license
3. Vehicle's license number & description

Once the student has registered, the form must be endorsed by the parent and returned to the office where the form will remain on file. A parking permit will be issued to the student and must be displayed properly in the vehicle. Failure to comply with this request will result in disciplinary action.

Sheridan High School provides parking facilities to be used for the convenience of

students and for the security of student operated vehicles. The fact that the school makes parking spaces available for student use does not diminish the school's sole ownership, control, and authority over the parking facilities. The use of a parking space is a privilege granted by the school. Failure to comply with conditions and rules may lead to revocation of the privilege of using the parking space and possible suspension or expulsion from high school.

The school reserves the right to examine student vehicles and contents for the purposes of eliminating fire or other hazards, maintaining sanitary condition, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials, including but not limited to narcotics or other contraband.

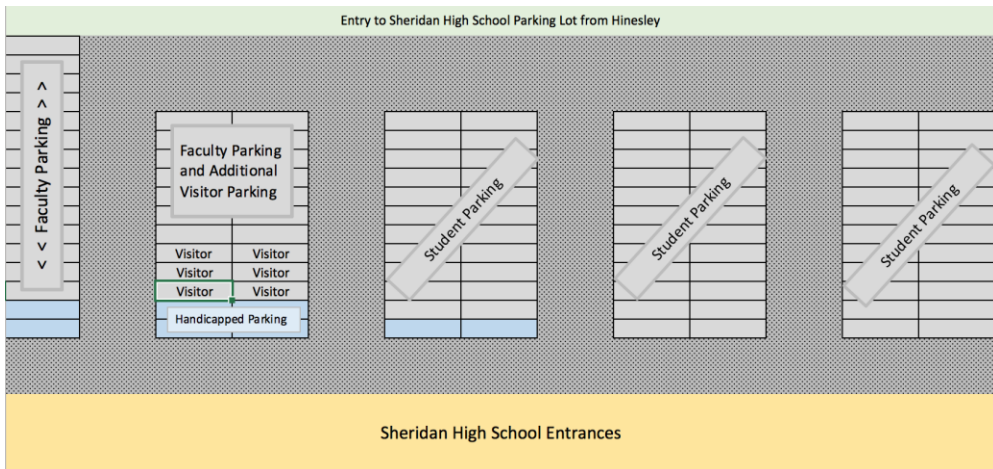
All student drivers must adhere to all Indiana state rules and laws for operating a motor vehicle. This includes all passengers wearing their seat belts. Texting while driving is prohibited.

**Please Note:**

1. The possession, use, sale or transportation of drugs (including alcohol), or any item that may be deemed a weapon while on school ground is prohibited and will result in the loss of driving privileges for the school year. The school and the State of Indiana may administer additional or other penalties for these infractions.
2. Reckless driving will not be tolerated.
3. The student, and or the parent, is liable for accidents or damage caused by the driver on school grounds.
4. Smoking or vaping on school grounds, including the parking lot, can result in the loss of driving privileges for a time period up to the school year, as well as consequences related to SCS tobacco policy.
5. The student driver should not drive through the bus loading zones and buses always have the right-of-way.
6. Park only in designated student parking areas; if not, driving privileges may be revoked.
7. Students are not permitted in the parking lot during the school day without permission from the administration or their designee.
8. Forged parent permission, any fraudulent attempt to deceive, or any misrepresentation on the registration may result in suspension of all driving privileges for up to one year.
9. The parking lot has a 15 mph speed limit – please drive safely.
10. No one should park in designated fire lanes at any time.
11. Follow established parking patterns.
12. Student driving privileges may be suspended for violation of driving or parking

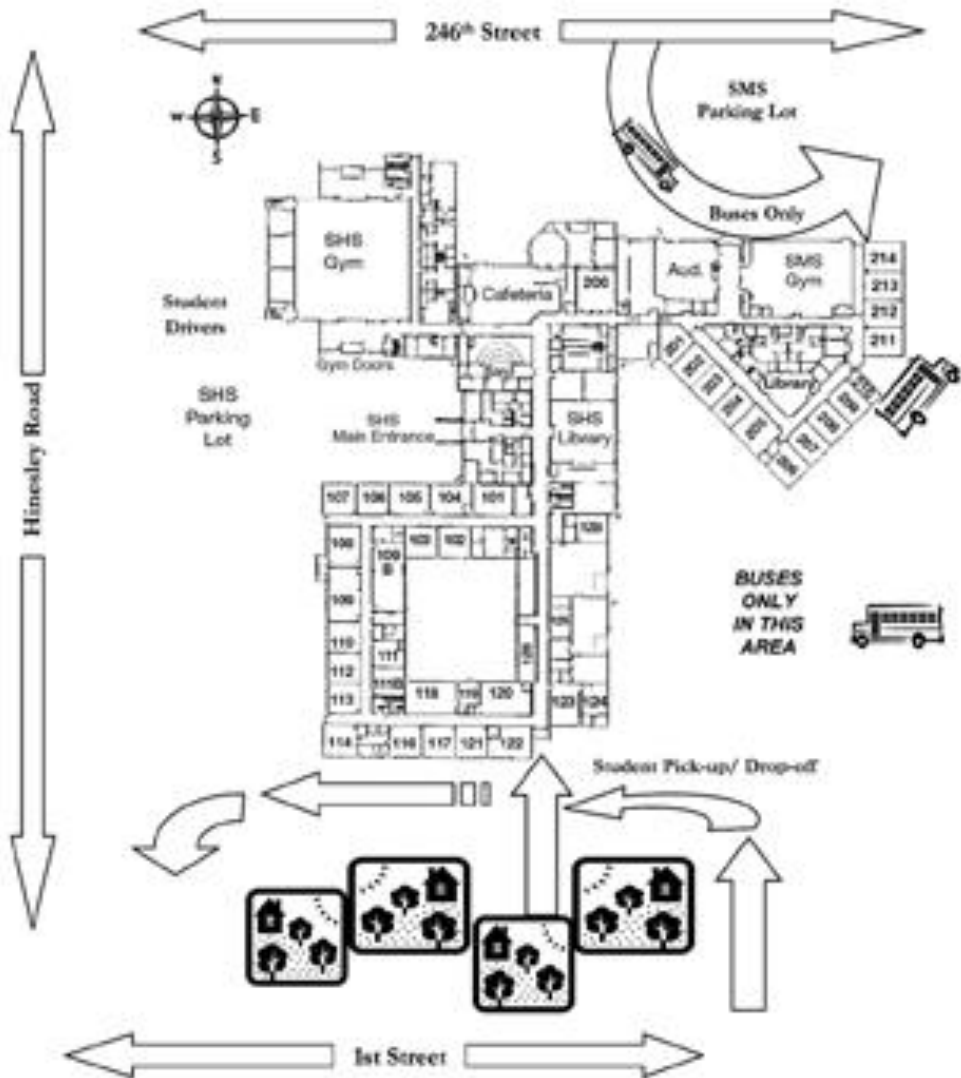
guidelines.

## Parking Lot Diagram



## STUDENT DROP-OFF/PICK-UP

Parents who plan to bring and/or pick-up their student(s) to and from school (both Sheridan High School and Sheridan Middle School) are asked to use the access drive at the south end of Sheridan High School. Students may be dropped off next to the curb and enter the building at the southeast doors in the morning. Parents picking up students in the afternoon at dismissal may park along the curb and their students will exit the southeast doors.



**Announcements:** Students desiring to have announcements made over the intercom should arrange to have them written and approved by the administration. Announcements are available for all teachers through student management system at the beginning of the school day.

**Backpacks:** May be used in the high school as long as they are not a disruption.

**Bicycles:** Students may ride a bike to school and should be parked by the parent drop-off and locked. They are not to be ridden by other students and are not to be ridden during the school day.

**Celebrations and parties** are for after school hours and food and drink should not to be in the classrooms unless part of the curriculum and/or for educational purposes.

**Electronic Devices/Cell Phones:** These items create a huge disruption to the learning environment and are not to be in use at any time during class, unless specifically permitted by the teacher. These items may be used during the lunch time in the cafeteria in addition to passing periods between classes. If a student is caught using an electronic device during class time and refuses to give it to the teacher, the student will be considered insubordinate and face disciplinary consequences. Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action. Examples would include recording a fight or taking video of a teacher without approval. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

**Disciplinary Action is dependent upon the severity of the violation including, but not limited to:** Confiscation of the device for the day or until parent pickup, detention(s), ISS, OSS, Expulsion, and law enforcement involvement.

**NOTE: Sending, sharing, viewing, or possessing pictures, text message, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion and result in notifying law enforcement.**

**Important Notice to students and parents regarding Cell Phone Content and Display:**

- The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

- It is “child exploitation,” a Class C felony under IC 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes: sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography” a Class D felony under IC 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” (as defined by IC 35-42-4-4(a), by a child who the person knows is less than 16 years of age or who appears less than age 16.
- The Indiana Sex Offender Registration Statute at IC 11-8—8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

**EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES:** We feel that extra-curricular activities are an integral part of the total education process at Sheridan High School. It is for this reason that Sheridan provides a complete activities program consisting of athletics, clubs, and organizations, both credit and non-credit. Sheridan High School is proud of the leadership of its students and the high code of behavior and leadership they have established in the area of extra-curricular activities. Sheridan strongly encourages every student to strive to participate in extra-curricular activities. It is important that students in all extra-curricular activities display qualities of good citizenship. **A student in the extra-curricular program who engages in activities that violate this principle, whether on school premises, or off, during, before, or after school hours, or during vacation periods, including summer vacation, will be removed from participation in the extra-curricular program if the building Principal determines that the student's behavior warrants such action.** Action which may result in removal includes violation of any State law or any school rule (which could lead to suspension or expulsion) included in this handbook. Attendance problems may also result in being declared ineligible for extra-curricular participation.

**The following are activity groups and/or organizations which are offered by Sheridan High School:**

Academic Quiz Bowl Teams	Homecoming Committees
Ami-Amigo	Mock Trial
Band – Marching, Pep, Concert	National Honor Society
Chamber Choir/Choir	One Month One Cause OMOOC
Class Officers	Robotics/Coding
Drama Club	Spanish Quiz Bowl
FFA	Spell Bowl Team
Graphic Novel & Games Club	Student Council
Wellness Club	Sunshine Society
Fellowship of Christian Athletes	Yearbook – Syllabus
Prom Committee	

**Parent Teacher Conferences:** Although formal conferences are identified in the school calendar, parents are always encouraged to schedule appointments and communicate with teachers throughout the school year as needed.

**Computer/Technology:** The purpose of technology at Sheridan Community Schools is to support curriculum objectives by providing on-line multimedia access to educational and research tools. At no time are students allowed to participate in chat rooms or on-line communication. For students to remain eligible to use technology their usage must be in support with the educational objectives of Sheridan Community Schools.

**Users must have a signed Student Computing and Internet Use Agreement on file before a student account is assigned to them.** Users should not expect or consider that their files and Internet access on school-based computers, private property or private information. They will be treated as lockers and may be reviewed by faculty and administrators. **Any violation of the Student Computing and Internet Use Policy will be deemed a disruption of school and may result in loss of computer/technology privileges, detention, suspension, and/or expulsion.**

**Convocations, Assemblies, and Athletic Events** are special events for students. Proper student behavior and respect for guests at such events is critical. Students who behave inappropriately may be removed from the event and future events depending upon their actions. Additional disciplinary action may be administered. During athletic events a positive and supportive Blackhawk school spirit is required. Harassing opposing athletes, fans, or officials is not permitted. Parents should pick up students immediately following an activity if it is outside school hours.



**Dances/Prom:** All regular rules for student behavior will apply and are the same as those for other school activities. Dances are planned and chaperoned by both adult and student organizations. Prom - Junior and Senior Sheridan High School students are eligible to attend this memorable event and may invite a guest; however, any student who is not enrolled at Sheridan High School must submit a guest application to the principal for approval in order to be able to attend. The class is prohibited from spending more than the balance in the class treasury as of April 1st of the year the prom is held. All school rules apply. No middle school students are allowed at this activity. No guest age 21 or over is permitted at Sheridan HS dances.

**Emergency Closings and Delays** of school due to weather problems are communicated to families via the School Messenger system and is posted to social media. School status is also posted on the school website.

**Lost and Found:** Any lost item may have been turned into the office. These items may be claimed with proper identification. Note: At least twice a year, items which have not been claimed for at least six weeks will be donated to a local agency.

**Lockers** are assigned to every student in the high school and remain the property of the school. It is a student's responsibility to secure all personal items Students should not share lockers with other students. Keep lockers closed and clean. Please report any problems to the office including any maintenance concerns. Lockers may be inspected at any time by the administration. **Damaging or defacing lockers will result in disciplinary action.** Each locker must be cleaned and inspected at the end of the school year.

**Public Display of Affection (PDA):** Holding hands is the only kind of public affection that is in good taste. Kissing, hugging, and embracing are overt acts of affection and may result in disciplinary action such as warning, parent notification, and detention and/or a behavior intervention meeting.

**Report Cards:** The school year is divided into (2) two semesters with two grading periods of approximately 9 weeks each. Report cards will be issued to students no later than Friday following the end of each grading period. Midterm reports will be available midway into each quarter indicating educational, behavioral, and/or attendance areas where student improvement is needed.

**Security Cameras** or a video security system have been installed in the buildings and parking lots. The system will be proactive in preventing both thefts and vandalism.

**Student Council:** The student council has a highly active role in student activities and student government. Its purpose is not to govern the students but to serve as a meeting place between the student body and administration, where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is a place where problems or questions arising from either the students or the administration can be presented for discussion and consideration.

**Student Accidental Insurance** is available for all students in Sheridan Community Schools. The information is posted [www.scs.k12.in.us/high/](http://www.scs.k12.in.us/high/) under the HEALTH SERVICES tab.

**Student Helpers:** To be a student helper is both an honor and a privilege. Student helper time coincides with that particular student's study hall period. These students assist staff members with office work, clerical duties, errands, answering telephones, delivering passes, recording inventories, etc. Student helpers must be students in good standing. Students who have been suspended or received a failing grade in any class during the previous nine week grading period will not be permitted to work as student helpers.

**Study Hall:** Students may choose to enroll in one study hall each semester. This time is designed to help students with their academic achievement. Students should adhere to the following rules and guidelines:

- Students should bring all books and materials to study hall and/or a self-selected book to read (students will not be dismissed to go to their locker) as *the purpose of study hall is to study*. Students are to bring something to read, a pen or pencil, and paper and be prepared every day to study.
- Students are to be quiet unless they have permission to work in small groups on academic work.
- Sleeping during study hall is not permitted.
- Students may request to go to the library; however, this is on a limited basis. If they are not working in the library, they will lose this privilege;
- If a student needs to be with a teacher or be in another class, they must plan accordingly and have a pass from that teacher prior to arriving in study hall.
- Seats will be assigned by the study hall monitor/teacher.
- Restroom privileges will be limited and at the discretion of the study hall monitor/teacher.
- Other rules may be established by the study hall monitor/teacher and/or administration.

**Telephones:** Telephones are placed in the school office for school business. Students are not to make or receive social calls over the school phones. Messages will be received and students will be called to the phone in case of an emergency. Students **are not** to use school phones during the school day without permission. No long distance telephone calls shall be made on the school telephone without previous approval of the building principal.

**Vacations:** Although vacations taken during the school year are discouraged, Sheridan Community Schools realizes that (1) circumstances sometimes require such arrangements, and (2) travel does have educational benefits. The principal or designee should be aware of a vacation request at least two weeks prior to the departure date. In most cases, days missed count towards the eight (8) day attendance/credit limit. Assignments may be made up at the rate of one day make-up for each vacation day. In some situations, the vacation may be able to be counted as an educational activity if the student receives administrative approval to complete an assignment linked to one or more Indiana Academic Standard.

**Visitors:** All visitors must complete the SafeVisitor process. Only visitors with an **education-related reason** will be permitted to visit classrooms. Permission must be granted by the student's teachers and administration at least two days in advance. The visitor must also have a preliminary conference with administration before the beginning of the school day. Pre-school children are not allowed. No visitors will be permitted before vacations or during final exam weeks. **All** visitors must report to the main office to sign-in. Visitors, excluding recent alumni with administrative approval, are not permitted to visit or eat in the cafeteria.

**Volunteers:** All volunteers must complete the SafeVisitor process. Volunteers are integral in offering a curriculum filled with a variety of experiences for our students such as classroom assistance, field trips, chaperoning, and event planning. We always appreciate parents and families willing to help in various capacities throughout the school year. Per Board Policy, the volunteer is responsible for the costs incurred for the criminal history check.

**Work Permits:** By law, the Superintendent of Schools is charged by the State with the responsibility of issuing employment certificates, in keeping numerous regulations and restrictions. Students between 14 and 18 years who plan to work should see the school secretary for a permit and take the completed form along with a certified birth certificate to the high school office for the actual work permit to be issued.

**Bookstore** stocks new and used textbooks and handles the extracurricular accounts. Most ticket sales and payment of fees are handled in this office. Some school supplies are available for purchase by students during bookstore hours.

**Bus Transportation** is furnished by the board of education, Sheridan Community Schools, which adheres to Section 905, Chapter 260, and Acts of the 1965 School Transportation Code. The driver has full authority of the bus while students are being transported. For misconduct, a student may be suspended from riding for one or more days. The driver, upon notifying the principal may recommend a five-day suspension. Further trouble may result in the riding privilege being revoked for the remainder of the semester.

**Classroom Teachers:** The classroom teacher welcomes the opportunity to confer with students not only concerning the subject matter of classroom work, but also other phases of their welfare that includes such matters as special interests, work experience, educational opportunities after high school, problems of social relations, opportunities in the armed services, and other situations. Your teachers are here to help you in any and every way they can. Take advantage of the support.

**Health Clinics:** The health clinics are under the supervision of a registered nurse. Students who become ill or have injuries that may require attention should report and receive first aid treatment. No student should leave the building because of an accident or ill health without first receiving permission from the school nurse or principal. Failure to secure permission will result in an unexcused absence. Any student in the Clinic for the period will be excused, but this absence will count as one of the 8 days.

Any medication which is to be taken at school is to be dispensed through the office of the school nurse. Students are requested to bring such medication to the nurse's station at the beginning of the school day along with a parent's written permission, which is required by law. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the parent must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the nurse. Only medication in its original container and, if a prescription, labeled with the date, the student's name, and exact dosage will be administered through the office of the school nurse.

Note: *There is a growing trend of using essential oils to assist students with diagnosis such as anxiety, ADHD or ADD. Sheridan Community Schools will not be administering these to students while in school due to the products are not FDA approved and dosing recommendations can vary drastically. Students are not prohibited from using these oils at home provided the odors are not found to be offensive to surrounding students, disruptive to the class or found to be a trigger to other student's asthma, migraine or other health related issues.*

**Media Center:** All audio visual materials and books are stored here. All students are entitled to its use unless suspended for disciplinary reasons. In addition, any student who has received a failing grade (in any class/classes) for the previous nine weeks' grading period would not be able to use the library unless he/she was issued a pass from his/her classroom teacher authorizing class-related work in the media center. The purpose of a school media center is to supplement the academic curriculum of the school in a quiet atmosphere conducive to learning. Therefore, excessive noise and socializing are not appropriate behavior for the center. Most books may be checked out for (2) two weeks and may be renewed. There will be a fine for damaged or lost books and grade cards will be held until payment is made. All students sent to the center must have a pass stating arrival time and intended use of the center. The number of students allowed in the library each study hall period will be determined by the librarian. Teachers use "A STUDENT LIBRARY USE" sheet to send five students at a time on a revolving schedule. Students with discipline problems will be sent back to study hall. Teachers are encouraged to bring classes to the library for research. Teachers must schedule classes and clear subject matter of materials needed one day prior to class use. Teachers must stay with their class to give students help and directions. Study Hall students are restricted during class use of the library.

## STUDENT SERVICES

### GUIDANCE DEPARTMENT

Sheridan High School has a guidance department that devotes considerable time to individual and group guidance. The counselor is willing to discuss educational, career exploration, and personal problems with students. Students are encouraged to make an appointment in the morning before school, after school, or between periods for a conference some time during the school day when their regular classroom schedule will not be interrupted. The guidance department also coordinates schedule changes, curriculum supervision, and summer school enrollment.

### STUDENT SCHEDULE POLICIES

All students must enroll and make a class schedule during the first (10) days of a semester and must fill out an official enrollment form in the office. Transcripts from a former school must be provided and all book rental fees paid. **All students must enroll in (6) subjects or class periods**, study halls excluded, each semester. Exceptions may include J. Everett Light Career Center students who must take five (5) subjects, students in interdisciplinary co-op program must take four (4) classes, students not meeting pre-requisites, transferring from another school during a semester, documented health problems, or disciplinary withdrawals. All class changes must be made by the guidance department. No classes may be dropped after this initial enrollment/registration process unless a disciplinary withdrawal or extenuating circumstances makes it

necessary. A grade of W/F (Withdraw/Fail) counts in the GPA (Grade Point Average), a W/P (Withdraw/Pass) does not. Students may repeat a class at any time for a potentially higher grade provided it can be scheduled within the regular school schedule and space in class is available. Both grades will be counted in determining the student's GPA, but in accordance with the Indiana State Department of Education standards; credit for the class can only be awarded one time. Only classes offered and repeated at Sheridan High School will be considered; any other exceptions must be approved by guidance and administration prior to enrolling (i.e. correspondence and/or online courses).

## **COURSE SELECTION PROCESS**

Early in the second semester of the school year the Guidance Department meets with students to review graduation requirements and discuss course selections for the following school year. It is important for students and parents to give serious thought to their class selections and commit to completing these classes. The type and number of courses offered at Sheridan High School are based upon student enrollment and course selections made by students during this time.

Please note: Sheridan High School does not accept teacher requests by parents or students. However, a parent may request to not have a teacher based upon legitimate stated reasons. These reasons could include but are not limited to prior negative experience, working relationships, and personal situations or issues. Any such requests must be presented in writing to the administration by July 1st (December for second semester courses in the high school). There is no guarantee such requests will be honored as factors such as teacher availability, course/class availability, course/class enrollment will be primary factors in making the final determination.

Course verification sheets will be mailed home in June with registration materials. It is in everyone's best interest, the student, the teacher, and the counselor, to have schedules finalized before the start of school, in order to have a smooth, uninterrupted start to the school year. The Guidance Department will make adjustments to the students' course selections based on courses failed in the second semester.

## **COURSE CHANGE REQUEST**

**After course request sheets are turned in, students should not expect to change one course for another in their schedule.** Changes to students' schedules will be accommodated for the following reasons: extenuating circumstances such as a medical condition, teacher recommendation, or a request to increase the academic rigor of their schedule. Examples of increasing rigor include dropping a study hall or switching to an AP class. Students must have completed a **Request for Course Change Form** turned in to the Guidance Department within the **first THREE days of the first**

**semester and by the advertised date for the second semester (usually before finals week in December).** The change will be considered, provided there is seat availability for the requested course. Removal from a course after the first THREE days of the semester will result in a “WF” for the course, which will appear on the student’s transcript and factor into their cumulative GPA. All requests will be handled on a case by case basis.

## **WITHDRAWING FROM SCHOOL**

Indiana Law (Senate bill 149; IC 20-33-2-9) - A student who is at least sixteen (16) years but less than eighteen (18) may not **withdraw from school** before graduation unless:

1. The student and the student’s parents or guardian agree to the withdrawal and;
2. The withdrawal is due to one of the following: financial hardship and the individual must be employed to support the family and/or dependent; illness; an order by the courts.
3. At the exit interview, the student provides written acknowledgment of withdrawal and the student’s parent or guardian provides written consent for the student to withdraw from school. Included in the written acknowledgement is a statement that the student and the student’s parent understand that withdrawing from school is likely to: reduce the student’s future earnings; and increase the likelihood of being unemployed in the future.

A student withdrawing from school should have a conference with administrators or counselor at least (1) day prior to leaving. An exit interview form will be discussed and signed at this meeting. All books and athletic equipment must be turned in, locker must be cleaned out and checked by office personnel, and all fees and fines paid.

Once a student has been expelled or voluntarily withdrawn from school twice he/she must earn at least (1) high school credit at another accredited school prior to re-enrolling. This includes withdrawals for attendance violations.

## **EARNING HIGH SCHOOL CREDITS**

In order to graduate from Sheridan High School, a student will need a minimum of **forty-two (42) credits** of high school work as required by the state of Indiana. A Core 40 Diploma is required for ALL students. The Core 40 diploma is a minimum requirement to gain admission to a four-year college or university in the state of Indiana. Students must attend a minimum of seven (7) semesters.

High school students are members of a cohort group based on expected graduation year when they enroll at Sheridan High School. Required courses that are failed will be repeated the following year and will replace an elective course. Failing classes will put a student’s athletic eligibility and on-time graduation in jeopardy.

## J. EVERETT LIGHT CAREER CENTER

The J. Everett Light Career Center is located in Washington Township, Marion County, and is an extension of the curriculum with over (20) twenty curricular areas. Students apply in the spring of the sophomore or junior year and attend during the junior and/or senior years. Sheridan Community Schools and JELCC have a reciprocal agreement concerning course credits, student expectations, and disciplinary issues. Disciplinary action at either site will result in the same penalty at both sites.

## GRADING SCALE AND GPA

All credit-bearing classes will be included in the Grade Point Average (GPA) calculation for individual students. Resource class is one exception. The following is the standard grading scale for all Sheridan High School classes:

### GRADING SCALE

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

Each of the nine-week grades and the semester final will determine the final course or semester grade. Each nine-week grade accounts for 40% of the total grade; the final assessment/test will account for 20% of the grade; i.e. 1st Nine Week grade=40%; 2nd Nine Week Grade=40%; and Final =20%. **Students must pass two of the three benchmark grades in the semester in order to pass the class and receive credit.**

### Grade Requirements for 'High Honor Roll' and 'Honor Roll':

High Honor Roll - All nine week grades must be an **A** or **A-**

Honor Roll – All nine week grades must range from an **A** to **B-**

## Comparison of Indiana's Diploma Requirements

### Sheridan High School

Curriculum Area	Core 40	Core 40 with Academic Honors	Core 40 with Technical Honors
English	<b>8 credits</b>	<b>9 credits</b> • 1 credit Speech	<b>8 credits</b>
Math	<b>6 credits</b> (in grades 9-12) • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II In addition, students must	<b>8 credits</b> (6 must be 9-12) • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II • 2 credits Pre-Calculus	<b>6 credits</b> (in grades 9-12) • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II In addition, students must



	take a math or quantitative reasoning course each year in high school.	In addition, students must take a math or quantitative reasoning course each year in high school.	take a math or quantitative reasoning course each year in high school.
Science	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits Biology I</li> <li>• 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics</li> <li>• 2 credits any Core 40 science course</li> </ul>	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits Biology I</li> <li>• 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics</li> <li>• 2 credits any Core 40 science course</li> </ul>	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits Biology I</li> <li>• 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics</li> <li>• 2 credits any Core 40 science course</li> </ul>
Social Studies	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits World History/Civilization or Geography/History of the World</li> <li>• 2 credits US History</li> <li>• 1 credit US Government</li> <li>• 1 credit Economics</li> </ul>	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits World History/Civilization or Geography/History of the World</li> <li>• 2 credits US History</li> <li>• 1 credit US Government</li> <li>• 1 credit Economics</li> </ul>	<b>6 credits</b> <ul style="list-style-type: none"> <li>• 2 credits World History/Civilization or Geography/History of the World</li> <li>• 2 credits US History</li> <li>• 1 credit US Government</li> <li>• 1 credit Economics</li> </ul>
PE	<b>2 credits</b>	<b>2 credits</b>	<b>2 credits</b>
Health	<b>1 credit</b>	<b>1 credit</b>	<b>1 credit</b>
World Languages	Recommended	<b>6-8 Core 40 world language credits</b> (6 credits in one language OR 4 credits each in two different languages)	Recommended
Fine Arts		<b>2 Fine Arts Credits</b>	
Career-Technical			Earn 6 credits from college & career prep courses in a state-approved College & Career Pathway & one of the following: <ol style="list-style-type: none"> <li>1. Pathway designated industry- based certification or credential, or</li> <li>2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits</li> </ol>
Additional Requirements		Complete <u>one</u> of the following: <ul style="list-style-type: none"> <li>• 4 credits in 2 or more AP courses and take corresponding AP exams</li> <li>• Earn a combined score of 1750 or higher on the</li> </ul>	Complete <u>one</u> of the following: <ol style="list-style-type: none"> <li>A. Any of the options (A- E) of the Core 40 with Academic Honors</li> <li>B. Earn the following scores or higher on</li> </ol>

		<p>SAT critical reading, math &amp; writing; minimum score of 530 on each,</p> <ul style="list-style-type: none"> <li>• Earn an ACT composite score of 26 or higher and complete written section,</li> <li>• Earn 6 verifiable transcribed college credits from the priority course list,</li> <li>• Earn the following:             <ol style="list-style-type: none"> <li>1. A minimum of 3 verifiable transcribed college credits from the priority course list</li> <li>2. Two credits in AP courses and corresponding AP exams</li> </ol> </li> </ul>	<p>WorkKeys;</p> <ul style="list-style-type: none"> <li>• Level 6 on Reading for Information,</li> <li>• Level 6 on Applied Mathematics ,</li> <li>• Level 5 on Locating Information</li> </ul> <p>C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75</p> <p>D. Earn the following score(s) on Compass; Algebra 66, Writing 70, Reading 80</p>
Directed Electives	<b>5 credits</b> in any combination from World Languages, Fine Arts, and/or Career & Technical Ed	<b>5 credits</b> in any combination from World Languages, Fine Arts, and/or Career & Technical Ed	<b>5 credits</b> in any combination from World Languages, Fine Arts, and/or Career & Technical Ed
Electives	<b>8 credits</b> College and Career Pathway courses recommended	<b>6 credits</b> College and Career Pathway courses recommended	<b>6 credits</b> College and Career Pathway courses recommended
GPA Requirements	Minimum of a 2.0 for financial aid purposes only	No individual grades below a "C" and overall GPA of "B" or higher	No individual grades below a "C" and overall GPA of "B" or higher
<b>Total</b>	<b>42 credits</b>	<b>47 credits</b>	<b>47 credits</b>

## GRADUATION REQUIREMENTS

In addition to earning the required credits for the diploma type desired, students must also meet additional State requirements in order to graduate. The structure of these requirements vary depending upon the year of graduation. The basics of these requirements are outlined below:

- Class of 2020, 2021, & 2022
  - Students must pass the Grade 10 Math & English ISTEP+ exam, or meet all criteria of a Graduation Pathway.
- Class of 2023
  - Students must meet all of the criteria of a Graduation Pathway

Please note: Indiana students are also required to participate in the ISTEP Science assessment, but the Science assessment is not part of any graduation exam requirement.

## **GRADUATION PATHWAYS**

Graduation Pathways outline a path toward graduation which is focused on post-secondary preparedness. Students must complete requirements in each of three key areas (often referred to as buckets or boxes):

- Requirement 1: Meet Indiana Diploma Requirements
- Requirement 2: Learn and Demonstrate Employability Skills
- Requirement 3: Meet Post-Secondary Readiness Competencies

The details of each of these areas are highly varied yet very specific. Information regarding Graduation Pathways will be shared with both students and parents. For more information you can visit the Graduation Pathways website at

<https://www.doe.in.gov/graduation-pathways>

## **OPT-OUT PROCESS FOR INDIANA’S GRADUATION REQUIREMENTS**

The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.

**To graduate with less than Core 40, the following formal opt-out process must be completed:**

- The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection) meet to discuss the student’s progress.
- The student’s career and course plan is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

### **Core 40 Triggers**

The following conditions may trigger a discussion about opting-out of Core 40:

- A parent may request that a student be exempted from the Core 40 curriculum and be required to complete the general diploma to graduate **(or)**
- The student does not pass at least three (3) courses required under the Core 40 curriculum **(or)**
- The student receives a score on the graduation examination that is in the twenty-fifth percentile or lower when the student takes the graduation examination for the first time.

## SHERIDAN GENERAL DIPLOMA

English	8 credits
U.S. History	2 credits
U.S. Government	1 credit
Social Studies Elective	1 credit
Mathematics (must include 2 credits in Algebra I)	4 credits
Biology	2 credits
Science Elective	2 credits
Health	1 credit
P.E. 1 & 2	2 credits
Personal Finance	1 credit
Electives	<u>18 credits</u>
<b>Total Required</b>	<b>42 credits</b>

## ELECTRONIC TRANSCRIPTS

Sheridan High School has joined forces with Parchment to bring you Secure Transcript™ - the safe, paperless way to send transcripts directly to the colleges you choose. Colleges require an electronic transcript at the time of application. Seniors are required to register with Parchment to send transcripts to the colleges they apply to. For information on how to do this please visit <http://www.scs.k12.in.us/high/> and click on guidance and/or see the guidance department.

## ATHLETICS

Our philosophy of athletics is such that athletics is considered an integral part of the school's program of education. Participation in athletics as a student or spectator is a privilege that carries with it responsibilities to the team, to the student body, to the community, and to the individual. All athletes must meet the requirements of the IHSA, one of which is to carry and pass (5) five solid subjects each grading period. Sheridan competes in the Hoosier Heartland Conference.

The **Blackhawk code of conduct will be followed** by the athletes, coaches and administration. Any violations of the Blackhawk Athletic Handbook code of conduct, in or out of season, may result in suspension or expulsion from practice or competition. Before students participate, a physical and parent consent form must be filed with the athletic director. All students participating in athletics **must carry insurance** either through the school or a parent/family policy that covers the student. Payment of injuries not covered by insurance shall be the responsibility of the parent/guardian. All student athletes are required to pay a \$75.00 annual fee.

The **Athletic Handbook** can be found on-line by visiting <http://www.scs.k12.in.us/> or obtaining a copy from the Athletic Office for additional information and clarification.

## **BOARD OF EDUCATION MESSAGE**

The information on the following pages was approved by the Superintendent and the School Board and provides guidelines as written in Sheridan Community Schools Board Policy. The School Board, by adopting this code of student conduct, is indicating to students, parents, staff and the community our desire to provide a positive atmosphere for learning. It is our intent to ensure that students' rights are respected and preserved during the pursuit of their education and to encourage self-discipline in this endeavor. When it is necessary for staff to take corrective action, it is to be done justly and fairly. This written document outlines the framework that will be used in the Sheridan Community Schools. It is governed by the Board of Education and the laws of the State of Indiana and the United States. It also outlines acceptable and unacceptable behavior allowing the students to adjust to the school environment in an acceptable way. The Board of Education expects the atmosphere in school to be positive for all students and supports all fair disciplinary action necessary to provide this positive atmosphere. The Board also encourages the public to read this document and to be aware of the rights and responsibilities of Sheridan Community School students.

Board of Education  
Sheridan Community Schools

## SHERIDAN COMMUNITY SCHOOLS PHILOSOPHY OF DISCIPLINE

In applying the school district's Code of Discipline, the following philosophy of discipline must be considered and implemented simultaneously.

***Discipline is:* the process of establishing and maintaining a productive learning environment. Its goal is to provide an educational atmosphere free of disruption so that teachers can teach and students can learn.**

### AS A SCHOOL DISTRICT, WE BELIEVE:

- Effective discipline is a key attribute of effective learning. It is founded upon respect for and the dignity of each individual.
- Effective discipline and learning begins with the family.
- A sound system of discipline is a responsibility of the classroom teacher and takes a preventive approach.
- Effective discipline is crucial to a safe and productive learning environment.
- Students are ultimately responsible for their own behavior; therefore, discipline should be a growth-oriented experience, taking into account the developmental needs of the student.
- Sound discipline includes a support system that promotes a positive student attitude and self-image.
- Discipline standards should be fairly and consistently enforced throughout the school system.
- Exposure to a sound discipline management system moves students toward appropriate, independent decision-making resulting in self-discipline.

### INCIDENT REPORTS

**The best discipline at our school is your self-discipline.** Since the school needs an orderly atmosphere for teaching and learning to take place, there must be rules for student conduct. These rules apply **coming to school, during school, and after school.** They also apply to all school and extra-curricular activities. A student due process code enacted by the General Assembly of Indiana outlines the procedures to be followed when a student is disciplined by intervention, detention, suspension, and expulsion

Teachers may issue verbal warning or reprimands, recommend detention time after school, intervention, suspend a student from his/her class or activities not to exceed (1) day or request expulsion from class by using a **Disciplinary Referral** form provided by the administration.

## STUDENT SEARCHES

School and student safety is paramount. We have an obligation to protect students from dangerous substances such as drugs or weapons at the school. To accomplish this, the courts have allowed us to take steps necessary to insure that education is carried out in the schools, including drafting and enforcing reasonable rules. A school official can search a student, his/her locker, or other property including his/her car or the car he/she is driving, if the official has “reasonable suspicion” to believe that the student is violating or is about to violate a school disciplinary rule.

With the cooperation of local law enforcement officials, Drug Canine Units will periodically conduct locker and vehicle sweeps in the hallways and parking lot at Sheridan High School. ***Upon notification that a canine investigation will be conducted, students who have book bags, purses, personal bags (athletic, computer, technology, etc.) in the classroom will be requested to transfer these bags to a designated area in the hallway. Students will then return to the classroom until the canine investigation is completed.***

## DISCIPLINARY GUIDELINES

Schools, just as in all of society, need rules and regulations to protect the rights of all students. Students have a right to know what is expected of them. School rules are written to describe limits of student behavior. To enforce reasonable rules in a consistent manner is to improve the educational climate for all students in their ability to learn.

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the violation (even though the first) warrants, the penalty will be much more severe. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

The following rules have been formulated to ensure an orderly administration of the educational process. Students who violate these adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately. Serious misconduct will be dealt with by the administration at their discretion and under the disciplinary authority given them by the state and school board regulations. In addition to the school’s actions, serious violations will also be referred to the proper law enforcement agency for their action.

These rules apply when a student is

- (1) on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

### **Specific Definitions:**

#### **BULLYING: Bullying (P.L.285-2013 and HEA 1423)**

What is Bullying? Repeated acts or gestures, including; verbal or written communications transmitted including cyberbullying (social media, cell phones, texting, e-mail, pictures and/or video); Physical acts committed or aggressive behavior that involve intentional, unwanted, negative actions; or Any behaviors committed; and Involves an imbalance of power by a student or groups of students against another student with the intent to harass, intimidate, ridicule, humiliate, or harm the other student. Comments made or items created at home and/or off school grounds that adversely affect the educational environment will be handled according to school disciplinary guidelines. In an effort to create a safe school environment, students and parents should report any incidents of concern immediately to a school official (teacher, administrator, or counselor). The confidentiality of reports will be maintained as much as possible.

**Any concern of a bullying incident should be reported to school administration and/or Bullying/Crisis Reporting tab on our school website: [www.scs.k12.in.us/high/](http://www.scs.k12.in.us/high/)**

**CYBERBULLYING:** Cyberbullying is defined as overt, repeated acts or gestures, including the use of Internet, cell phones, and other forms of digital technology; committed by a student or group of students against another person with the intent to harass, ridicule, humiliate, intimidate, or harm the other person. Examples include but are not limited to: text messages, voice mail messages; social networking sites. Comments made or items created at home and/or off school grounds that adversely affect the educational environment will be handled according to the following disciplinary guidelines.

**STUDENT HAZING (SCS POLICY 5516):** The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy



**The following list contains types of misconduct that can lead to disciplinary consequences, ranging from a warning up to a recommendation for expulsion (based on the severity of the incident)**

**NOTE: THIS LIST INCLUDES EXAMPLES OF DISCIPLINARY INFRACTIONS AND BY NO MEANS EXHAUSTS ALL TYPES OF STUDENT MISCONDUCT.**

1. **Bullying:** “Overt, repeated acts or gestures, including verbal or written communications transmitted (cyberbullying included); physical act committed; or any other behaviors committed by a student or a group of students against another person with the intent to harass, ridicule, humiliate, intimidate or harm the other person.”

CONSEQUENCES

Detention, suspension and up to a possible recommendation for expulsion.

2. **Student Hazing (SCS Policy 5516):** The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy

CONSEQUENCES

Detention, suspension and up to a possible recommendation for expulsion.

3. **Intimidation/Violence:** Causing or attempting to cause physical injury to another person.

CONSEQUENCES

Detention, suspension and up to a possible recommendation for expulsion.

4. **Assault/Scuffle/Harassment:** A threat or attempt to do bodily harm to another, with or without physical contact or harassment may include emotional/psychological harm to a person by picking on, name calling, written messages, etc.

CONSEQUENCES

Detention, suspension and up to a possible recommendation for expulsion.

5. **Insubordination:** A verbal or non-verbal refusal to comply with a reasonable request from school personnel.

CONSEQUENCES

Detention, suspension and up to a possible expulsion recommendation.

6. **Fighting:** Aggressive, physical conflict between two or more individuals. Reimbursement for medical costs will be considered in applicable cases.

CONSEQUENCES

3-10 day out of school suspension and up to a possible expulsion recommendation.

7. **Vandalism:** The willful or malicious destruction of school property or the property of others.

CONSEQUENCES

Restitution, detention, suspension and up to a possible expulsion recommendation.

8. **Obscenity/Profanity:** Written or spoken language that is offensive, obscene, or vulgar.

CONSEQUENCES

Warning, detention, suspension and up to a possible expulsion recommendation.

**9. Weapons**

- a. **Firearm (1C 35-47-1-5.):** A firearm is any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

CONSEQUENCES

A student identified as bringing a firearm to school, on school property or at a school function must be expelled for a period of at least one calendar year with the return of the student to be at the beginning of the first school semester after the end of the one year period.

- b. **Weapon/Knife:** Weapons of any type are not permissible on campus. State laws regarding weapons on campus will be strictly enforced. Please refer to I.C. 20-33-6-16. Indiana law states that possessing a knife on school property or on a school bus is a Class B misdemeanor. It becomes a Class A misdemeanor if the offender has a previous unrelated conviction, and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Possessing, handling, or transmitting a knife, or any other device that can reasonably be considered or used as a weapon, is a serious violation. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as a part of, or in accordance with, the approved organized activity.

CONSEQUENCES

- **First Offense for Possession:** Confiscation, warning, and meeting with parent(s).
- **Second Offense for Possession:** Confiscation and disciplinary action which could include detention, Saturday School, or ISS.
- **Third Offense for Possession:** Confiscation and Out of School Suspension  
**If the situation warrants, the proper law enforcement agency will be notified.**
- **First Offense for Use as a Weapon:** Ten (10) days Out of School Suspension and Expulsion and **Proper law enforcement agency will be notified.**

10. **Fire Alarm:** Setting off a fire alarm unnecessarily is a Class B misdemeanor according to Indiana Law 35-44-22-B.

CONSEQUENCES

3-10 day suspension and a possible recommendation for expulsion.

11. **Forgery:** The act of forging notes, written papers and/or essays, passes, excuses for oneself or others.

CONSEQUENCES

Detention, suspension and possible loss of credit.

12. **Loitering:** A student's unauthorized presence in an area.

CONSEQUENCES

Warning and possible detention.

**13. Disruption of School:** Behavior, actions (including projects, uses of social media and/or communication), or contraband items (such as, but not limited to, laser pointers, pocket knives, electronic devices, fireworks, water devices etc.) that seriously disrupts any school activity or the orderly operation of the school are considered violations. Contraband items will be confiscated by school personnel and will be returned to a parent or legal guardian only upon request.

CONSEQUENCES

Detention, suspension and up to a possible expulsion recommendation.

**14. Indecent Exposure/Proposition:** Sexual proposals, harassment, or exposure. Public display of affection or sexual acts.

CONSEQUENCES

Detention, suspension and up to a possible expulsion recommendation.

**15. Theft:** Taking the property of the school or another person without permission or possession of stolen property. Any consequence will include reimbursement.

CONSEQUENCES

Detention, suspension and up to a possible expulsion recommendation.

**16. Throwing an Object:** Throwing any object towards people at any time to include, but not limited to rocks, dirt, snowballs, pens, pencils, etc.

CONSEQUENCES

Warning, detention, suspension and up to possible expulsion recommendation.

**17. Truancy:** A student is truant if he is absent from school without parental knowledge and approval, leaves school without permission from the Administration or Nurse, comes to school but does not attend a class or classes, remains in the restroom or other location for an extended period of time, or is excessively late to a class. A student who is truant is ineligible for any extracurricular event/practice on day of truancy (or next day if student is determined to have been truant).

CONSEQUENCES for Period or Partial Period Truancy:

- **First Offense:** Saturday School
- **Second Offense:** Saturday School and 1 day of ISS
- **Subsequent Offenses:** Subject to Disciplinary Action as detailed for Full Day Truancy beginning with 3 days of ISS

CONSEQUENCES for Full Day (3+ periods in a single day) Truancy:

- **First Offense:** Three Days of ISS
- **Second Offense:** Five Days of OSS, Work Permit Revoked, and the Hamilton County Prosecutor is notified, and student must fill out the Bureau of Motor Vehicles form which will either suspend the student's driver's license or prohibit the student from obtaining a learner's permit or operator's license for a specific length of time (that form will be kept on file in the Assistant Principal's office to be sent to the Bureau of Motor Vehicles upon the third truancy offense).
- **Third Offense:** Ten (10) Days of Out-of-School Suspension with recommendation for Expulsion. Student will be declared a habitually truant subject to IC 9-24-2-1, and a request through the Indiana Bureau of Motor Vehicles of invalidation of the student's learner's permit or driver's license may be made.

18. **Smoking/Vaping/Substance Abuse/Alcohol Use or Possession**

CONSEQUENCES

Refer to Chemical Abuse and Drug Abuse Policy.

19. **Gambling:** Participation in games of chance for money and/or other things of value.

CONSEQUENCES

Detention and possible suspension.

20. **Offensive Touching:** Intentionally touching another person, either with a part of the body or with any instrument, thereby causing offense or alarm to the other person.

CONSEQUENCES

Detention, suspension and up to a possible expulsion recommendation.

21. **Extortion:** To obtain or attempt to obtain money, goods, or information from another person by force or threat of force.

CONSEQUENCES

3-10 suspension and up to a possible expulsion recommendation.

22. **Inappropriate Dress:** Attire that is disruptive to the educational process (see the "Student Dress Guidelines").

CONSEQUENCES

- a. Warning, detention and up to a possible suspension.

23. **Inappropriate Symbols:** Drawing or reproducing symbols or pictures that would be considered indecent, improper, gang related, drug related, or derogatory towards any individual or group.

CONSEQUENCES

- a. Warning, detention, suspension and up to a possible expulsion recommendation.

24. **Multiple Offenses:** Habitual violation of school rules or policy.

CONSEQUENCES

- a. 3-10 day suspension and up to a possible expulsion recommendation.

25. **Electronic Devices/Cell Phones:** Use of a cell phone or other telecommunication device is prohibited during class time unless permitted by the teacher. Please be respect of classroom rules and teacher preferences regarding cell phones in all classes.

CONSEQUENCES

Progressive disciplinary action consisting of the following options: confiscation of the device for the day or until parent pickup, detention(s), ISS, OSS, and potential expulsion as a habitual offender.

26. **Cheating and Plagiarism:** All students are responsible for following their individual teacher’s policies and procedures concerning cheating and plagiarism. Cheating is defined as the use of unauthorized aid to complete any classroom assignment. Plagiarism is defined as the “unaccredited use (both intentional and unintentional) of somebody else’s words or ideas”.

- a. “unauthorized aid” covers any means expressly forbidden by the teacher  
b. “classroom assignment” includes homework, laboratory work, compositions, quizzes, and tests  
c. “unauthorized attempts” or actual assistance in aiding another student in cheating

CONSEQUENCES

Warning, grade reduction, record in student file, detention, suspension, and possible loss of credit

27. **Gross Disrespect:** Any verbal, written, or physical action constituting disrespect.

CONSEQUENCES

Detention, Saturday School, ISS, OSS up to suspension and a possible expulsion recommendation.

28. **Tardy Policy:** Arriving late to class or school. Students more than 10 minutes late are considered absent or truant for the class period.

CONSEQUENCES

5<sup>th</sup> Cumulative Tardy – Verbal Warning

6<sup>th</sup> cumulative Tardy - 1 period of detention/1 hour of Saturday School

7<sup>th</sup> Cumulative Tardy – 2 periods of detention/2 hour Saturday School

8<sup>th</sup> Cumulative Tardy – 3 periods of detention/2 hour Saturday School

Each subsequent tardy will result in In-School Suspension or the Hamilton County OSS program.

29. **Class Disruption** Actions, Behavior, Conduct, or statements which are disruptive to the class. Students who are disruptive enough to be excluded from class and sent to the office will follow a three-step discipline intervention process designed to keep the student in class, the parent aware of and involved in the process, and to avoid out of school suspension.

CONSEQUENCES

- a. **Step One** – Student is suspended from the class for one day. He/She will remain in the office and complete assigned class work. Parents will be contacted by the teacher at a minimum.
- b. **Step Two** – Student is suspended from the class for the next class period. Administration will contact the parents.
- c. **Step Three** – Student is removed from the class for the remainder of the semester and placed in a study hall. Student will not be able to earn the credit and a W/F (withdrawal-failure) grade will be recorded for the semester.

### **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

The superintendent, principal, administrative personnel, any teacher, or support staff of the school corporation shall be authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes or to prevent any interference therewith, including such actions as:

Teacher-Student conference

Student program adjustment

Counselor-student conference

Teacher-parent conference

Detention before or after school

Isolation by teacher

Temporary removal from class	Financial restitution
Teacher-student-parent conference	Staff conference
Administrator-student conference	Referral to Special Services
Assignment to a work detail	Lunch Detention
Assigning additional work	Referral to a community agency
Out-of-School Suspension	Denial of bus privileges
Saturday School	In-House Detention
Administrator-student-parent-teacher conference	
Apology by one student to another person	
Suspension of extracurricular privilege	

**Incidents constituting a criminal violation of law will be reported to a law enforcement agency.**

**Consequences defined:**

- **Loss of privileges**, including but not limited to, athletic activities, non-credit activities and school-provided transportation. The loss of school-provided transportation for an extended period may be appealed to the superintendent.
- **In School Suspension:** A disciplinary action whereby a student is separated from attending class for any length of time, in order to maintain an orderly and effective educational system. Students will be provided an educationally related activity and will be counted in attendance at school. Students will receive full credit for work completed. Cell phones will not be permitted while serving ISS.
- **Out-of-school suspension:** Any disciplinary action whereby a student is separated from school attendance. Due process procedures must be followed.
  - In most cases OSS will be through the **Hamilton County Out of School Suspension Program in Noblesville**, but at administration discretion they can be sent to an alternative setting on days OSS is closed, or for other special circumstances. Students will receive full (100%) credit for all school work completed while serving an out-of-school suspension. Students referred to the Hamilton County Out of School Suspension program are considered in full attendance at school.
- **Expulsion:** Disciplinary action whereby a student:
  - Is separated from school attendance for a period of more than ten (10) days.
  - Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester or current year. Any expulsion that will remain in effect during the



first semester of the following school year must be reviewed by the hearing examiner before the beginning of the school year.

- Suffers a penalty that automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation. Due process procedures must be followed.
- **Exclusion:** The separation of a student from or denial of admission of a student to school. Due process procedures must be followed.

#### **I.C. 20-33-8-14. Grounds for suspension or expulsion**

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event

**I.C. 20-33-8-15 Unlawful activity.** In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**According to Public Law 121-1989**, students under the age of eighteen (18) may have their **operator's license revoked/invalidated** or be denied the opportunity to obtain a learner's permit for the following reasons:

1. Habitually truant (absent without official permission/excuse three or more times in a school year).
2. Suspended two or more times in a school year.
3. Expelled from school.
4. Excluded from school.
5. A student who has withdrawn from school for a reason other than financial hardship.

## **CHEMICAL AND DRUG ABUSE POLICY**

At Sheridan Community Schools it is our belief is that it is imperative to work with students, parents, support staff, and community agencies to educate and/or rehabilitate first time drug/alcohol offenders. Although this philosophy is based upon “zero tolerance,” it is believed that young people benefit from both consequences, as well as help, in learning to change negative behaviors. In addition, drug testing is being implemented as a vehicle for identifying students who are involved in substance abuse and assisting their families in confronting these issues.

### **DRUG TESTING PROGRAM FOR STUDENTS**

Certain behaviors often help identify adolescents who are using drugs on a regular basis. Examples of these behaviors are, but not limited to, truancy, tardiness, verbal and physical abuse towards staff or classmates, vandalism, and tobacco use. Therefore, when students commit any disciplinary infraction which could be indicative of alcohol or drug use/abuse and which results in suspension from school for three (3) days or more, the student will be offered a drug test administered under school supervision as soon as possible following the incident. The purpose of testing students is to provide parents with information that will enable them to seek professional help for their children.

The results of the drug test will be provided to the school counselor or designated administrator who will always share the results with the parents. If the results are positive, the school counselor/administrator will proceed as follows:

1. First Test - The results of the test will only be provided to the parent(s) or guardian(s). The counselor/administrator will work with the parents to provide evaluation and/or treatment as necessary.
2. Second Positive and Subsequent Positive Tests - The parents will be required to pay for the drug test and the results of the test will be provided to both the parents and the principal (or designee). The counselor/administrator will work with the parents to provide evaluation and/or treatment as indicated.

### **ALCOHOL, TOBACCO, AND DRUG RELATED OFFENSES**

The grounds for expulsion or suspension apply when a student is knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind.

The definition of drugs, alcohol, and intoxicants at Sheridan Community Schools includes but may not be limited to: any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, abuse of prescription and/or over the counter medication, caffeine based substances other than

beverages, abuse of depressant medications of any kind, substances containing phenylpropanolamine (PPA), hash oil, salvia, synthetic cannabinoid, inhalants, any other substance listed as a controlled substance in IC 35-48-2 and Schedule I-III medications, look-a-like drugs or any substance represented to be one of the previously listed substances, and any paraphernalia used in connection with the listed substances. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or vaping devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

## **DISCIPLINARY INFRACTIONS/SUSPENSIONS**

In addition, the school may require a student to submit to a test for drugs and alcohol if a student exhibits behaviors which lead school authorities to suspect the student has consumed or ingested alcohol or a controlled substance. Further, the school may subject items in such student's possession to test to determine if those items contain drugs or alcohol. Any student found to have consumed or ingested or be in possession of alcohol or other drugs while attending school or a school function will be dealt with according to the student discipline policy.

Refusal to submit to a drug/alcohol test will be considered an admission of having consumed or ingested alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy.

- I. Any student with a chemical abuse problem who voluntarily asks for help from the school and prior to any disciplinary investigations will not be punished or disciplined with regard to regular curricular activities.
- II. In an effort to safeguard other students, any student who buys, sells, transfers, accepts, willingly shares, or provides any substance as follows will be subject to full expulsion procedures without the option of choosing an alternative: any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, abuse of prescription and/or over the counter medication, caffeine based substances other than beverages, abuse of depressant medications of any kind, substances containing phenylpropanolamine (PPA), hash oil, salvia, synthetic cannabinoid, inhalants, any other substance listed as a controlled substance in IC 35-48-2 and Schedule I-III medications, look-a-like drugs or any substance represented to be one of the previously listed substances, and any paraphernalia used in connection with the listed substances.
- III. Any student who attends school or any school sponsored activity at any location including a school bus is identified as having consumed or ingested or been in possession of a controlled substance or involved in the behaviors listed the following penalties and options apply:

- A. Alcohol and other Drugs: **The penalty is expulsion** A ten day suspension from school and request for expulsion will be initiated. If both student and parent agree to seek professional assessment, the student may request to be reinstated by the building principal after the first semester of expulsion. The student may return to school providing he/she has submitted to a drug test as provided by the drug testing program and enrolled in any programs recommended through the assessment process.
- B. Tobacco/Vaping: The penalty is a five-day suspension from school. If both student and parent agree to seek a tobacco deferral program, the suspension will be reduced to a three-day suspension. The student may return to school provided he/she has submitted to a drug test as provided by the drug testing program and enrolled in any programs recommended through the assessment process. A second offense will result in the five-day suspension. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or vaping devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.
- In addition, any student under the age of eighteen who has violated the tobacco policy has also violated the state tobacco possession law. This information will be referred to law enforcement agencies and will result in the student being ticketed and having to appear in court. If the court finds a violation of the law, the student will pay court costs and whatever fines the judge deems appropriate.***
- C. Look-Alike Alcohol/Drugs/Tobacco/Paraphernalia: The penalty is a three-day suspension from school. If both student and parents agree to seek professional assessment, the suspension will be reduced to one day. The student may return to school provided by the drug testing program and enrolled in any programs recommended through the assessment process. A second offense will result in a three-day suspension.
- D. Alcohol/Drug Symbols and Drawings: The first time, a warning will be issued. The second time, the penalties as outlined in III-C will be applied.
- IV. In some incidents described in I, II, and/or III A-E, a professional assessment may be required and both student and parent will agree to the following:
- To seek professional assessment at a counseling or treatment facility agreed to by the school.
  - To provide the administration with documentation that the student has undergone the assessment and enrolled in the recommended program before returning to school.
  - The student may be required to submit two random drug tests for a period of up to six months after the violation.
  - Parents must accept all financial obligations of the assessment and

counseling and/or rehabilitation.

- e) Failure to seek an assessment, enroll in an approved rehabilitation program, or satisfactorily complete the recommended program will result in a request for the initial suspension and/or expulsion.
  - f) This alternative program is completely optional on the part of the parents and student. They may choose to refuse the option and go through suspension or expulsion proceedings.
- V. The student may be subject to additional consequences as outlined by the policies that govern extra-curricular activities.
  - VI. The local police and the Hamilton County Prosecutor's Office, along with the student's parents, will be contacted and informed of every suspendable drug, alcohol, and tobacco violation.
  - VII. The above consequences will be available to any student beginning with enrollment in kindergarten through the student's senior year of high school. The offer of an alternative program may be extended once at the elementary Level (K-5), once at the middle school level (6-8), and once at the high school level (9-12). Any student guilty of a second offense while in elementary, middle, or high school will be recommended for expulsion under Section III, A.

## IMPORTANT NOTATIONS

**Directory Information for educational record** - may be released that would not generally be considered harmful or an invasion of privacy if disclosed. Parents desiring to object to disclosure of certain information should request Form D1 from the Superintendent' Office.

**Smoke-free environment** - Smoking along with the use and possession of tobacco products shall be prohibited on or in school property and during any school-related activity. Other citizens, visitors, and guests will also be restricted.

\*It is the policy of Sheridan Community Schools to comply with **Article 7 Section 504** of federal and state educational law.