

“HOME OF THE BLACKHAWKS”

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Approved by: Sheridan Community Schools – Board of School Trustees on June 14, 2016.

TELEPHONE NUMBERS

Sheridan High School (direct line)(317) 758-4431
High School Fax(317) 758-2406

Menu Options (press)

To Report an Absence	6 (please report an absence by 10:00 a.m.)
Staff Directory	1 (dial by name directory)
Secretary/Office	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 (FAX)
Sheridan Community Schools Central Office(317) 758-4172
(317) 758-6248 (FAX)

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.

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.

Sheridan Community Schools Board of School Trustees

WELCOME

The staff and administration welcomes you to Sheridan High School. You are now part of a fine program and encouraged to take full advantage of all of the educational and extracurricular opportunities that are offered. Knowledge gained, habits formed, and decisions made will last a lifetime. Our dedicated staff will strive to provide you with meaningful and purposeful activities each day that constitute a unique educational experience at Sheridan.

As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school, take care of it, and feel free to offer suggestions for improvement. The entire contents of this book have been approved by the Sheridan Community School Board. Read it in its entirety and share it with your parents. Disciplining ourselves is sometimes a difficult task, but it brings about many personal rewards. Good luck, and have a great year!

STUDENT CODE OF ETHICS

We are concerned about the general attitudes and beliefs of all students, and therefore share in the responsibility to determine and suggest what we believe are 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.”

1. –Ralph Waldo Emerson

I AM SHERIDAN: WE ARE SHERIDAN-

Sheridan High School's Positive Behavior Interventions and Supports are based on the perspective 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. Make a good example of yourself for all.
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 confronted 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.

THE PARENTS' ROLE

Parents' Responsibilities

1. Providing phone number of the home and place of employment so parents can be contacted.
2. Securing copies of the school calendar and being aware of the beginning and ending dates of the semester and the dates on which report cards are distributed.
3. Requiring their children to attend school regularly and encouraging punctuality to school and classes.
4. Discouraging their children from leaving school because of minor health problems.
5. Talking to their children regarding school and, if there are problems or questions, calling the school.
6. Seeing that children have the required materials and supplies.
7. Becoming aware of their children's programs and classes in which homework is assigned and offering assistance and support.
8. Being aware of their children's friends and activities in and out of school.

Responsible parents in a partnership with responsible school officials can improve the living and learning situation of a school.

Many times, parents ask how they can help their children in school. Our school system actively encourages parents to talk with their children's teachers and administrators to discuss their children's progress at school and ways parents can help. The parents, more than anyone else, can help the children do well in school and develop acceptable school behavior. The following are general suggestions that will help in almost every case:

- ~ Keep in contact with the school concerning your student's progress.
- ~ Become aware of your student's program and class schedule in order to offer assistance and support.
- ~ Discuss report cards and homework assignments.
- ~ Ensure that your student is in daily attendance in school, and promptly report and explain an absence or tardiness to the school.

- ~ 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 for the school.
- ~ Provide your student with the resources and supplies necessary to complete class work and homework.
- ~ Know that a good breakfast is vital to learning.
- ~ Discuss the overall and long-lasting effects of truancy.
- ~ Talk with your student regarding school, and call the school regarding any questions or problems.
- ~ Seek any changes at school in an orderly and approved manner.

Note: Parents and students may access and review grades through Sheridan Community Schools' Parent Portal, an Internet-based grade book. This is an excellent resource to assist with parent-teacher communication and to encourage and support student academic success. These guidelines have been established to ensure effective communication for all:

- 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.
- 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.

When the home and school cooperate with each other, a good environment for learning will be established and the student will learn in a positive and rewarding manner.

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 district approved cash transfer tuition 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 seventeen.

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 a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems. It is a joint 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 assignment.
2. To have appropriate supplies, texts and/or equipment on hand when required for class.
3. To have assignments prepared.
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.

9. To understand due process and its basic principle: this is to provide justice, not evasion.

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 forestall, when possible, wrongful acts by other students or individuals and consult with adult staff members when the safety of individuals or property is threatened.

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. Student's attire (tops, shirts, pants) should cover the student's entire body. Belts, on pants, need to be properly secured. 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. See page 15 for in-depth description.

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 chang-

es 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 mar school property. All citizens of the school community should participate in consistent **anti-litter** awareness and activities throughout the year. Finally, be aware that people wearing **street shoes** are at no time allowed on the **gymnasium** floors.

THE SCHOOL DAY

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

REGULAR SCHEDULE

Students to lockers	7:48
1st	8:00 – 8:56
2nd	9:01 – 9:51
3rd	9:56 – 10:46
4th	10:51 – 11:41
5th	11:46 – 1:05
1st Lunch	11:41 – 12:11
2nd Lunch	12:35 – 1:05
6th	1:10 – 2:00
7th	2:05 – 2:55

Note: Alternative schedules will be available from the high school office for the following school days: Activity Period, 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; after this time students will not be able to eat a school lunch. A qualified breakfast and lunch are available for all students daily. 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:

Student breakfast – \$1.35	Adult breakfast - \$1.60
Student lunch - \$2.35	Adult lunch - \$3.35

***Updated lunch prices for 2016-2017 SY**

Please contact the cafeteria manager at 317-758-4431>Press 7>Press 1, if you need any assistance with the online account or have questions about your child's account.

Breakfast is served from 7:30 – 8:00 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 main hallway until dismissed to the academic area. All drinks and food must be consumed in the cafeteria and/or main hallway. 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.**

REGISTRATION REQUIREMENTS

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 course selections made by students during this time. **Requests for teachers cannot be guaranteed and is considered only after class sections have been balanced and students are enrolled in the courses they requested.** 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.

ATTENDANCE

MISS SCHOOL - MISS OUT AND LOSE CREDIT

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. Permission to leave school will only be granted by the administrative staff or other attendance officers. 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 absence for those periods missed and will not be allowed to make up missed work.

If a student must leave school, he/she must report to the office, receive permission from an administrator, and inform a parent/guardian by phone of his /her intention to leave and then sign out. Upon his/her return to school the sign in/out sheet in the office must be utilized. Failure to comply may result in detention, suspension, unexcused absence and if applicable, suspension of driving privileges. Students must obtain written permission (student pass) 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 from class and in jeopardy of losing the privilege of driving to school/having a car on school property.

ACCOUNT FOR YOUR ABSENCES

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.

Parents should contact the school prior to 10:00 a.m. for each day their child will be absent.

Additionally, written notification upon return is advised and helpful to substantiate the absence

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 notify the office by phone if their child will be absent; or a letter or note when students return to school. If parents do not properly contact the school to excuse a student absence, the absence will count as unexcused

Upon arrival from each absence or tardy, a student must obtain an admit pass to class from the attendance office. No student is allowed in class without the admit pass. Students should obtain absence passes from the office before first period or immediately upon their arrival at school if it occurs after first period.

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.

A student who is absent more than 8 days, or 8 times from any class, in a semester will earn a withdraw/fail (W/F) grade in that class and not earn a credit; A student will lose credit on the 9th absence. 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.

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 Policy 5200); a warning letter will be sent home to the parents or guardians.
- ... reaches 6 absences (with no doctor's notes or other approved absences per Policy 5200); a referral will be submitted to the Project ACES program.
- ... accumulates 7 absences (with no doctor's notes or other approved absences per Policy 5200); the administration will notify a representative from the Hamilton County Prosecutor's office. The Prosecutor's Office will then contact the parents both by mail and phone to inform the parent and student of a required meeting to be held to discuss the continued absences of the student. At the meeting, a Hamilton County Deputy Prosecutor will present to the parents an overview of the effects attendance has on academic and career success. At this time, the parents and student will be made aware of the disciplinary consequences for not attending school.
- ... continues to accumulate absences following a meeting with the Hamilton County Deputy Prosecutor, educational neglect charges will be filed. If a student in grades 7-12 is still missing school, truancy charges will be filed. Additionally, as required by IC 20-33-2-25, the school administrator will also be in contact with the Hamilton County Prosecutor's Office and depending on the circumstances and age of the student, the Department of Child Services.

For those students who are under 18 years of age, three unexcused truancies will 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.

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. A list of students having appointments will be printed daily in the school bulletin.

Substantiation of a Doctor's Appointment(s) will be accepted up to 5 days after the student returns to school.

Make-Up Work - 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. Students who do not turn in homework may be assigned detention.

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.

BE ON TIME

Minimizes disruption to the learning environment and develops a practical discipline (punctuality) that will be expected in the "real world." It also helps promote a culture of respect, academic, and vocational integrity. Students late to school must report to the attendance office and sign in. **Students late to school or to their classes** will receive a warning when the fifth tardy is reported (**cumulative for all classes**). The sixth tardy will result in a one hour detention; the seventh tardy and the eighth tardy will result in 3 hour Saturday School, and any subsequent tardiness will result in an In-School Suspension, and the Hamilton County OSS program including an intervention meeting with a counselor or administrator and discussions with parents.

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. Credits are earned by attending class, satisfactorily completing coursework, and studying. 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: 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

Most 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

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

Each of the nine-week grades and the semester final will determine the final course 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-

CORE 40 REQUIREMENTS, DIPLOMA CHOICES AND ASSESSMENTS (GRADES 10-12)

Core 40* (*an Indiana graduation requirement)

Core 40 with Academic Honors

Core 40 with Technical Honors

Comparison of Indiana's Diploma Requirements Classes 2013-2015

English	8 credits	9 credits • 1 credit Speech	8 credits
Math	6 credits • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II In addition, all students must earn two credits in a Core 40 math or Physics course during their junior or senior year.	8 credits • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II • 2 credits Pre-Calculus In addition, all students must earn two credits in a Core 40 math or Physics course during their junior or senior year.	6 credits • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II In addition, all students must earn two credits in a Core 40 math or Physics course during their junior or senior year.

Science	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any additional Core 40 science course 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any additional Core 40 science course 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any additional Core 40 science course
Social Studies	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits World History or World Civilization or Geography/History of the World (or AP World History) • 2 credits US History • 1 credit US Government • 1 credit Economics 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits World History or World Civilization or Geography/History of the World (or AP World History) • 2 credits US History • 1 credit US Government • 1 credit Economics 	<p>6 credits</p> <ul style="list-style-type: none"> • 2 credits World History or World Civilization or Geography/History of the World (or AP World History) • 2 credits US History • 1 credit US Government • 1 credit Economics
PE	2 credits	2 credits	2 credits
Health	1 credit Health and Wellness	1 credit Health and Wellness	1 credit Health and Wellness
World Languages	Recommended	6-8 Core 40 world language credits (6 credits from one World Language OR 4 credits from each of two different World Languages)	Recommended
Fine Arts		2 Fine Arts Credits	
Career-Technical			Related sequence of 8-10 Career-Technical credits

Additional Requirements		<p>Complete <u>one</u> of the following:</p> <ul style="list-style-type: none"> • AP courses (4 credits) and corresponding AP exams, • IB (Higher Level) courses (4 credits) and corresponding IB exams, • Earn a combined score of 1200 or higher on the SAT (critical reading and mathematics), • Score a 26 or higher composite on the ACT, • Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits), • Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits). 	<p>Complete <u>two</u> of the following <u>ONE</u> of which must be 1 or 2:</p> <ol style="list-style-type: none"> 1. Score at or above the following levels on each section of the following WorkKeys assessments: Level 6 on Reading for Information; Level 6 on Applied Mathematics; Level 5 on Locating Information 2. Complete dual high school/college credit courses resulting in 6 college credits in a technical area. 3. Complete 2 credits in a Professional Career Internship Course or Cooperative Education course, 4. Complete an industry basedwork experience as part of a two-year technical program (minimum 140 hours), 5. Earn a state –approved, industry-recognized certification (from approved state list).
Directed Electives	5 credits in any combination from World Languages, Fine Arts, and/or Career & Technical Ed	5 credits in any combination from World Languages, Fine Arts, and/or Career & Technical Ed	5 credits in any combination from World Languages, Fine Arts, and/or Career & Technical Ed

Electives	8 credits Career Academic Sequence recommended	6 credits Career Academic Sequence recommended	6 credits Career Academic Sequence 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
Total	42 credits	47 credits	47 credits

Note: 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, students and parents, along with school personnel, must complete a formal opt-out process.

Comparison of Indiana's Diploma Requirements (Grade 9)
Sheridan High School
Class of 2016 & Subsequent Classes

English	8 credits	9 credits • 1 credit Speech	8 credits
Math	6 credits (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.	8 credits (6 must be in grades 9-12) • 2 credits Algebra I • 2 credits Geometry • 2 credits Algebra II • 2 credits Pre-Calculus In addition, students must take a math or quantitative reasoning course each year in high school.	6 credits (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.

Science	6 credits <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course 	6 credits <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course 	6 credits <ul style="list-style-type: none"> • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course
Social Studies	6 credits <ul style="list-style-type: none"> • 2 credits World History/ Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government • 1 credit Economics 	6 credits <ul style="list-style-type: none"> • 2 credits World History/Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government • 1 credit Economics 	6 credits <ul style="list-style-type: none"> • 2 credits World History/Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government • 1 credit Economics
PE	2 credits	2 credits	2 credits
Health	1 credit	1 credit	1 credit
World Languages	Recommended	6-8 Core 40 world language credits (6 credits in one language OR 4 credits each in two different languages)	Recommended
Fine Arts		2 Fine Arts Credits	

<p>Ca- reer-Tech nical</p>			<p>Earn 6 credits from college & career prep courses in a state-approved College & Career Pathway & one of the following:</p> <ol style="list-style-type: none"> 1. Pathway designated industry- based certification or credential, or 2. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
<p>Additional Re- quire- ments</p>		<p>Complete <u>one</u> of the following:</p> <ul style="list-style-type: none"> • 4 credits in 2 or more AP courses and take corresponding AP exams • Earn a combined score of 1750 or higher on the SAT critical reading, math & writing; minimum score of 530 on each, • Earn an ACT composite score of 26 or higher and complete written section, • Earn 6 verifiable transcribed college credits from the priority course list, • Earn the following: <ol style="list-style-type: none"> 1. A minimum of 3 verifiable transcribed college credits from the priority course list 2. Two credits in AP courses and corresponding AP exams 	<p>Complete <u>one</u> of the following:</p> <ol style="list-style-type: none"> A. Any of the options (A-E) of the Core 40 with Academic Honors B. Earn the following scores or higher on WorkKeys; <ul style="list-style-type: none"> • Level 6 on Reading for Information, • Level 6 on Applied Mathematics , • Level 5 on Locating Information C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75 D. Earn the following score(s) on Compass; Algebra 66, Writing 70, Reading 80
<p>Directed Electives</p>	<p>5 credits in any combination from World Languages, Fine</p>	<p>5 credits in any combination from World Languages, Fine Arts,</p>	<p>5 credits in any combination from World Languages, Fine</p>

	Arts, and/or Career & Technical Ed	and/or Career & Technical Ed	Arts, and/or Career & Technical Ed
Electives	8 credits College and Career Pathway courses recommended	6 credits College and Career Pathway courses recommended	6 credits 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
Total	42 credits	47 credits	47 credits

GRADUATION ASSESSMENTS

Graduation Assessments: When the student is enrolled in Algebra I and/or English 10, they will be given an End of Course Assessment (ECA). **This is a graduation requirement!** At this time, the ECA is not used as a course final to be calculated into the student's final grade. It is important to note, that the student will not take the Algebra I ECA or the English 10 ECA until the student is enrolled in the class. Even if the student passes Algebra I and/or English 10, the student must pass both ECAs to graduate. Retest opportunities will be available for any sections not passed periodically throughout the school year as allowed by the Indiana Department of Education. If a student does not pass the ECA by the spring of their graduation year, a waiver process will be instituted to review requirements outlined by a committee.

End of Course Assessments: Students enrolled in Biology I will also take an ECA at the end of the course. **Passing the Biology ECA is not a graduation requirement.** The scores on these tests will not be calculated into or determine their grade for the class.

OPT-OUT PROCESS FOR INDIANA'S NEW 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>
Total Required	42 credits

ELECTRONIC TRANSCRIPTS

Sheridan High School has joined forces with Docufide to bring you Secure Transcript™ - the safe, paperless way to send transcripts directly to the colleges you choose. Most colleges prefer, and some require, an electronic transcript at the time of application. Beginning with the graduating class of 2010, seniors are required to register with Docufide 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.

STUDENT DRESS CODE

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. It is the teacher's prerogative to ask a student to remove any article of clothing deemed disruptive to the educational process (hats, hoods, sunglasses, t-shirts with suggestive language, chains which could be construed as a weapon, etc.). If a student fails to abide by the request, disciplinary action will be taken. No apparel or accessories will be permitted to be worn that advertises or promotes tobacco, alcohol, or other drugs of any nature or represents or signifies gang identification in any way. Reason for removal are, but not limited to, distracting, immoral, obscene, suggestive printed language promoting tobacco or drugs, or dangerous to one's well-being. Hats and hoods of any nature are not to be worn beyond the entry way once students have entered the building. Hats and/or hoods worn beyond this point will be collected by the principal or designee for an appropriate period of time. Upon arrival at school, hats are to be put in the lockers and remain there until dismissal. Coats and backpacks may be worn into the building, but are not permitted in classrooms.

Shoes, sandals, and/or boots should be worn at all times. Shorts that are the proper length (mid-thigh or below) are permitted in school. Skirts and dresses should also be of proper length (mid-thigh or below). Leggings, tights, yoga pants, and leotards must be covered with shirts, shorts, or skirts at finger-tip length. Hats, hoods, caps, scarves (head coverings), heavy winter coats, spandex, short shorts, thin strap tops, low cut tops, individuals with sagging pants, tops creating a bare midriff on boys or girls, as well as tops that have arm holes which are too large and pants with holes in them are not permitted as school attire. Any article of clothing that exposes undergarments or is too revealing will be deemed as inappropriate school attire.

A mature attitude in wearing warm weather clothing is expected of all students.

NOTE: The wearing of such items may be cause for suspension. Repeated wearing of such items after official warning is insubordination and MAY result in suspension or expulsion from

school in accord with statutory due process procedures.

DRIVING AND SAFETY RULES

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. Students must register as a student driver and to obtain a parking permit through the main 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. Provide vehicle's license number

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 school reserves the right to examine student's 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.

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.

A designee of the principal may suspend student driving privileges for violation of rules.

All student drivers must adhere to all Indiana state rules and laws for operating a motor vehicle. This includes: all passengers in a vehicle must properly fasten their safety belts; and texting while driving is prohibited. The Sheridan Police Department and representative members of Students Against Destructive Decisions (SADD) will periodically conduct safety checks and will report results to the school, county, and community.

The following regulations will be enforced:

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 on school grounds, including the parking lot, can result in the loss of driving privileges for 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. Leave the vehicle or cycle on arrival in such condition that regardless of weather changes, forgotten articles, or other reason, it will not be necessary to return to the car until the school day is over. Students are not permitted in the parking lot during the school day without permission from the principal or assistant principal.
8. No one may leave the school parking lot, unless they are scheduled to do so. **PARENT OR GUARDIAN PERMISSION IS REQUIRED.**
9. Forged parent permission, any fraudulent attempt to deceive, or any misrepresentation of

the applying student will result in suspension of all driving privileges for one year. No exceptions.

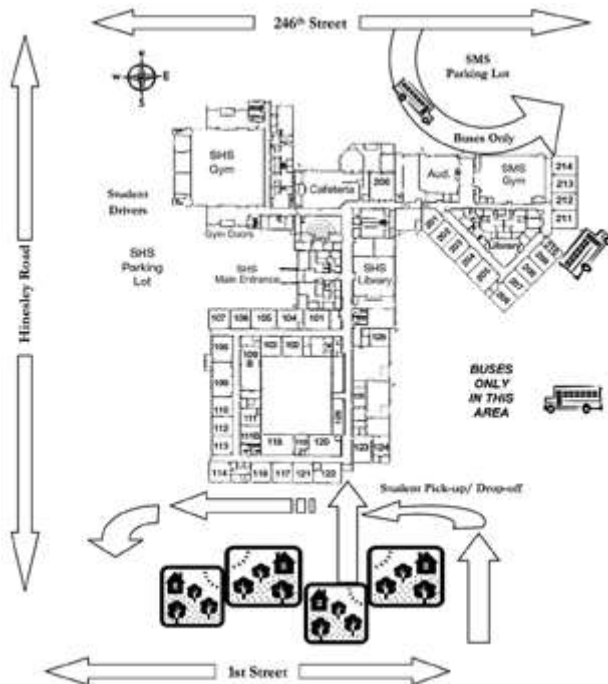
10. A 15 mph speed limit will be enforced in the parking lot.
11. No one should park in designated fire lanes at any time.
12. Follow established parking patterns:

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.

Students will need to be in their classes prior to the 8:00 a.m. bell and will be dismissed at 2:55 p.m.



GENERAL INFORMATION

Bonus Period allows school clubs and organizations an opportunity to meet during the school day. Bonus Period will usually occur on Tuesday mornings. Occasionally, there will be a need to conduct an activity period at an alternative time or day. All students must attend their designated activity unless otherwise directed by the staff/administration. Students not participating in Bonus period must remain in their 1st period class.

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 to carry BYOT devices in the building.

Bicycles - may be ridden to school and 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 be in the classrooms unless part of the curriculum and/or for educational purposes.**

Cell phones are to be turned off and kept in a safe and secure place during academic hours. Cell phones will be confiscated by a teacher and turned into the office if they are being used or creating a disruption in the classroom. Students may pick up their cell phone at the end of the day for a first offense. A parent will be required to pick up the phone for any subsequent offenses. Habitual offenders of this policy will warrant further disciplinary consequences. Failure to comply with this reasonable request may result in additional disciplinary consequences.

Clubs and Co-Curricular Activities

Academic Quiz Bowl Team	Fellowship of Christian Athletes
Ami-Amigo	Homecoming - Football/Basketball
Band – Marching, Pep, Concert	Mock Trial
Booster Clubs – Athletic and Band	National Art Honor Society
Chamber Choir	National Honor Society
Choir	Robotics
Class Officers	Spanish and French Quiz Bowl
Drama Productions	Spell Bowl Team
Eco Club	Student Council
FFA	Sunshine Society
Flight Crew	Yearbook - Syllabus

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 access personal email or 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 will be held during the year as long as student behavior is courteous. Whistling, boisterousness, and booing are not examples of acceptable behavior. Students should be seated during programs and extra-curricular activities; pass-outs are not issued. 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. Separate dances are planned for middle school and high school students. Prom - The prom location must be approved by the administration each year. 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.

Electronics, Phones, recording devices and/or headsets are not allowed in classrooms or study hall without teacher permission. (i.e. Smart Phones, iPods, iPads, MP3 players, CD players, PSP players). No audio or video recording devices (camera phones, camcorders, tape recorders, digital recorders, etc.) are allowed on school grounds or at school activities without permission from the building principal. This is to insure the safety of all students and to inhibit any videos and/or pictures without permission from all individuals or rights thereof.

Emergency Closings and Delays of school due to weather problems are reported to radio stations and TV stations by the Superintendent of Schools by 6:30 a.m. Parents/students may also call the schools for updated recorded messages. Please do not call the administration or faculty at home.

Hallways - should be clear for passing to the right and are not an area for running.

Lost and Found - any lost item may have been turned into the office. These items may be claimed with proper identification. Note: at least two times per 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, closed and clean. Students should not share lockers with other students at any time. 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 will result in disciplinary action. Warning, parent notification, and detention and/or behavior intervention meeting will follow.

Report Cards - The school year is divided into (2) two semesters with two grading periods of approximately 9-10 weeks each. Report cards will be issued to students on Friday following the end of each grading period.

Midterm reports ("smoke-ups") will be sent home midway into each quarter indicating educational, behavioral, and/or attendance areas where student improvement is needed.

Security Cameras - for the 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/ 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 novel 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 will not be tolerated.**
- **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. No long distance telephone calls shall be made on the school telephone without previous approval of the building principal. 9-1-1 calls are for emergency use only. Prank calls to this number are against the law.

Vacations - Although **vacations** taken during the school year are discouraged, Sheridan Community Schools realizes that (1) circumstances sometime 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.

Visitors - Only visitors with an **education-related reason** will be permitted to visit classrooms. Permission must be granted by the student's teachers and the assistant principal at least two days in advance. The visitor must also have a preliminary conference with the assistant principal 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 and sign-in. Only parents and approved organizations will be permitted to visit during lunch

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. Board policy states that any volunteer, who will have care, custody, or control of one or more students on an independent basis, must have a criminal history check on file with Sheridan Community Schools. Volunteers will need to submit a completed application form which can be obtained through our office or online at

www.scs.k12.in.us >Employment>Application Forms. Per Board Policy, the volunteer is responsible for the costs incurred for the criminal history check. Checks should be made payable to Sheridan Community Schools for \$30.00.

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.

STUDENT SERVICES

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.

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. There is a reciprocal agreement concerning suspension and expulsion between SHS and JELCC. Disciplinary action at either site will result in the same penalty at both sites.

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 opportunity.

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, vocational, 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.

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 medication which is to be taken at school is to be dispensed through the school nurse. Any student in the Clinic for the period will be excused, but this absence will count as one of the 8 days. Students must report to the main office personnel - **not student office workers** - before being admitted to the first aid room.

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 non-prescription 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.

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.

SPORT CONNECTIONS

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 IHSAA, 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.

Tournament competition is supervised by the Hamilton County principals and athletic directors. 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.

STAY OUT OF TROUBLE!

BOARD OF EDUCATION MESSAGE

The information on the following pages was approved by the Superintendent and the School Board and is in concert with the 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 recommend expulsion from class by using a **Disciplinary Referral** form provided by the administration.

STUDENT SEARCHES

It is not the intent of the school officials to harass students by searching lockers or other property. We do 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. They will then return to the classroom until the canine investigation is completed.*** (See PROPERTY for more information on protocol).

TYPES OF INAPPROPRIATE BEHAVIOR DEFINED

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.

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 the following 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/

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. **Simple 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.):** any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

CONSEQUENCE

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. **Deadly Weapon:** A 'weapon' is any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition and explosives (such items are not allowed on school property). A 'KNIFE' IS DEFINED AS "AN INSTRUMENT THAT: 1) CONSISTS OF A SHARP EDGE OR A SHARP POINTED BLADE CAPABLE OF INFLICTING CUTTING, STABBING OR TEARING WOUNDS; AND 2) ARE INTENDED TO BE USED AS A WEAPON." IT IS NOT A 'KNIFE' IF THERE IS NO EVIDENCE IT WAS INTENDED TO BE USED AS A WEAPON. (FOR THIS LAW ONLY) I.C. 35-47-5-2.5(a)

CONSEQUENCE

Students identified as bringing a deadly weapon to school, on school property, or at a school activity may be expelled for a period of not more than a one calendar year.

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 (such as 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. Contraband items will be confiscated by school personnel and returned to a parent or legal guardian.

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, icefalls, pens, pencils, etc.

CONSEQUENCES

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

17. Truancy: Students who stay away from school without permission are truant.

CONSEQUENCES

- First offense – Saturday School.
- Second offense – Saturday School, a letter of record sent to the Hamilton County Prosecutor, 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 – a three day out of school suspension, the Hamilton County Prosecutor is notified, and the driver's license invalidation form is sent to the Bureau of Motor Vehicles.

18. Smoking/Substance Abuse/Alcohol

- 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 “Dress and Grooming Habits” section).

CONSEQUENCES

- 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

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

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

CONSEQUENCES

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

25. Telecommunication/Electronic Devices: Use of a cellular telephone or other telecommunication device is prohibited during academic hours. These devices should be turned off and kept in a safe and secure place during the school day.

CONSEQUENCES

- First offense: item is confiscated, a warning issued and returned at the end of the day.
- Second offense: item is confiscated and a parent must come in for a conference and pick it up at school.
- Third offense: item is confiscated and student will no longer be allowed to possess such items at school. Further violations may result in a suspension.

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” (taken from Purdue OWL, March, 2013).

- “unauthorized aid” covers any means expressly forbidden by the teacher
- “classroom assignment” includes homework, laboratory work, compositions, quizzes, and tests
- “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

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

28. Tardy Policy: Minimizes disruption to the learning environment and develops a practical discipline (punctuality) that will be expected in the “real world.” It also helps promote a culture of respect, academic, and vocational integrity. To encourage students to be on time to school and class every day we have instituted the following tardy policy:

Hall Sweeps: Hall sweeps will be conducted periodically (when necessary). Hall sweeps will occur when the faculty/staff is notified of a pre-determined period and date. Hall sweeps may be targeted (a pre-determined specific area of the school) or school wide. Administrators, counselors, hall monitors, and select teachers will begin to round up those students who are in the halls after the ringing of the tardy bell and direct late students to the office to obtain admit slips and assigned appropriate consequences. The school will recognize good attendance via school wide recognition program i.e. We Are Sheridan

CONSEQUENCES: (cumulative for all classes):

- 5th tardy will be given a written warning.
- 6th tardy will result in being assigned to a 1 hour detention.
- 7th and 8th tardy will result in being assigned a 3 hour Saturday detention for each tardy.
- 9th and subsequent tardy may result in a recommendation for an in-school or suspension through Hamilton County Out of School Suspension program.

29. Class Disruption will not be tolerated. 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

- **Step One** – Student is suspended from the class for one day. He/She will sit in the office and complete assigned class work. Parents will receive an incident report/discipline letter. Teacher will contact parents.
- **Step Two** – Assistant principal contacts parents. Student will be suspended from the class for one day.
- **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 |
| Administrator-student-parent-teacher conference | Assignment to a work detail |
| Assigning additional work | Apology by one student to another person. |
| Referral to a community agency | Suspension of extracurricular privileges |
| Out-of-School suspension | Denial of bus privileges |
| Saturday School | In-House Detention |

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

Consequents 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.

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:

- a. Is separated from school attendance for a period of more than ten (10) days.
- b. 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.
- c. 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.

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 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: 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.

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 & 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:

- a) To seek professional assessment at a counseling or treatment facility agreed to by the school.
- b) To provide the administration with documentation that the student has undergone the assessment and enrolled in the recommended program before returning to school.
- c) The student may be required to submit two random drug tests for a period of up to six months after the violation.
- d) 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.

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.

PLEASE HELP KEEP OUR SCHOOL AND GROUNDS LITTER FREE!!!
EARTH DAY IS EVERYDAY AT SHERIDAN HIGH SCHOOL!!!