2026-2027
SHERIDAN HIGH SCHOOL
STUDENT HANDBOOK

Mr. Rick Davis, Principal
317-758-4431 x4403
rdavis@sheridan.k12.in.us

Mr. Jason Marer, Assistant Principal
317-758-4431 x4410
jmarer@sheridan.k12.in.us

Mr. Jared Green, Athletic Director
317-758-4431 x4125
jgreen@sheridan.k12.in.us

Mrs. Bethany Mineart, Counselor
317-758-4431 x4435
bmineart@sheridan.k12.in.us

24185 North Hinesley Road
Sheridan, Indiana 46069-9802
Phone: (317) 758-4431
Fax: (317) 758-2406
http://www.scs.k12.in.us

Approved by: Sheridan Community Schools – Board of School Trustees on July 13, 2026

HIGH SCHOOL TELEPHONE NUMBERS

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

Menu Options

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

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

SHERIDAN HIGH SCHOOL
"Home of the Blackhawks"

School Colors:
Black & White (Primary Accent Red)

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

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 Blackhawks, Fight, Fight, Fight
and win this game.

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 its continued vitality.*
- *Everyone in the community has a role in educating our children.*
- *Our students deserve world class opportunities.*
- *Schools must provide a safe and nurturing environment.*
- *Everyone in our community deserves to be treated with respect.*
- *Successful investment in the future respects the past.*

WELCOME

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

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

This handbook is designed to help you understand the daily operation and policies of Sheridan High School and to build awareness of the programs, activities, and opportunities available to you. All students of Sheridan High School are expected to follow the established policies for the welfare of the entire student body and treat everyone with respect.

STUDENT CODE OF ETHICS

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

> ***"The most important thing in life is the kind of persons we are becoming, the qualities of the character, and moral behavior we are developing."***
>
> - David Morrow

RESPECT for all persons whether they be other students, staff, visitors, parents / guardians, teachers, or substitute teachers is an indication of a respectful and responsible student and is expected at all times.

> ***"Every human being, of whatever origin, or whatever station, deserves respect. We must each respect others even as we respect ourselves."***
>
> –Ralph Waldo Emerson

SHERIDAN HIGH SCHOOL CODE OF ETHICS

1. Be sensitive to the needs of others.
2. Have an open mind and respect for other's opinions.
3. Resist peer pressure.
4. Encourage others to do their best.
5. Accept constructive criticisms and compliments maturely.
6. Take personal responsibility for being a self-disciplined individual.
7. Respectfully, stand for your beliefs.
8. Honor the integrity and judgment of adults.
9. Admit faults and learn from them.
10. Recognize and obey rules.
11. Be trustworthy.
12. Be a role model.
13. Keep your priorities straight.
14. Promote positive, respectful attitudes and actions

SHERIDAN COMMUNITY SCHOOL CORPORATION NON-DISCRIMINATION POLICY

The Sheridan Community School Corporation does not discriminate on the basis of religion, race, color, national origin, gender, disability or age in its programs, activities or employment. Further, it is the policy of this Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the Corporation, gender identity, sexual orientation, or social or economic background.

If any person believes that the Sheridan Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to: Sheridan Community Schools Civil Rights Coordinator/ Human Resource Specialist, Sheridan Community School Corporation, 24795 N Hinesley Road; Sheridan, IN 46069; or email hr@sheridan.k12.in.us

DUE PROCESS

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

- that rules and regulations of schools are published and distributed;
- that students know and understand these rules and regulations;
- that when a student is believed to have violated a rule or regulation, he or she is presented with this belief and given the opportunity to respond to the accusation;
- that when rules or regulations are violated, certain consequences will occur,
- and that if expulsion or exclusion from school is a recommended consequence and if the student or the student's Parent / Guardian wishes, a hearing must be held. A Parent / Guardian 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 Parent / Guardian of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; diploma choice; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

PARENT / GUARDIAN-SCHOOL PARTNERSHIP

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

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

Suggested actions to help develop the Parent / Guardian-School Partnership:

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

***** Parent / Guardian and student access to PowerSchool & Canvas

- Parent / Guardian will be given the website and proper codes to access student scores from our technology director at the beginning of the school year. If there are questions regarding this procedure, please contact the office. Access can also be accomplished on the schools' website at: www.scs.k12.in.us/shs
- 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.

PARENT / GUARDIAN RIGHT TO INSPECT MATERIALS - INDIANA CODE 20-30-5-17

This law gives a Parent / Guardian 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 / Guardian 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 Parent / Guardian 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. Parent / Guardian 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 / Guardian 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 / Guardian or eligible student believes is inaccurate or misleading. Parent / Guardian 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 / Guardian or eligible student, the School Corporation will notify the Parent / Guardian 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 / Guardian 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 / Guardian 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 / Guardian(s) or guardian(s) reside within Sheridan Community Schools attendance area and approved out-of-district transfer students have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children or disabled students regardless of the condition. Attendance in school is mandatory in Indiana from age seven or from time of official enrollment until the age of eighteen.

No student shall be subjected to suspension, expulsion, or exclusion from Sheridan Community Schools 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 correlation between attendance and grades. Parent / Guardian are encouraged to maintain close contact with the school to help prevent the development of attendance and discipline problems.** It is a shared responsibility of the students and Parent / Guardian(s) or guardian (s) to see that the student attends school regularly:

1. On time to school and each class period.
2. Has appropriate supplies, texts and/or equipment on hand when required for class.
3. Has assignments completed.
4. Understands and obeys rules and regulations.
5. Accepts authority of school personnel.
6. Seeks help when it is needed.
7. Has the Parent / Guardian notify the school of the student's absence.
8. Obtains and completes assignments for all absences.

B. FREE SPEECH AND EXPRESSION

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

Students' Responsibilities: To see that such expressions do not:

1. Interfere with an educational function or school purpose.
2. Present a hazardous condition, contain vulgarities, libelous or slanderous components as defined by law.
3. 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 to ensure no harm to self or to others to help prevent, when possible, wrongful acts by other students and consult with staff members when the safety of individuals or property is threatened. Students should always commit to the safety protocol: **See Something, Say Something.**

D. PERSONAL PROPERTY

Students' Rights: Students have the right to feel that personal belongings are secure within the educational setting. 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. Parent / Guardian will be notified within 24 hours of the search.

Students' Responsibilities

1. Keep personal property in appropriate places.
2. Do not bring to school any materials or items that would be disruptive, dangerous, or illegal.
3. Respect the property rights of all others.
4. 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 regardless of race, color, creed, disability, religion, sex, ancestry, age, national origin, gender identity, sexual orientation, or social or economic background.

F. PRIVACY

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

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

G. 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 will:

1. Self-advocate to communicate areas of need within the curriculum.
2. Not destroy, mutilate, or damage school property.
3. Make an effort to keep the building and campus clean and litter free.
4. Will refrain from wearing street shoes on gymnasium floors.

GENERAL INFORMATION

THE SCHOOL DAY

Students may enter the building at 7:30 a.m. During class time, students will be required to obtain a pass from the teacher which indicates sending and receiving faculty and/or destination. Dismissal time for the high school is 2:45 p.m. Students are not to be in the building, unsupervised by a staff member, after 2:55 p.m. Students waiting for rides after school should wait in the vestibule at the front of the building. Students are not allowed in the vestibule after 4:00pm. For supervision purposes and the safety of all students, students MUST be picked up by parents / guardian by 4:00pm daily. Failure to comply with this may result in disciplinary consequences.

Period	DAILY Class Schedule
Arrival & Breakfast	7:30 – 7:50
1st	7:50 – 8:40
2nd	8:45 – 9:30
3rd	9:35 – 10:20
SRT - 4th	10:25 – 10:55
5th	11:00 – 11:45

6th	11:50 – 1:05
	• Group #1
	  ○ Lunch: 11:45-12:15
	  ○ Class: 12:20-1:05
	• Group #2
	  ○ Class: 11:50-12:35
	  ○ Lunch: 12:35-1:05

7th	1:10 – 1:55
8th	2:00 – 2:45

Note: Alternate schedules will be available from the high school office for the following school days: Two-Hour Delays, Staff Professional Development, and Student Convocations & 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 / Guardians are encouraged to complete the free and reduced-price meal application online at: https://sheridan.familyportal.cloud/. The form is found on the school registration website.
- The cafeteria uses a computerized system. Each student has his or her own account with individually assigned pin numbers. Students /Parents / Guardians are encouraged to pre-pay online for their lunch accounts or deposits may be made at the point of sale with cash/check. Online payment can be made at: https://sheridan.familyportal.cloud/
- Should a student's account become negative, the student may purchase one qualified meal (no ala carte or extra items) for two days only; beyond this point students will not be able to eat a full school lunch. Ala carte items are also available for purchase and students are always welcome to bring meals from home and dine in the cafeteria.
- Cafeteria prices for students and grade level lunch periods are:
    - Breakfast: Free
    - Lunch: $2.85
    - Ala Carte Items: $.50-$2.00
- If you have any questions, you can contact the cafeteria manager at 317-758-4431>Press 7>Press 1.
- Breakfast is served from 7:30-7:50 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 classes.
- Students should return trays to the return window. All cartons, bottles, trays, and packaging should be disposed of properly and the tables should be cleared.
- No students are allowed to leave the school during lunch time without administrative permission. Students will remain in the cafeteria, patio, or designated areas until dismissed to class. Students should not line up outside the cafeteria or in the hallways.
- The Nest- Students will be permitted to use this space at the discretion of staff and administration. After school use will be dependent on availability.
- 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.**

Drinks, Food, and Gum

Students may not have food delivered from an outside source- any exeptions must have approval from an administrator. Students will not be called to the office to pick up lunch from an outside source. Food and beverages should not be shared between students,

given concerns about allergies and other restrictions. Gum will be permitted in school unless the teacher states in his/her classroom guidelines he/she does not want students to chew gum. Food and drinks are to be consumed in the cafeteria areas. Small water containers are permitted in the classroom at the teacher's discretion.

Attendance

Indiana Code 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 20-33-2-14 through 20-33-2-17.7.

Indiana Code, the Indiana Department of Education, and Sheridan Community Schools have the expectation that every student attend school at a rate of 94% or higher. According to the Indiana Department of Education, "Indiana-specific research shows that students who attend school less than **94%** of the time experience negative academic impacts as a result."

Sheridan High School expects all students will attend at least **94%** of their instructional days. This means students should not miss more than 5 school days per semester, or 10 total school days for the entire school year.

Per the Indiana Department of Education, school districts define "excused" and "unexcused absences." Both unexcused and excused absences count towards the total amount of school days missed. However, the following absences are considered exempt by the state of Indiana, and do not count against the total amount of school days a student may miss.

- Serving as a page or honoree of the General Assembly
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election
- When subpoenaed to testify in court
- Serving with the National Guard for no more than 10 days
- Serving the Civil Air Patrol for up to 5 days
- The student is approved for an educationally related non-classroom activity
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
- The student participates in a scheduled competition, exhibition or event offered by the National or Indiana FFA or a 4-H club for educational purposes.

In each of these circumstances, the student is excused from school and is not to be recorded as absent or penalized in any way by the school.

Excused absences are defined as absences that Sheridan High School regards as legitimate reasons for being out of school. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Recovery from an accident
- Observation of a bona fide religious holiday, practice or event that is significant to a student's faith
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Unexcused Absences

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. The following are considered unexcused absences:

- Any absence in excess of 10 previously accrued that is not excused by state law or accompanied with medical verification, or previously approved by principal.
- Any absence not recognized by state law of Sheridan Community Schools.
- Students arriving to class 25 minutes late or more are considered absent for that class. This will be considered unexcused unless accompanied with the proper verification noted above.

Any absence that results in a student not attending at least 180 days in a school year must be in accordance with SCS Policy C175 to qualify for an excused absence. An excused absence allows a student to make up work without penalty while an unexcused absence may not allow work to be made up.

Any student who is absent for 10 full school days or more, or for 10 individual class periods or more, puts their status as a student in good standing in jeopardy. As a result, the ability to participate in co-curricular or extracurricular events (including but not limited to clubs, athletics, performing arts, prom, et al.) may be revoked unless approved by an administrator.

Furthermore, when a student accumulates at least 5 undocumented absences from a class period, an administrator will monitor and may begin corrective responses to address attendance concerns. The administrator will also monitor the academic standing of the student and how the attendance is impacting their academic progress. The assigned administrator may utilize the following interventions to improve attendance: parent/guardian notification letter, attendance contract, referral to the school's MTSS team, referral to the Sheridan Youth Assistance Program, referral to the School Resource Officer, police welfare checks, referral to the Department of Child

Services, disciplinary action, loss of privileges (driving to school, extra-curricular activities, dances, credit in a course may be jeopardized.

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

Sheridan High School has a **closed campus**. Students are not permitted to leave school grounds, regardless of age, without permission of the administration. If it is necessary for a **student to leave during the school day for** an appointment, a phone call from a Parent / Guardian must be received **prior to the student signing out**. Students are not permitted to leave at lunch for the purpose of eating lunch off campus or bringing outside food back to campus. The student must **SIGN-OUT** in the office and **SIGN-IN** again when returning to school in order for accurate maintenance of attendance records. An unexcused absence/truancy will be recorded in the attendance records for students failing to sign in and out at the office and will be subject to disciplinary consequences.

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

A student arriving to school after the start of the school day must obtain an admit pass to class from the office. **Students arriving to school more than 20 minutes late to any class, without being excused by administration, are considered absent.** Students will obtain a late pass from the office before heading to class.

Absence Procedure:

Number of Absences	Action
5 unexcused absences, not within a 10-week period.	Letter sent home to parent/guardian.
5 unexcused absences within a 10-week period	Truancy Prevention measures begin in accordance with SEA 282 and I.C. 20-33-2.5
10 unexcused absences	ACES referral
Excessive excused absences	Sheridan High School reserves the right to count these absences as unexcused absences at the discretion of administration.

A Proactive and Supportive Approach to Attendance:

Attendance Letters That May Be Issued:

- Each student, regardless of attendance record, will receive a quarterly letter providing attendance stats. The student's attendance rate, days absent, and grade level attendance rate will be included.
- When a student reaches **five excused absences**, a letter outlining the importance of attendance may be sent home. When a student reaches **10 excused absences**, a letter may be sent and a meeting may be scheduled.
- When a student accumulates **5 full-day unexcused absences,** a letter will be sent home. When a student accumulates **10 full-day unexcused absences**, a letter will be sent, and truancy measures will begin, including an ACES referral.

A mandatory Attendance Team meeting will take place for students who have accrued 8 or more unexcused absences in any class.

- **Students who are unexcused more than 10 days, or 10 times from any class, in a semester, may earn a withdraw/fail (W/F) grade in that class and not earn a credit.**
- Students who forfeit credits in three or more classes may be recommended for an alternative learning program to complete semester credits. If this occurs, the student will earn W/F grades in all classes and will be enrolled into "Credit Recovery Courses" within the alternative learning program placement. If chronic absenteeism continues, student may be recommended for expulsion.

Note: *Parent / Guardian 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 / Guardian along with the student's physician and explain how much/often the student will miss school and when he/she will be expected to return.*

Funerals and signed doctor's notes showing the exact dates to be covered for an absence along with unforeseen emergencies approved by the Principal are examples of absences with documentation.

Virtual Appointment during the school day may not be accommodated due to space and scheduling conflicts. Parents / Guardians and/or students must notify the office a minimum of a week in advance to schedule a space for the virtual appointment. Although SHS tries to accommodate virtual appointment needs, requests cannot always be fulfilled due to space and scheduling.

SHS Activities Attendance Policy

Students must be recorded as "present" or "excused absent" to practice, compete, or perform that day.

1. Students must arrive at school prior to the start of 3rd period to be counted 'present' for that day. Students arriving after the start of 3rd period will not be eligible to participate in a contest/performance/practice for that day.
2. Five (5) unexcused absences will result in a 1-game suspension for the corresponding season. More than eight (8) unexcused absences or eight (8) unexcused absences from any particular class will prohibit the student-athlete from participating in athletics.
3. Students in ISS (in-school suspension) or OSS (out-of-school suspension) are not eligible to practice or participate in a game/extracurricular activity.
4. Students who leave during the school day will be ineligible for that day, unless:

   a) their absence is 'excused' by the attendance secretary, or

   b) they obtain permission from the principal or athletic director before leaving.

Examples of a 'excused absence' would include documented instances of a medical appointment [Doctor, Dentist, Physical Therapy, etc.], funeral, drivers test, or college visits. Other family emergencies could be considered 'verified' with the approval of the administration or Athletic Director. The attendance office should be notified of your absence prior to missing school and documentation to verify the absence should be submitted to the attendance office upon return. Documentation must be received before the student is eligible to participate in athletics or activities that day.

Make-Up Work and all missed homework due to an absence must be arranged by the student with the teacher when the student returns to school in order to receive full credit. Students have one day for each day missed to complete missing work for each class of missed attendance. However, teacher discretion may allow for additional time. Parents / Guardians / Students should check Canvas for missing work on days the student is absent from school. Out of school suspension work receives full (100%) credit, when turned in on time, while unexcused absence of truancy cases will receive no credit.

QUARTER EXAMS

Quarter exams replace a single final exam. At the conclusion of each academic quarter, students will take a cumulative quarter exam to assess mastery of learning for the quarter. Each quarter exam will be worth 10% of the quarter grade and will be calculated as part of the quarter grade, not a separate score combined later in to the semester grade. Quarter exams will be administered during the final two days of each quarter. Each academic quarter will be worth 50% of the semester grade.

Failure to comply with attendance policies may result in detention, suspension, removal from class, alternative learning program placement, suspension of driving privileges, and/or recommendation for expulsion.

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 / Guardian, student, and prosecutor's office working together through early intervention and collaboration, we believe attending class will equal success for each and every student.

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

- accumulates 5 absences in a semester (with no doctor's notes or other approved absences per SCS Policy C175), a meeting with the student and an administrator may occur. A warning may be issued and a letter sent home to Parent / Guardian.
- reaches 10 absences in a semester (with no doctor's notes or other approved absences per SCS Policy C175), a referral may be submitted to the Project ACES program.
- accumulates more than 10 absences in a semester (with no doctor's notes or other approved absences per SCS Policy C175), the administration may notify the Hamilton County Prosecutor's office and may place student in an Alternative Learning Placement.
- continues to accumulate absences following the ACES referral, a truancy report may be filed with the Hamilton County Prosecutor's office. Depending on the circumstances and age of the student, an administrator may file a report with Department of Child Services for educational neglect.

TARDINESS

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

- 3rd Class Tardy – verbal warning by the teacher
- 4th Class Tardy – office referral and 1 period of detention
- 5th Class Tardy – office referral and 2 periods of detention
- 6th Class Tardy – office referral and 3 periods of detention

- 7th Class Tardy – office referral and 1 day of In School Suspension
- Subsequent Class Tardies will result in additional disciplinary action which may include ISS, OSS, or removal from class.

Students who arrive 20+ minutes late to 1st period will receive a LATE, or unexcused absence. Students who arrive 15+ minutes late to 2nd – 8th period will receive a TRUANCY referral to the office.

In addition to the Class Tardy Policy, students will also be held accountable for excessive Cumulative Tardiness. Excessive cumulative tardiness is defined as having 15 or more combined tardies in a semester. Excessive tardiness will result in additional disciplinary action which may include additional detentions, ISS, OSS, removal from classes and/or recommendation for expulsion as a habitual offender.

STUDENT DRESS GUIDELINES

Students are to be dressed appropriately for school or for any school-sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, ethnicity, religion, cultural observation, household income, or body type/size.

Certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, and chests are fully covered with opaque fabric.

Students must wear:

- A shirt (with fabric in the front, back and on sides under the arms extending to at least the navel)
- Pants, jeans, skirt, dress or the equivalent (e.g. sweatpants, leggings, or shorts)
- Shoes, sandals, or boots, and such additional items that maintain health and safety, including requirements for special classes such as laboratories and physical education.

Students cannot wear:

- Clothing that reveals visible undergarments.
- Any item that obscures the face. Religious head coverings are permitted.
- Swimwear (except as required in class or athletic practice).

Students will not be permitted to wear clothing which advertises the use of alcohol, drugs, or other substances which, if used by a minor, would be illegal. Additionally, clothing will not

be permitted which advertises, promotes, or via innuendo or double meaning, suggests inappropriate ideas or behavior not conducive to a positive school climate or is disruptive to the educational functioning of the school. This includes promoting violence, gang affiliation, racially or sexually offensive messages or references.

Head coverings (hats, hoods, caps, beanies) are permitted as long as the student's face is not obscured. Teachers are permitted to require students to remove a hat or hood for the purposes of taking an assessment, to obstruct the view of others, or if the removal of the hat or hood is needed to properly wear safety equipment.

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.

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

STUDENT HYGIENE HABITS

Students' Rights: Students may dress and groom themselves in any manner that is not disruptive, dangerous (to themselves or others), or deemed inappropriate for the educational setting.

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

STUDENT DRIVERS AND PARKING

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

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

Once the student has registered, the form must be endorsed by the Parent / Guardian 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 which includes loss of driving privileges.

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

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

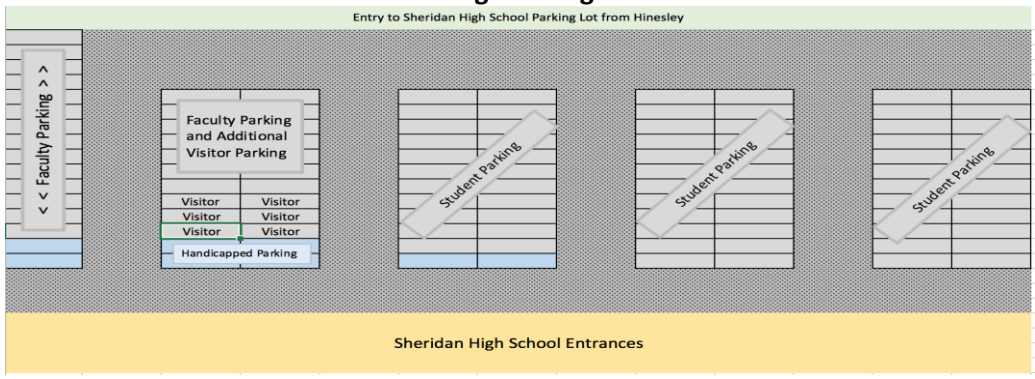
All student drivers must adhere to all Indiana state rules and laws for operating a motor vehicle. This includes all passengers wearing their seat belts. Texting while driving is prohibited.

Please Note:

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

**Student driving privileges may be suspended for violation of driving or parking guidelines.

Parking Lot Diagram



STUDENT DROP-OFF/PICK-UP

Parent/Guardian 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 do so at the Middle School entrance off of 246th Street. Students may be dropped off next to the curb near Door #15.

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

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

Bicycles: Students may ride a bike to school and should be parked in a school bike rack 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.**

Electronic Devices/Cell Phones:

Per Indiana Code 20-26-5-40.7, no student may use a wireless communication device during the school day. If a student brings such a device to school, it must be stored away (backpacks or lockers), powered off, and incaccessible throughout the school day.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephonem table computer, laptop computer, digital camera, headphones, gaming device, or smartwatch that is connected to a cellular telephone, a cell tower, or the Internet.

At Sheridan High School, the "School Day" is defined as 7:45am-2:45pm.

A student may use a wireless communication device under the following circumstances:

1. When a studenet uses a school sanctioned device (ex. Chromebook) for instructional purposes.
2. In the event of an emergency.
3. The student's use of the wireless device is to manage the student's medical condiction as documented by and pursuant to an order of a licensed health care provider.
4. As permitted by the student's Individualized Education Plan (IEP) or Section 504 Plan.
5. The use of the wireless device by the student is necessary for language translation when no school-managed device is available.

Violation of this policy will result in disciplinary action as provided in the Student Code of Conduct. Diciplinary action will be as follows for incidents violating this policy:

1. Staff takes phone. Phone is sent to the main office. Parents will be contacted/emailed. Student will be able to pick-up their device at the end of school day.
2. Staff takes phone. Phone is sent to the main office. Parents will be contacted via phone. Student will be able to pick-up their device at the end of school day.
3. Staff takes phone. Phone is sent to the main office. Parents will be contacted via phone. A parent/guardian will be able to pick-up the device at the end of school day.
4. Staff takes phone. Phone is sent to the main office. Parents will be contacted via phone. A parent/guardian will be able to pick-up the device at the end of school day. Additionally, the student will be assigned a detention.
5. Staff takes phone. Phone is sent to the main office. Parents will be contacted via phone. A parent/guardian will be able to pick-up the device at the end of school day. Additionally, the student will be assigned in-school suspension.
6. Staff takes phone. Phone is sent to the main office. Parents will be contacted via phone. A parent/guardian will be able to pick-up the device at the end of school day. Additionally, the student will be assigned out-of-school suspension.

Students are personally and soley responsible for the care and security of wireless communication devices brought onto Corporation property. Sheridan Community Schools assumes no responsbilty for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action. Examples would include recording a fight or taking video of a teacher without approval. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

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

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

Important Notice to students and Parent / Guardian regarding Cell Phone Content and Display:

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

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

expulsion) included in this handbook. Attendance problems may also result in being declared ineligible for extra-curricular participation.

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

Academic Quiz Bowl Teams	Homecoming Committees
Spanish Club/Spanish Quiz Bowl	Band – Marching, Pep, Concert
National Honor Society	Chamber Choir/Choir
Class Officers	Robotics/Coding
Drama Club	Spell Bowl Team
FFA	Student Council
Graphic Novel & Games Club	Sunshine Society
Yearbook – Syllabus	Bring Change to Mind
Fellowship of Christian Athletes	Sheridan CAARES
Prom Committee	Big Buddy/Revolution of Hope

Parent / Guardian Teacher Conferences: Parents / Guardians are 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. 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 that their files and Internet access on school-based computers are 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.**

Classwize: Classwize offers full-screen visibility on all Chromebook devices, allowing for a more focused learning environment for students and effective teaching for teachers. This user-friendly dashboard enables teachers to monitor and control internet access in real time to help students avoid distractions.

Convocations, Assemblies, and Athletic Events

Proper student behavior and respect for guests at such events is expected. Students who behave inappropriately will be removed from the event and may be removed from future events depending upon their actions. Additional disciplinary action may be administered. During athletic events a positive and supportive Blackhawk school spirit is

required. Harassing opposing athletes, fans, or officials is not permitted. Parent / Guardian should pick up students immediately following an activity if it is outside school hours.

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

Emergency Closings and Delays of school due to weather problems are communicated to families via the School Messenger system, posted to social media and the school website. **Updated contact information for parents/guardians is important to get the most up-to-date information.**

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

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

Public Display of Affection (PDA): In a school setting, holding hands is the only kind of public affection. Kissing, hugging, and embracing may result in disciplinary action such as warning, Parent / Guardian notification, and detention and/or a behavior intervention meeting.

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

Security Cameras 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 received disciplinary actions, received a failing grade in any class during the previous semester and/or nine week grading period, or have poor attendance will not be permitted to work as student helpers. Additionally, no freshmen student will be allowed to be a student helper until their second semester.

Field Trips: Students who have received serious disciplinary actions in the same semester as the requested field trip, are currently failing any courses due to missing assignments or lack of effort, have poor attendance, or have skipped after returning from a previous field trip will not be allowed to attend the requested field trip. Students may "appeal" with the principal or designee.

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

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

- Restroom privileges will be limited and at the discretion of the study hall monitor/teacher.
- Other rules may be established by the study hall monitor/teacher and/or administration.

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

Vacations: Although **vacations** taken during the school year are strongly discouraged, Sheridan Community Schools realizes that (1) circumstances sometimes require such arrangements, and (2) travel does have educational benefits. The principal or designee should be aware of a vacation request **at least two weeks prior to the departure date**. In most cases, days missed count towards the five (5) day attendance expectation per semester. Assignments may be made up at the rate of one day make-up for each vacation day. In some situations, the vacation may be able to be counted as an educational activity if the student receives administrative approval to complete an assignment linked to one or more Indiana Academic Standard(s).

Visitors: All visitors must complete the Safe Visitor process, including a criminal background check. Only visitors with an **education-related reason and prior approval by building administration,** will be permitted to visit classrooms. Permission must be granted by the student's teachers and administration at least two days in advance. Students outside the district, including pre-school age children, are not allowed. No visitors will be permitted before school vacations or during final exam weeks. **All** visitors must report to the main office to sign-in and present a valid driver's license. Visitors are not permitted to visit or eat in the cafeteria.

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

Work Permits: Schools are no longer involved in the issuance of work permits. Employers now have the responsibility to complete the online process.

Bus Transportation is furnished by the Board of Trustees of Sheridan Community Schools, and adheres to Indiana Code 20-27 (School Transportation). The driver has full authority of the bus while students are being transported. For student misconduct on the bus, a student will be referred to the office for disciplinary action up to and including suspension or expulsion from school. Habitual offenders may result in the riding privilege being revoked for the remainder of the semester.

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

Health Clinics: The health clinics are under the supervision of a registered nurse. The nurse maintains a health record on each student and needs your help in keeping accurate records. The State of Indiana requires certain immunizations for all students attending school. Records of these immunizations are held within the student's permanent record. These records are updated at the beginning of each school year. Each student will have 20 days to obtain deficient immunizations, or face exclusion from school until immunizations are obtained. (IC 20-34-4-6)

Students who become ill or have injuries that may require attention should report and receive treatment. No student should leave the building because of an accident or ill health without first receiving permission from the school nurse or principal. Any student in the Clinic for the period will be excused, but this absence will count as one of the 8 days.
Any medication which is to be taken at school is to be administered through the office of the school nurse. **Parents / Guardians must bring all prescription and non-prescription medication to school that are to be administered.** 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. Student are not allowed to bring medication to school. Students who are found in possession of medication, both prescription and non-prescription, may be subject to disciplinary consequences. All prescription medication administered at school must have a healthcare providers' signed order or signature on school medication form. In the case of nonprescription drugs, preparations, or remedies, a written authorization from the Parent / Guardian must be on file prior to administration of the treatment. These documents shall be kept on file in the office of the nurse.

Hearing Screening is provided yearly for 7th and 10th grade students. Referrals are based upon Indiana State referral guidelines.

A student found to have a temperature of 100.0 or above, is vomiting or has diarrhea, possible eye infection, or any ailment determined by the nurse to possibly be contagious, will be sent home from school. Any student with these symptoms before school should be kept home from school to prevent the spread of disease. Students

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. 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/or materials. 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. Students with discipline problems will be sent back to study hall and possibly referred to the office. Study Hall students are restricted during class use of the library.

STUDENT SERVICES

SCHOOL COUNSELING DEPARTMENT

Sheridan High School's school counseling department devotes considerable time to discuss educational, career exploration, and personal problems with students. Students are encouraged to request an appointment when instructional time will not be interrupted. The school counseling department also coordinates schedule changes and summer school enrollment.

STUDENT SCHEDULE POLICIES

When a student enrolls at Sheridan High School, schedules will be created by reviewing the student's interests and previous academic history. **Transcripts from a former school must be provided prior to the appointment with the school counseling office.** All students must enroll in (6) subjects or class periods, study halls excluded, each semester. Exceptions may include students who are participating in Pursuit Institute programs or other off-campus career and technical education programs, students who enroll mid-semester from a different school, or students who are behind academically and need periods of credit recovery in order to be on track to graduate. All class changes must be made by the school counselor. 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. The most recent grade will be counted in determining the student's GPA. In accordance with the Indiana State Department of Education standards; credit for a 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 the school counselor 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 School Counseling Department meets with students to review graduation requirements and discuss course selections for the following school year. It is important for students and Parent / Guardian to give serious thought to their course selections and commit to completing these classes. The type and number of courses offered at Sheridan High School are based upon student enrollment and course selections made by students during this time.

Please note: Sheridan High School does not accept teacher requests by Parent / Guardian or students. However, a Parent / Guardian may request to <u>not</u> have a teacher based upon legitimate stated reasons. These reasons could include but are not limited to prior negative experience, working relationships, and personal situations or issues.

Any such requests must be presented in writing to the administration by July 1st (December for second semester courses in the high school). There is no guarantee such requests will be honored as factors such as teacher availability, course/class availability, course/class enrollment will be primary factors in making the final determination.

Course verification sheets will be provided to students in the spring of each school year, with a set amount of time to adjust previously requested courses. No changes will be made to schedules after the identified date each spring/summer unless there is an academic misplacement or a class failure that occurs after schedules are finalized. It is in everyone's best interest, the student, the teacher, and the counselor, to have schedules finalized as much as possible before the school year begins, in order to have a smooth, uninterrupted start to the school year. The School Counseling Department will adjust 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 School Counseling 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)**. Because students will have an opportunity at the end of the school year to make schedule adjustments, requests for a change at the beginning of the school year will only be considered under extenuating circumstances and only if there is seat availability for the requested course. Removal from a course during the semester could potentially 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 Parent / Guardian 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 / Guardian 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 / Guardian understand that withdrawing from school is likely to reduce the student's future earnings and increase the likelihood of being unemployed in the future.

A student withdrawing from school should have a conference with administrators or counselor at least (1) day prior to leaving. An exit interview form will be discussed and signed at this meeting. All books and athletic equipment must be turned in, locker must be cleaned out and checked by office personnel, and all fees and fines paid.
Once a student has been expelled or voluntarily withdrawn from school twice he/she must earn at least (1) high school credit at another accredited school prior to re-enrolling. This includes withdrawals for attendance violations.

EARNING HIGH SCHOOL CREDITS

In order to graduate from Sheridan High School, a student will need a minimum of **forty-two (42) credits** of high school work as required by the state of Indiana. **The Core 40 diploma is a minimum requirement to gain admission to a four-year college or university in the state of Indiana, and will be considered the minimum required diploma for all students unless there are extenuating circumstances that are approved by parent. Counselor, and administrator.**

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

The Pursuit Institute of Hamilton County

The Pursuit Institute is Hamilton County's Career and Technical Education Cooperative. It is an extension of the curriculum with a variety of opportunities that are not available to students within the walls of Sheridan High School. Students apply in the spring of the sophomore or junior year and attend during the junior and/or senior years. Sheridan Community Schools and TPI 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. Participation in a Pursuit Institute (or other off-campus CTE) program is dependent upon students being in good standing, both academically and with regards to discipline.

Sheridan High School offers CTE courses on campus and off campus through The Pursuit Institute, Ivy Tech Noblesville, and a variety of other off-campus providers. Couse offerings vary from year to year at each location, but range from one semester courses

at Sheridan High School to college courses at Ivy Tech. All courses are academic and skills focused. Courses at TPI, Ivy Tech Noblesville, or one of our other off-campus CTE providers can lead to professional licenses or certifications as well as college credits.

Admission criteria vary by program, but minimally include being on track to graduate to allow room for these electives in the student's schedule. To increase the likelihood of being accepted into one of these programs, students should be on track to graduate, have a positive attendance rate, and have no discipline issues. Opportunities for dual credit through one of our CTE programs may have additional requirements such as a specific diploma type and GPA combination, PSAT score, or Knowledge Assessment score.

CIVIL RIGHTS COMPLIANCE STATEMENT

Sheridan High School has a policy of providing equal opportunity. All Career Technical Education (CTE) courses/programs are open to all students regardless of age, race, color, sex, disability, or national origin, including limited English proficiency. Educational services, program, instruction, and facilities will not be denied to anyone at Sheridan High School as a result of his or her age, race, color, sex, disability, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact Kim DeVaney, Sheridan, Indiana 46069, (317) 758-4172.

ALTERNATE SOURCE COURSES

Students may seek to earn credits by taking Alternate Source Courses taken outside of Sheridan High School. Opportunities for these courses exist through online, correspondence, and university programs. Alternate Source Courses may not be used as a substitution for taking a traditional course except in unusual circumstances such as course unavailability, scheduling conflicts, administrative directive, etc. Alternative Source Credits must be requested prior to the start of the semester in which they are to be earned. Only credits earned through Alternative Source Courses required for a high school diploma will be placed on the student transcript. All Alternate Source Courses to be used toward graduation must be approved by the administration.

Policy for Students Demonstrating Mastery in Order to Test out of a Class

A student who believes he/she has the knowledge, skills, and ability to demonstrate mastery in a course by testing out of the course may pursue such an outcome by obtaining and completing a Sheridan High School Course Mastery Demonstration Request Form. These forms are available in the Office of School Counseling.

GRADING SCALE AND GPA

All credit-bearing classes will be included in the Grade Point Average (GPA) calculation for individual students. Resource class is the one exception. The following is the

standard grading scale for all Sheridan High School classes:

Grading Scale

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

Each of the nine-week grades will determine the final course or semester grade. Each nine-week grade accounts for 50% of the total grade; the quarter exam will account for 10% of the nine-weeks grade.

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

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

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

Comparison of Indiana's Diploma Requirements (Class of 2026-2028) Sheridan High School

Curriculum Area	Core 40	Core 40 with Academic Honors	Core 40 with Technical Honors
English	**8 credits**	**9 credits**	**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 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** • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course	**6 credits** • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course	**6 credits** • 2 credits Biology I • 2 credits Chemistry I or Physics I or Integrated Chemistry-Physics • 2 credits any Core 40 science course
Social Studies	**6 credits** • 2 credits World History/ Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government	**6 credits** • 2 credits World History/Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government	**6 credits** • 2 credits World History/Civilization or Geography/History of the World • 2 credits US History • 1 credit US Government

	• 1 credit Economics	• 1 credit Economics	• 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**	
Career-Technical			Earn 6 credits from college & career prep courses in a state-approved College & Career Pathway & one of the following: 1. Pathway designated industry- based certification or credential, or 2. Pathway dual credits from the lists of priority courses resulting in 6 transcripted college credits
Additional Requirements		Complete <u>one</u> of the following: • 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 transcripted college credits from the priority course list, • Earn the following: 1. A minimum of 3 verifiable transcripted college credits from the priority course list 2. Two credits in AP courses and corresponding AP	Complete <u>one</u> of the following: A. Any of the options (A- E) of the Core 40 with Academic Honors B. Earn the following scores or higher on WorkKeys; • 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

		exams	
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** 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 REQUIREMENTS

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

- Class of 2026-2028
  - Students must meet all of the criteria of a Graduation Pathway
- Class of 2028
  - All students must take a course in Personal Financial Responsibility

Please note: Indiana students are also required to participate in the SAT during their junior year and in the ISTEP Science (Biology) assessment the year they take Biology, however, the Science (Biology) assessment is not part of any graduation exam requirement.

GRADUATION PATHWAYS

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

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

The details of each of these areas are highly varied yet very specific. Information regarding Graduation Pathways will be shared with both students and Parent / Guardian. For more information you can visit the graduation pathways website. You may also click here to see an infographic explaining the different requirements of graduation pathways.

For the **Class of 2029 and beyond**, students will have one base diploma and the option to obtain 6 different seals or complete the previous graduation pathway requirements.

<u>Base Diploma – 45 credits needed</u>

8 English Credits

- 2 English 9, 3 Communications focused and 5 additional credits

7 Math Credits

- 2 Algebra I, 1 Personal Finance, and 4 additional credits

7 Science Credits

- 2 Biology, 1 Computer Science, 2 Science credits, and 2 STEM credits

5 Social Studies Credits

- 2 US History, 1 Government, 2 World Perspective credits

2 Health/PE

- 1 credit Health/ 1 credit Physical Education

1 credit Preparing for College and Careers

+15 additional credits

	ENROLLMENT	EMPLOYMENT	ENLISTMENT

Honors Seal	**Complete 4 credits in a World Language** (2 yrs of Spanish)
	
	Complete Additional Credits
	• 6 credits in Social Studies (1 additional credit),
	• 8 Math Credits (1 additional year),
	• 6 Science credits (must include Biology 1 and Chemistry)
	
	Complete all courses with a C- or Higher and a cumulative 3.0 GPA
	
	Complete one of the following:
	• 4 credits in AP courses and take the exams
	• 6 college credits in Dual Credit Classes
	  • Or a combination of credits and AP
	• Score a 1250 on SAT or 26 on ACT
		Complete one of the following:
		• **A market-driven credential of value** *(subject to change)*
		  • CNA, Welding, Impact Certifications
		• **3 courses in a Career and Technology Education (CTE) Pathway**
		  • Agriculture, Business, Teaching and Impact Courses
		
		Complete 150 hours of work-based learning
		
		Demonstrate skill development in communication, collaboration, and work ethic
		
		Meet attendance requirements
		• Per the IDOE, no more than 3 unexcused absences in a school year
			Complete the Introduction to Public Service course
			
			Achieve a score of 31 on the ASVAB and complete one of the following:
			• All three components of the Career Exploration Program
			• A career exploration tool approved by the IDOE
			Meet attendance requirements
			• Per the IDOE, no more than 3 unexcused absences in a school year
			Demonstrate skill development in communication, collaboration, and Work Ethic
			• Externally verified through a mentorship experience with current military personnel, veterans, or other public safety professionals

Honors Plus	**Earn a credential of value:** • Associate Degree • Technical certificate • Indiana Common Core **75 Hours of Work-based Learning**	**Earn a credential of value:** • Associate Degree/ICC • Technical Certificate • Advanced Industry Certificate **Complete a total of 650 hours of Work-based learning**	**Complete one of the following:** • Achieve a 50 or higher on the ASVAB • Enrollment in ROTC at the Collegiate level • Acceptance into a service academy **Demonstrate Excellence in leadership through one of the following:** • Completion of at least 100 hours of public service • Holding a leadership role in a co/extracurricular activity • Completion of two seasons of a team-based physical sport or activity

* Any student interested in graduating early ***MUST*** complete a seal

Sheridan High School Early College

Sheridan High School offers multiple Advanced Placement and Dual Credit courses through which students may earn both their high school credit as well as college credits which can be transferred to their chosen college or university after high school.

Advanced Placement (AP) courses require earning a qualifying score to earn college credit or placement. The dual credit courses offer the opportunity to earn the actual college credit while in high school at a greatly reduced rate.

All students are encouraged to challenge themselves by taking challenging courses such as AP and dual credit courses even if they are uncertain about the potential of college after high school. The purpose of Sheridan High School Early College is to promote a college-going culture as students pursue college or career. As a fundamental aspect we focus on the 3 E's for our students: Enrollment, Enlistment, or Employment knowing that each student has a different journey.

Students seeking college credit through courses not offer at or through Sheridan High school must have administrative approval prior to enrollment for those courses to be applied to the high school transcript. Sheridan High School will have no obligation to pay for a portion, or the totality, of courses that do not directly align to the completion of a high school diploma.

The Indiana College Core

The Indiana College Core (ICC) is a block of 30 credit hours of general education, college-level coursework which can be transferred between all Indiana public colleges and universities and some private ones. The Indiana College Core helps students save time and money toward their higher education when earned in high school.

A Student at Sheridan High School can earn the Indiana college Core through successful completion of a select set of courses in six different areas in a combination of dual Credit, AP, and Ivy Tech courses:

Foundational Intellectual Skills

- Quantitative Reasoning
- Speaking and Listening
- Written Communication

Ways of Knowing

- Humanistic and Artistic
- Scientific
- Social and Behavioral

Please see your counselor if you are interested in pursuing the Indiana College Core. For additional basic information please visit https://learnmoreindiana.org/college/dual-credit.

The Northern Hamilton County Academy (NHCA)

The NHCA is an on-site alternative program located within Sheridan High School. Students complete all coursework online through Subject. Placement is decided through an enrollment process with administrators, guidance counselors, and parents/guardians. If a student or parent/guardian is interested in this alternative education program, please contact the high school for additional information.

OPT-OUT PROCESS FOR INDIANA'S GRADUATION REQUIREMENTS

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

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

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

Core 40 Triggers

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

- A Parent / Guardian 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 (CLASS OF 2026-2028 ONLY)

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 (one credit must be a physical science or Earth Space Science)	2 credits
Health	1 credit
P.E. 1 & 2 2 credits	
Personal Finance (strongly recommended)	1 credit
Electives	18 credits
Total Required	**40 credits**

ELECTRONIC TRANSCRIPTS

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

ATHLETICS

Our philosophy of athletics is such that athletics is considered an integral part of the school's program of education. Participation in athletics as a student or spectator is a privilege that carries with it responsibilities to the team, to the student body, to the community, and to the individual. All athletes must meet the requirements of the IHSAA, one of which is to carry and pass (5) five 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 / Guardian consent form must be filed with the Athletic Director. All students participating in athletics **must carry insurance** either through the school or a Parent / Guardian policy that covers the student. Payment of injuries not covered by insurance shall be the responsibility of the Parent / Guardian. All student athletes are required to pay a $75.00 annual fee. The **Athletic Handbook** can be found on-line by visiting www.scs.k12.in.us or obtaining a copy from the Athletic Office.

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. <u>They also apply to all school and extra-curricular activities</u>**. 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 with the teacher, intervention, suspend a student from his/her class [*not to exceed (1) day*], or request further disciplinary action by completing a **Disciplinary Referral** provided by the administration.

STUDENT SEARCHES

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

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

DISCIPLINARY GUIDELINES

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

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

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

These rules apply when a student is

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

Specific Definitions:

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

What is Bullying? Repeated acts or gestures, including; verbal or written communications transmitted including cyberbullying (social media, cell phones, texting, e-mail, pictures and/or video); Physical acts committed or aggressive behavior that involve intentional, unwanted, negative actions; or Any behaviors committed; and Involves an imbalance of power by a student or groups of students against another student with the intent to harass, intimidate, ridicule, humiliate, or harm the other student. Comments made or items created at home and/or off school grounds that adversely affect the educational environment will be handled according to school disciplinary guidelines. In an effort to create a safe school environment, students and Parent / Guardian 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 C200): 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 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:

- Conference with any or all of the following: *student, parent, teacher, administrator*
- Student Program/Course Removal/Adjustment
- Temporary Removal by Teacher
- Class Suspension
- Detention (Lunch, Before School, or After School)
- Financial Restitution
- Referral to Community Agency
- Referral to Special Education
- Suspension (In-School and Out-of-School)
- Assign to Work Detail/Community Service
- Mediation
- Denial of Bus Privilege
- Suspension of Extracurricular Privilege

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

Consequences defined:

- **Loss of privileges**: including but not limited to, athletic activities, non-credit activities and school-provided transportation. The loss of school-provided transportation for an extended period may be appealed to the superintendent.
- **In School Suspension**: A disciplinary action whereby a student is separated from attending class for any length of time, in order to maintain an orderly and effective educational system. Students will be provided an educationally related activity and will be counted in attendance at school. Students will receive full credit for work completed. Cell phones will not be permitted while serving ISS. Students serving ISS may be asked to participate in community/school service during their time in ISS, upon agreement of parent and administration.
- **Out-of-school suspension**: Any disciplinary action whereby a student is separated from school attendance. Due process procedures must be followed. Students will receive full (100%) credit for all school work completed while serving an out-of-school suspension, when completed and turned in on time.

- **Expulsion**: Disciplinary action whereby a student:
    - Is separated from school attendance for a period of more than ten (10) days.
    - Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester or current year. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the hearing examiner before the beginning of the school year.
    - Suffers a penalty that automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation. Due process procedures must be followed.
- **Exclusion**: The separation of a student from or denial of admission of a student to school. Due process procedures must be followed. This consequence may be utilized for non-disciplinary courses of action. Example would be failure to meet State requirements regarding vaccinations.

Out-of-District Transfer Students

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

A. during the preceding twelve (12) months, the student has been suspended or expelled for:

    1. ten (10) or more school days;
    2. possession of a firearm, deadly weapon, or a destructive device;
    3. causing physical injury to a student, school employee, or visitor to the school; or
    4. a violation of the Corporation's drug or alcohol rules.

TYPES OF MISCONDUCT

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. Due Process procedures will be followed at all times.

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 C200):** The School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy

   CONSEQUENCES

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

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

   CONSEQUENCES

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

4. **Assault/Scuffle/Harassment:** A threat or attempt to do bodily harm to another, with or without physical contact or harassment may include emotional/psychological harm to a person by picking on, name calling, written messages, etc.
   CONSEQUENCES
   Detention, suspension, up to a possible recommendation for expulsion, and possible law enforcement involvement.

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.
   CONSEQUENCES
   3-10 day out of school suspension, up to a possible expulsion recommendation, and possible law enforcement involvement.

7. **Vandalism**: The willful or malicious destruction of school property or the property of others.
   CONSEQUENCES
   Restitution, detention, suspension, up to a possible expulsion recommendation, and possible law enforcement involvement.
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. **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.

10. **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.

11. **Loitering**: A student's unauthorized presence in an area.
CONSEQUENCES
   Warning and possible detention.

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

    CONSEQUENCES

    Detention, suspension and up to a possible expulsion recommendation.

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

    CONSEQUENCES

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

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

CONSEQUENCES

- **First Offense for Possession:** Confiscation, parent notification, and documented warning.
- **Second Offense for Possession:** Confiscation, parent notification and disciplinary action which could include detention, in-school suspension, or out-of-school suspension.
- **Third Offense for Possession:** Confiscation, parent notification, and disciplinary action could include out-of-school suspension or expulsion.

  If the situation warrants, the proper law enforcement agency will be notified.

- **First Offense for Presentation or Use as a Weapon:** Ten (10) days Out of School Suspension and Expulsion and **Proper law enforcement agency will be notified.**

14. **Indecent Exposure/Proposition/Contact:** Indecent proposals, harassment, exposure and /or contact including but not limited to public displays 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, and/or possible law enforcement involvement.

16. **Throwing an Object:** Throwing any object towards people at any time to include, but not limited to rocks, dirt, snowballs, pens, pencils, etc.
    CONSEQUENCES
    Warning, detention, suspension and up to possible expulsion recommendation.

17. **Truancy:** A student is truant if he is absent from school without Parent / Guardian knowledge and approval, leaves school without permission from the Administration or Nurse, comes to school but does not attend a class or classes, remains in the restroom or other location for an extended period of time, or is excessively late (10+ minutes) to a class without prior approval. A student who is truant is ineligible for any extracurricular event/practice on day of truancy (or next day if student is determined to have been truant).

CONSEQUENCES for Period or Partial Period Truancy:

- **First Offense:** parent contact, warning or detention
- **Second Offense:** 2 detentions or ISS
- **Subsequent Offenses:** Subject to Disciplinary Action as detailed for Habitual Offender.

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

- **First Offense:** 1 day of in-school-suspension
- **Second Offense:** 3 days of in-school-suspension
- **Third Offense:** Subject to Disciplinary Action as detailed for Habitual Offender.

18. **Smoking/Vaping/Substance Abuse/Alcohol Use or Possession**
    CONSEQUENCES
    Refer to Chemical Abuse and Drug Abuse Policy.

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

20. **Offensive Touching**: Intentionally touching another person, either with a part of the body or with any instrument, thereby causing offense or alarm to the other person.
    CONSEQUENCES
    Detention, suspension and up to a possible expulsion recommendation.

21. **Extortion:** To obtain or attempt to obtain money, goods, or information from another person by force or threat of force.
    CONSEQUENCES
    3-10 suspension and up to a possible expulsion recommendation.

22. **Inappropriate Dress:** Attire which has been deemed inappropriate for the school setting. (See Dress Code pg. 19)
    CONSEQUENCES
    a. Warning, detention and up to a possible suspension.

23. **Inappropriate Symbols:** Drawing or reproducing symbols or pictures that would be considered indecent, improper, gang related, drug related, or derogatory towards any individual or group.
    CONSEQUENCES
    a. Warning, detention, suspension and up to a possible expulsion recommendation.

24. **Multiple Offenses/Habitual Offender:** Habitual violation of school rules or policy.
    CONSEQUENCES
    a. 3-10 day suspension and up to a possible expulsion recommendation.

25. **Electronic Devices/Cell Phones:** Use of a cell phone or other telecommunication device is prohibited during the school day, which is 7:45am-2:45pm.
    CONSEQUENCES
    a. Progressive disciplinary action consisting of the following options: confiscation of the device for the day or until Parent / Guardian pickup, detention(s), ISS, OSS, and potential expulsion as a habitual offender.

26. **Cheating and Plagiarism**: All students are responsible for following their individual teacher's policies and procedures concerning cheating and plagiarism. Cheating is defined as the use of unauthorized aid to complete any classroom assignment. Plagiarism is defined as the "unaccredited use (both intentional and unintentional) of somebody else's words or ideas".
    a. "unauthorized aid", including the use of Artificial Intelligence (AI), covers any means expressly forbidden by the teacher
    b. "classroom assignment" includes homework, laboratory work, compositions, quizzes, and tests
    c. "unauthorized attempts" or actual assistance in aiding another student in cheating

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

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

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

28. **Tardy Policy:** Arriving late to class or school. **Students more than 10 minutes late are considered absent or truant for the class period, not tardy.*
    CONSEQUENCES
    - 3rd Class Tardy – verbal warning by the teacher
    - 4th Class Tardy – office referral and 1 period of detention
    - 5th Class Tardy – office referral and 2 periods of detention
    - 6th Class Tardy – office referral and 3 periods of detention
    - 7th Class Tardy – office referral and 1 day of In School Suspension
    - Subsequent Class Tardies will result in additional disciplinary action which may include ISS, OSS, or removal from class.

    In addition to the Class Tardy Policy, students will also be held accountable for excessive **Cumulative Tardiness**. Excessive cumulative tardiness is defined as having 15 or more combined tardies in a semester. Excessive tardiness will result in additional disciplinary action which may include additional detentions, ISS, OSS, removal from classes and/or recommendation for expulsion as a habitual offender.

29. **Class Disruption** Actions, Behavior, Conduct, or statements which are disruptive to the class. Students who are disruptive enough to be excluded from class and sent to the office will follow a three-step discipline intervention process designed to keep the student in class, the Parent / Guardian aware of and involved in the process, and to avoid out of school suspension.
    CONSEQUENCES
    a. **Step One** – Student is suspended from the class for one day. The student will remain in the office and complete assigned class work. Parent / Guardian will be contacted by the teacher at a minimum.
    b. **Step Two** – Student is suspended from the class for the next class period and will serve detention or suspension. Administration will contact the Parent / Guardian.
    c. **Step Three** – Student will serve 3 days of suspension. Student may be removed from the class for the remainder of the semester and placed in a study hall. Student may not be able to earn the credit and a W/F (withdrawal-failure) grade will be recorded for the semester if removed.

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

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

(1) Student misconduct.

(2) Substantial disobedience.

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

(1) on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;

(2) off school grounds at a school activity, function, or event; or

(3) traveling to or from school or a school activity, function, or event

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

(1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or

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

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

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

CHEMICAL AND DRUG ABUSE POLICY

At Sheridan Community Schools it is our belief is that it is imperative to work with students, Parent / Guardian, 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 Parent / Guardian 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 nurse or designated administrator who will always share the results with the Parent / Guardian. If the results are positive, the school nurse/administrator will proceed as follows:

1. First Test - The results of the test will only be provided to the Parent / Guardian(s) or guardian(s). The nurse/administrator will work with the Parent / Guardian to provide evaluation and/or help in seeking treatment as necessary.
2. Second Positive and Subsequent Positive Tests - The Parent / Guardian will be required to pay for the drug test and the results of the test will be provided to both the Parent / Guardian and the school nurse/administrator. The school nurse/administrator will work with the Parent / Guardian to provide evaluation and/or help in seeking treatment as indicated.

RANDOM DRUG TESTING PROGRAM FOR STUDENTS

A program of deterrence will be instituted as a proactive approach to a drug free school. Students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is academically non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified “positive” test conducted under this random drug testing program other than stated therein. However, a positive test will result in the loss of student parking privileges. The student’s parking permit will be reinstated after 30 school days and a clean drug screen.

This program does not affect the current policies, practices, or rights of Sheridan High School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Sheridan High School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Participation in extra-curricular activities and driving is a privilege. This policy applies to all Sheridan High School students in grades 9-12 who:

- participate in athletics or extra-curricular activities (participants include, but are not limited to, athletes, cheerleaders, managers, marching band, and other athletic student personnel)
- are issued a SHS parking permit, or
- voluntarily enters the program with parental/guardian consent.

A student becomes a member of the random drug testing pool when they:

- join an athletic team
- are issued a parking permit, and/or
- file a parental consent form volunteering to be entered into the random drug testing program.

Positive Results on Random Drug Screen

- 1st Offense: Loss of driving privileges for 30 school days, meeting with principal/designees, parent notification, charged for cost of drug screen
- 2nd Offense: Loss of driving privileges for 365 days, meeting with principal/designee, parent notification, charged for cost of drug screen
- 3rd Offense: Loss of driving privileges for remainder of school career, meeting with principal/designee, parent notification, charged for cost of drug screen

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

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

I. Any student with a chemical abuse problem who voluntarily asks for help from the school and prior to any disciplinary investigations will not be punished or disciplined with regard to regular curricular activities.

II. **In an effort to safeguard other students, any student who buys, sells, transfers, accepts, willingly shares, or provides any substance as follows will be subject to full expulsion procedures without the option of choosing an alternative**: any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, abuse of prescription and/or over the counter medication, caffeine based substances other than beverages, abuse of depressant medications of any kind, substances containing phenylpropanolamine (PPA), hash oil, salvia, synthetic cannabinoid, inhalants, any other substance listed as a controlled substance in IC 35-48-2 and Schedule I-III medications, look-a-like drugs or any substance represented to be one of the previously listed substances, and any paraphernalia used in connection with the listed substances.

III. Any student who attends school or any school sponsored activity at any location including a school bus is identified as having consumed or ingested or been in possession of a controlled substance or involved in the behaviors listed the following penalties and options apply:

A. Alcohol and other Drugs: ***The penalty is expulsion*** A ten-day suspension from school and request for expulsion will be initiated. If both student and Parent / Guardian agree to seek professional assessment, the student may request to be reinstated by the building principal after the first semester of expulsion. The student may return to school providing he/she has submitted to a drug test as provided by the drug testing program and enrolled in any programs recommended through the assessment process.

B. Tobacco/Vaping: The penalty is a five-day suspension from school. If both student and Parent / Guardian agree to seek a tobacco deferral program, the suspension will be reduced to a three-day suspension. A second offense will result in the five-day suspension. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals or vaping devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

In addition, any student under the age of twenty-one 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 Parent / Guardian agree to seek professional assessment, the suspension will be reduced to one day. The student may return to school provided by the drug testing program and enrolled in any programs recommended through the assessment process. A second offense will result in a three-day suspension.

D. Alcohol/Drug Symbols and Drawings: The first time, a warning will be issued. The second time, the penalties as outlined in III-C will be applied.

IV. In some incidents described in I, II, and/or III A-E, a professional assessment may be required and both student and Parent / Guardian 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) Parent / Guardian 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 Parent / Guardian 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 Parent / Guardian, 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. Parent / Guardian 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 or imitation tobacco vaping 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.

COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS

Section I

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which may be referred to as a grievance, with the Corporation's Civil Rights Coordinator. (see Form 3122 F8)

Superintendent
24795 North Hinesley Road
Sheridan, IN 46069
317-758-4172

The individual may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475,

Chicago, Illinois 60661; Telephone: (312) 730-1530; Fax: (312) 730-1576; TDD: 877-521-2172; E-mail: OCR.Chicago@ed.gov; Web: http://www.ed.gov/ocr.

Section II

A person who believes s/he has a valid basis for a complaint may discuss the matter informally and on an oral basis with the Corporation's Civil Rights Coordinator, who will investigate the complaint and reply with an answer to the complainant. If the informal procedures do not resolve the matter to the complainant's satisfaction or s/he skips the informal process, s/he may initiate formal procedures according to the following steps:

Step 1

Investigation by the Corporation Civil Rights Coordinator: A person may initiate a formal investigation by filing a written complaint with the Corporation Civil Rights Coordinator. The complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, and describe the alleged discriminatory action in sufficient detail to inform the Civil Rights Coordinator of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) calendar days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the Civil Rights Coordinator for good cause. The Civil Rights Coordinator will conduct an impartial investigation of the complaint. As part of the investigation, the Civil Rights Coordinator shall permit the complainant to present witnesses and other evidence in support of his/her complaint. The investigation shall be completed within ten (10) business days of the written complaint being filed. The Civil Rights Coordinator will notify the complainant in writing of his/her decision and will maintain the Corporation’s files and records relating to the complaint.

Step 2

If the complainant is not satisfied with the Civil Rights Coordinator's Step 1 decision, s/he may submit, in writing, a signed statement of appeal to the School Board within five (5) business days of his/her receipt of the Superintendent's response. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The complainant may be represented at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case in the appropriate Federal District Court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The Civil Rights Coordinator will provide a copy of the Corporation's complaint procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Civil Rights Coordinator's office.

Prohibition Against Retaliation

The Board will not discriminate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal civil rights law, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws or because that individual exercised, enjoyed, aided, or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Index

Alcohol, Tobacco, and Drug Related Offenses 56
ALTERNATE SOURCE COURSES 34
Announcements 23
Assault/Scuffle/Harassment 48
ATHLETICS 41
Attendance 14
Backpacks 23
BELIEFS OF THE SHERIDAN COMMUNITY SCHOOLS 2
Bicycles 23
Bullying 44
BULLYING 47
CAFETERIA 13
Celebrations and parties 23
Cheating and Plagiarism 52
CHEMICAL AND DRUG Abuse POLICY 54
CIVIL RIGHTS COMPLIANCE STATEMENT 34
Class Disruption 53
Classroom Teachers 29
COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS 59
Computer/Technology 25
CONSEQUENCES OF INAPPROPRIATE BEHAVIOR 45
Convocations, Assemblies, and Athletic Events 25
COURSE CHANGE REQUEST 32
COURSE SELECTION PROCESS 31
CYBERBULLYING 44
Dances/Prom 26
Diploma Requirements 35
DIRECTORY INFORMATION 5
Directory Information for educational record 59
DISCIPLINARY GUIDELINES 43
Disruption of School 49
DUE PROCESS 5
Earning High School Credits 33
Electronic Devices/Cell Phones 23, 52
ELECTRONIC TRANSCRIPTS 41
Emergency Closings and Delays 26
Extortion 51
EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES 24
Field Trips 27
Fighting 48
Fire Alarm 48
Forgery 48
Gambling 51
Grading Scale 35
Grading Scale and GPA 34
GRADUATION PATHWAYS 37
GRADUATION REQUIREMENTS 37
Gross Disrespect 53
Health Clinics 29
I.C. 20-33-8-14. Grounds for suspension or expulsion 54
I.C. 20-33-8-15 Unlawful activity. 54
Inappropriate Dress: 51
Inappropriate Symbols: 52
Indecent Exposure/Proposition/Contact 50
Insubordination 48
Lockers 26
Loitering 48
Lost and Found 26
MISSION STATEMENT 2
Multiple Offenses/Habitual Offender 52
Intimidation/Violence 47
Obscenity/Profanity 48
Offensive Touching 51
Opt-out process for Indiana's graduation requirements 40
PARENT / GUARDIAN RIGHT TO INSPECT MATERIALS 7

Parent / Guardian Teacher Conferences 25
Parent / Guardian-School Partnership . 6
PHILOSOPHY OF DISCIPLINE 42
Policy for Students Demonstrating Mastery in Order to Test out of a Class 34
Public Display of Affection (PDA)..... 26
Report Cards 26
SCHOOL COUNSELING DEPARTMENT . 31
Security Cameras 27
SHERIDAN COMMUNITY SCHOOL CORPORATION NON-DISCRIMINATION POLICY..... 5
Sheridan High School Code of Ethics 4
Sheridan High School Early College 38
Smoke-free environment..... 59
Smoking/Vaping/Substance Abuse/Alcohol Use or Possession... 54
Student Accidental Insurance..... 27
STUDENT CODE OF ETHICS 3
Student Council..... 27
Student Dress Guidelines..... 19
Student drivers and parking 20
STUDENT DROP-OFF/PICK-UP..... 22
Student Hazing..... 47
STUDENT HAZING 44
Student Helpers..... 27
Student Hygiene habits 20
Student Schedule Policies..... 31
STUDENT SEARCHES 43
Students' RIGHTS AND RESPONSIBILITIES 8
Study Hall..... 27
Tardy Policy 53
TELEPHONE NUMBERS 2
Telephones 28
The Indiana College Core..... 38
The Pursuit Institute of Hamilton County 33
The School Day 12
Theft 50
Throwing an Object 50
Truancy 50
TYPES OF MISCONDUCT 47
Vacations 28
Vandalism 48
VISION STATEMENT..... 2
Visitors..... 28
Volunteers..... 28
Weapons..... 49
Withdrawing from School..... 32
Work Permits..... 28