

# Shawe Memorial Jr./Sr. High School

2018-19



201 West State Street  
Madison, IN 47250  
812-273-2150



# Handbook Agreement Form

## Parent or Guardian:

As parent or guardian of this student, I agree that my child will be governed by the terms, conditions, rules, and guidelines of Shawe Memorial Junior/Senior High School; otherwise referred to within this handbook as SMHS.

We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. Shawe Memorial Junior/Senior High School retains the right to amend the handbook at any time, for just cause and parents will be given prompt notification if changes are made.

The handbook is reviewed each year before publication in the summer.

\* I have read the information in the SMHS handbook and by my signature below, I acknowledge, understand, accept and agree to comply with guidelines set forth.

I give approval for photographs of my child to be used in the newspaper or school brochures. My child/children can be videotaped in the classroom or when in school programs. I approve of the usage of names of students, names of parents, addresses and phone numbers in a school directory. Our e-mail address can be used for a school directory

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### Service Hours Acknowledgement

Please sign below as acknowledgement that you have read the service hour requirements found on page twelve.

Parent or Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return to school by August 11, 2017

# Student:

As a student of Shawe Memorial Junior/Senior High School; otherwise referred to within this handbook as SMHS, I agree to the terms, conditions, rules, and guidelines.

I understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement. Shawe Memorial Junior/Senior High School retains the right to amend the handbook at any time, for just cause and parents will be given prompt notification if changes are made.

\*I have read the information in the SMHS handbook and by my signature below, I acknowledge, understand, accept and agree to comply with guidelines set forth.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Bullying Contract

Prince of Peace Schools Anti- Bullying Parent / Student Contract

I, \_\_\_\_\_ have reviewed with my family the Prince of Peace Bullying Policy. Therefore I promise that I will do my best to keep our school a safe and caring place. This means that I will:

1. Treat everyone with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never bully another student physically, verbally, or through cyberspace.
4. Refuse to join in if I see someone else being bullied.
5. Ask for help from an adult if I am bullied or see someone else being bullied.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Student

I understand and will abide by the terms, conditions, rules, and guidelines on access to the Internet or school computer system. Should I commit any violation, school disciplinary action will be taken and/or appropriate legal action.

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Shawe Memorial Jr/Sr High School One to One Chromebook Computer Policy Student/Parent/School Agreement

**Please Print: Student Name:**

Last

First

Middle

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Current Grade Level: \_\_\_\_\_

**Parent or Guardian Name:**

Last

First

Middle

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Shawe Memorial Jr/Sr High School Property

Tag#: \_\_\_\_\_

Upon our signing of this agreement, the student is receiving possession of a working Chromebook computer and power cord. We have read and understand the Shawe Memorial Jr./Sr. High School One to One Chromebook Computer Policy. This policy is incorporated by reference into this agreement. We promise to abide by this policy and understand that receipt of a Shawe Memorial Jr./Sr. High School computer is a privilege that may be forfeited by noncompliance with the policy. We understand that we will be responsible for any costs or damage to or replacement of the Chromebook issued. If we fail to return the Chromebook after permanently withdrawing from Shawe Memorial Jr./Sr. High School, the student's official records will be held until full payment or return of the Chromebook has been made and that legal action may be taken.

---

Student Signature      Date

Parent or Guardian Signature      Date

The following forms only pertain to parents of 7<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade students.

**DO NOT SIGN THESE FORMS IF YOU WANT YOUR CHILD SCREENED FOR SCOLIOSIS OR HEARING PROBLEMS.**

**Scoliosis Screening**

The Jefferson County Health Department will conduct a screening on the 7<sup>th</sup> and 9<sup>th</sup> grade students to find children with possible curvature of the spine (scoliosis).

The procedure for screening is simple. Boys and girls will be separated. The Public Health Nurse will look at the child's back standing and bent forward. Any abnormality will be noted. If your child has a possible curvature, you will be notified and asked to see your child's physician for further examination.

**IF YOU OBJECT TO YOUR CHILD BEING SCREENED FOR SCOLIOSIS, PLEASE SIGN BELOW:**

Name of Student: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

**Hearing Screening**

The Jefferson county Health Department conducts screenings for all 7<sup>th</sup> and 10<sup>th</sup> grade students. If the Public Health Nurse detects a hearing loss or abnormality, you will be notified.

**IF YOU OBJECT TO YOUR CHILD BEING SCREENED FOR HEARING PROBLEMS, PLEASE SIGN BELOW.**

Name of Student: \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

**Please sign and return all forms and return to the school by August 12, 2016.**

**Shawe Memorial Jr/Sr High School**  
**Request to Administer**  
**Prescription/Non-Prescription Medications**

Notice to Parents/Guardians:

Whenever prescription or non-prescription medication is to be taken at school, this form must be completed and signed.

**Prescription Medication must be sent in the original pharmaceutically-dispensed and labeled container with instructions for administration.**

**Non-Prescription Medication must be provided in the original, sealed bottle purchased from the store. Open bottles/loose pills are not acceptable.**

Name of Student: \_\_\_\_\_

Grade: \_\_\_\_\_ Physician: \_\_\_\_\_

Medication Name (EXACTLY AS ON THE BOTTLE): \_\_\_\_\_

Reason Medication is to be taken: (be specific-include diagnosis) \_\_\_\_\_

\_\_\_\_\_

Dosage: \_\_\_\_\_ Rx Number: \_\_\_\_\_

Route of Administration: Circle One    **by mouth**    **In eye**    **In ear**    **In Nose**

Time Medication is to be taken & additional instructions:

\_\_\_\_\_

Any known side effects student may have? \_\_\_\_\_

Start Date Prescription Medication is to be taken: \_\_\_\_\_ Number of Days \_\_\_\_\_

I hereby request that \_\_\_\_\_ (student's name) take the above medication at school and that the school designee administer the medication. I understand that it is my responsibility to furnish this medication and proper instruction for administering the same. I further understand that any school employee who administers this medication to my child shall not be liable for damages as a result of the request, and I shall indemnify and save harmless school employees against any claims for such damage.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please include a copy of this form in a zip lock bag with sealed medication bottle\*\***





## **Mission of Shawe Memorial Junior-Senior High School**

Shawe Memorial Junior-Senior High School assists parents in the education of their children by providing a dynamic Catholic education which promotes individual growth in virtue through the development of God-given talents.

This handbook outlines the opportunities and responsibilities that are yours here at Shawe. You can expect to be challenged at the highest level.

Our purpose is to help each of you become an active participant in our society. Accepting responsibilities and obligations will help everyone involved. Good citizenship and responsible behavior will ensure a positive learning environment for all. Remember, your success will be whatever you make it.

Be proud of our school and what it represents. Take care of it and feel free to make suggestions for improvement. Let's keep Shawe the Christ-centered environment that all of us need in our daily lives.

### **Shawe Fight Song**

Cheer, Cheer, for SMHS:  
Raise up your voice for SMHS:  
Fighting hearts and heads held high;  
Let's raise the score up to the sky;  
What if our victory be great or small;  
SMHS welcomes them all;  
Teams that fight so brave and true;  
March onward to victory.\*

**RAH! RAH!**

\*Played to "The Notre Dame Victory March"

Bell Schedule #1  
(Regular Schedule)

| PERIOD              | START TIME   | END TIME    |
|---------------------|--------------|-------------|
| <b>Warning Bell</b> | 8:10         | 8:15        |
| <b>Period 1</b>     | <b>8:15</b>  | 9:00        |
| <b>Period 2</b>     | 9:04         | 9:47        |
| <b>Period 3</b>     | 9:51         | 10:34       |
| <b>Activity</b>     | 10:38        | 11:06       |
| <b>Period 4</b>     | 11:10        | 11:53       |
| <b>Period 5</b>     | 11:57        | 12:40       |
| <b>Lunch</b>        | <b>12:40</b> | <b>1:08</b> |
| <b>Period 6</b>     | 1:12         | 1:55        |
| <b>Period 7</b>     | 1:59         | 2:42        |
| <b>Period 8</b>     | 2:46         | <b>3:30</b> |

Bell Schedule #2- (Mass Schedule)

| PERIOD              | START TIME     | END TIME       |
|---------------------|----------------|----------------|
| <b>Warning Bell</b> | 8:10           | 8:15           |
| <b>Period 1</b>     | <b>8:15</b>    | <b>No bell</b> |
| <b>MASS</b>         | <b>No bell</b> | <b>No bell</b> |
| <b>Period 1</b>     | <b>No bell</b> | 9:52           |
| <b>Period 2</b>     | 9:56           | 10:34          |
| <b>Period 3</b>     | 10:38          | 11:16          |
| <b>Period 4</b>     | 11:20          | 11:58          |
| <b>Period 5</b>     | 12:02          | 12:40          |
| <b>Lunch</b>        | <b>12:40</b>   | <b>1:08</b>    |
| <b>Period 6</b>     | 1:12           | 1:55           |
| <b>Period 7</b>     | 1:59           | 2:42           |
| <b>Period 8</b>     | <b>2:46</b>    | <b>3:30</b>    |

Bell Schedule #3  
(P.B.A. Schedule)

| PERIOD              | START TIME   | END TIME    |
|---------------------|--------------|-------------|
| <b>Warning Bell</b> | 8:10         | 8:15        |
| <b>Period 1</b>     | <b>8:15</b>  | 9:00        |
| <b>Period 2</b>     | 9:04         | 9:44        |
| <b>Period 3</b>     | 9:48         | 10:28       |
| <b>Period 4</b>     | 10:32        | 11:12       |
| <b>Period 5</b>     | 11:16        | 11:56       |
| <b>Period 6</b>     | 12:00        | 12:40       |
| <b>Lunch</b>        | <b>12:40</b> | <b>1:08</b> |
| <b>Period 7</b>     | 1:12         | 1:56        |
| <b>Period 8</b>     | 2:00         | <b>2:45</b> |
| <b>PBA Session</b>  | <b>3:00</b>  | <b>4:00</b> |

Bell Schedule #4  
(Two-Hour Delay)

| PERIOD              | START TIME   | END TIME    |
|---------------------|--------------|-------------|
| <b>Warning Bell</b> | 10:10        | 10:15       |
| <b>Period 1</b>     | <b>10:15</b> | 10:47       |
| <b>Period 2</b>     | 10:51        | 11:23       |
| <b>Period 3</b>     | 11:27        | 11:59       |
| <b>Period 4</b>     | 12:03        | 12:40       |
| <b>Lunch</b>        | <b>12:40</b> | <b>1:08</b> |
| <b>Period 5</b>     | 1:12         | 1:43        |
| <b>Period 6</b>     | 1:47         | 2:18        |
| <b>Period 7</b>     | 2:22         | 2:53        |
| <b>Period 8</b>     | 2:57         | <b>3:30</b> |

|   |    |
|---|----|
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# SPIRITUAL FORMATION

The primary goal of Shawe Memorial Jr./Sr. High School is to enable our students to integrate their faith into their daily lives. As a Catholic school, we offer a variety of experiences to nurture our students' relationship with God and to strengthen their relationship with the Church. For students of other faiths, our spiritual formation program introduces them to the tenets of the Catholic Church and provides them opportunities to enrich their own Christian heritage.

## Weekly Mass

All students are required to attend the celebration of Mass. Usually, weekly Mass will be at St. Patrick's Church at 8:30 am on Wednesday mornings. All-school Masses will be held in the Father Meny Gymnasium about once a month. Parents are welcome attend.

## Theology Classes

Shawe Memorial Junior/Senior High School requires that all students take Theology class for all years in which they attend. High School students must earn one credit of Theology for every semester they are enrolled at Shawe to receive a Shawe Diploma. Starting in junior high and continuing throughout the four years of senior high, our students learn about their personal faith and the Catholic Church. They deepen their relationship with God through the study of scripture and develop a greater awareness of moral decision-making, social justice, and Christian living.

## Service Hours

The Service Hour Program is designed to help teach and courage volunteerism among the student population along with offering students the opportunity to grow in personal responsibility and Christian Charity. For this reason, the program has two major components: performing the service hours and turning in the verification on time. Forms are available in the religion room, however, this form is not required, a piece of paper with the time, date, activity performed and the appropriate adult's signature is fine.

## **NO NOTICE WILL BE SENT HOME CONCERNING HOW MANY HOURS REMAIN TO BE PERFORMED OR TURNED IN.**

It is the responsibility of the student to keep track of the hours and categories of hours they need. They may inquire with their religion teacher, at an appropriate time, as to how many hours they have recorded for them.

The Service Hour requirements are as follows for Grades 7-12:

5 hours for Family or Friends

5 hours for Church or School

5 hours for Church or Community

15 hours per semester

The students are required to fulfill half of their service hours before the end of the first quarter of the semester (indifferent to category). They are required to fulfill the second half of the service hours in all the appropriate categories before the end of the semester. Turning hours in early is appreciated.

STUDENTS WHO OBTAIN A TOTAL OF 70 OR MORE HOURS IN A VARIETY OF AREAS MAY BE ELIGIBLE FOR A SERVICE AWARD ON HONORS DAY.

**PLEASE NOTE:**

- FAILURE TO COMPLETE THE REQUIRED HOURS WILL RESULT IN THE RELIGION QUARTER GRADE BEING LOWERED BY 7%.
- HOURS TURNED IN LATE WILL RESULT IN THE RELIGION QUARTER GRADE BEING LOWERED BY 3%.

**Retreats**

All high school students are given the option of attending a weekend spiritual retreat with their class. It is a guided retreat that allows the students to spend a weekend away from normal activities and concentrate on their relationships in their lives, both spiritually and temporally. They have an opportunity to hear student and adult speakers talk about their own struggles with faith and relationships and the students get a chance to bond with their classmates on a deeper level as well as look at where they are in their own faith walk. All students are welcome regardless of faith. All students are highly encouraged to attend as it gives them an opportunity to see others in a different light and to see how similar their situations may be to others. There is a fee involved for these activities which varies depending on how long they are on retreat. The fee covers the food, building rental, t-shirt, and bus cost.

# ACADEMICS

Shawe Memorial strives to create an atmosphere conducive to high academic achievement and personal growth. This atmosphere provides an opportunity for students to meet their individual potential and to develop healthy relationships and appropriate behaviors that ensure academic success. Each student is expected to make the most of his or her God-given talents and abilities. Students are to set high, but realistic goals for themselves, create a plan to achieve those goals, and to consistently work towards the meeting of their own academic goals.

## Grading Scale

| % Value | Letter Grade | Quality Points | Tier I Quality Points | Tier II Quality Points |
|---------|--------------|----------------|-----------------------|------------------------|
| 94-100  | A            | 4.00           | 5.00                  | 4.50                   |
| 92-93   | A-           | 3.75           | 4.75                  | 4.25                   |
| 90-91   | B+           | 3.33           | 4.33                  | 3.83                   |
| 85-89   | B            | 3.00           | 4.00                  | 3.50                   |
| 83-84   | B-           | 2.75           | 3.75                  | 3.25                   |
| 80-82   | C+           | 2.33           | 3.33                  | 2.83                   |
| 76-79   | C            | 2.00           | 3.00                  | 2.50                   |
| 74-75   | C-           | 1.75           | 2.75                  | 2.25                   |
| 70-73   | D            | 1.00           | 1.00                  | 1.00                   |
| 0-69    | F            | 0.00           | 0.00                  | 0.00                   |

## Grading Codes

S = Satisfactory    U = Unsatisfactory    P = Pass    I = Incomplete    W = Withdrawn

## Weighted Courses

At SMHS, we have some courses which are weighted.

Tier I courses are all designated advance placement courses as seen below:

|                                   |               |               |
|-----------------------------------|---------------|---------------|
| AP Literature & Composition       | AP Chemistry  | AP Studio Art |
| AP English Language & Composition | AP Government |               |
| AP United States History          | AP Calculus   |               |

Tier II courses are all designated honors or advanced level courses as seen below:

|                           |                         |                           |
|---------------------------|-------------------------|---------------------------|
| Honors English 9          | Honors English 10       | Creative Writing          |
| Spanish IV                | French IV               | Spanish V                 |
| French V                  | Digital Electronics     | Principles of Engineering |
| Physics                   | Anatomy/Physiology (DE) | Public Speaking (DE)      |
| Pre-Calculus/Trigonometry | Photography             | Visual Communication      |

## **Honor Roll**

Honor roll status is based on a student's grade point average each quarter.

High Honors      3.50 - 4.00   GPA with no grade below 85

Honors            3.00 - 3.49   GPA with no grade below 80

## **Number of Credits**

All students must take a minimum of seven (7) classes for credit each semester. Study Hall and teacher aide does not count as a credit. Exceptions may be granted by the principal. Students are allowed to only be one teacher's aide per semester.

## **Online / Correspondence Courses**

Courses for Shawe credit must be taken at Shawe Memorial Jr./Sr. High School. Online and/or correspondence courses are reserved for credit recovery or for rare incidents when there is a scheduling conflict with required courses (not elective courses).

Students who take high school summer school, correspondence, or college classes for purposes of enrichment and/or gaining college credit will not receive Shawe credit or quality points toward GPA.

## **Credit Recovery**

If a student fails a course required for graduation, the student should contact the Dean of Studies to determine how credit recovery will be obtained. The following options are available:

- Retaking the course at Shawe
- Taking an approved summer school course
- Taking an approved correspondence or
  - online course during the school year

Shawe credit will be granted for approved credit recovery courses. When the course is taken at Shawe, the failing grade will be replaced on the student transcript. When an approved credit recovery course is taken through another institution, both grades will appear on the student transcript.

Students may earn a maximum of eight (8) credits during the four years of high school for credit recovery. The minimum completion time for each course is six weeks and the maximum completion time is one year. Grades for credit recovery courses taken during the senior year must be reported to the Dean of Studies by May 1, of the year of scheduled graduation. Any exception to this policy must be approved by the Principal.

## **Drop/Add Classes**

Students have a four (4) school days at the beginning of each semester to drop/add a class. This will be allowed with the approval of the parent and the Dean of Studies. Upon the principals approval, special circumstances may arise that would allow a student to drop/add a class after the drop/add period.

## **Homework**

Shawe students can expect to have nightly homework/study. Homework is an out-of-school assignment that contributes to the educational process of the student and is an extension of class work and related to the objectives of the curriculum. **The homework projects and assignments are to be the work of the student.**

## **Field Trips**

A student who is failing one or more of their classes and has missing or incomplete assignments will not be allowed to attend day field trips. Students will be notified two days before the field trip if they will be unable to attend. Any money paid for the field trip will not be refunded. A student who has been suspended or receives 10 or more misconducts for the current school year will need special permission granted by the principal to attend overnight field trips.

## **Make-up Work**

After an excused absence, students will be allowed to make up missed home and class work or be given an alternate assignment, but it is the student's responsibility to take the initiative in making up the work. Students are allowed the same number of days to make up work as the number of days missed or as directed by the teacher. Students should be in the habit of checking PowerSchool to find out what home or class work was missed. If the assignment or test was announced prior to an absence, students are responsible for the assignment or test on the day they return. Work will be made up and not counted if the absence was classified unexcused. If the work missed included a recorded grade, the grade is a zero (0).

Any student who receives an incomplete (I) for a quarter or semester grade must turn in the assignment within two (2) weeks. The Principal must approve exceptions to this rule. If work is not completed, the Incomplete may be changed to a failing grade.

## **Cheating**

Cheating in any form is a serious offense, which will not be tolerated. Any deception by students to pass off someone else's academic work as their own is dishonest. Students giving or receiving any academic information are equally guilty.



For clarity: Copying another student’s homework, plagiarizing, or copying during a quiz, tests, or exams are all forms of cheating.

- **WORKING TOGETHER:** Teachers often advise students to cooperate and work together. However, working together can cross the line into dishonest action. So let it be said, it is a violation of academic integrity:
  - to copy answers when working together;
  - to copy another person’s work with minor changes;
  - to stop attempting to solve a problem on one’s own and simply writing down another person’s solution;
  - to provide another student any opportunity to copy your work in any way;
  - to give or accept money, gifts, etc. in exchange for another’s academic work, including (but not limited to) completed study guides.

These are instances when working together has crossed the line into dishonest behavior. At Shawe Memorial, the norm is that the student will work alone unless told otherwise by the teacher. Therefore, if students wish to work together, they should always ask the teacher. If the teacher agrees, then it is the students’ responsibility to clarify expectations regarding collaboration and the final product. When in doubt, students should always talk to their teachers to find out what is acceptable and what is not. They should not assume that what might be acceptable for one teacher will be acceptable to another.

**To emphasize the seriousness of cheating, the consequences of cheating are cumulative during the student’s attendance at Shawe:**

1. On the First offense, the teacher will document the incident, notify the Principal, and speak with the parents. The student will receive a zero (0) for the assignment.
2. On the Second offense, the teacher will document the incident, and notify the Principal, who in turn will arrange a conference with the student and parent(s). The student will receive a zero (0) for the assignment, and may be subject to expulsion, or loss of credits.

**Exams**

Comprehensive final exams are given at the end of each semester in each subject. The exam will count as 20% of the student’s semester grade.

Notice of semester exam days is published and copies of the exam schedule are made available to each student.

**Reports to Parents**

Parents are encouraged to communicate with their child’s teacher regarding the progress of their child. Grades are also available on *PowerSchool*. At the mid-way point each quarter, parents and students will be reminded to check their grade on PowerSchool.

Report cards showing attendance and achievement in subject areas are posted electronically each quarter. Semester report cards will be sent home. End-of-year academic records (report cards, transcripts) can be held until payment of all fees owed; including tuition, cafeteria, book or other fees.

### **Academic Probation**

Students who fail one or more classes in any one semester, may be placed on academic probation for the following semester. A meeting will be held with the student, his/her parent and administration to set a plan in place to ensure sufficient progress is being made towards graduation requirements. This plan will be signed by all parties and placed in the student’s academic file to review at the end of said semester. A decision will be made at that time as to what the next step would be.

### **Admission procedures**

1. Contact Phil Kahn, Prince of Peace Schools President, in the Enrollment Office at 812.273.5835 ext. 245 or at [poppresident@popeace.org](mailto:poppresident@popeace.org) to ask initial questions that you may have and to schedule a tour and/or student shadow day.
2. Complete the Application for Admission including all supporting documents and registration fee. You will then be contacted to schedule an interview. The student’s official date of application is the date that the completed application, supplemental materials and application fee are received by the Enrollment Office.
3. Parent(s) and prospective student will participate in an interview with a school official.
4. Parent(s) will be contacted by an admissions committee member about the final admissions decision. If student is admitted, the Dean of Studies will contact the parent to complete class schedule. If the student is not accepted the registration fee will be refunded.

Transfer students may be admitted on a probationary basis. Academic, behavioral, and attendance records will be reviewed by administration at the end of the first quarter as well as at the end of the first semester. At that time a determination will be made concerning the probationary status of the student’s enrollment.

### **Commencement Ceremony**

The Commencement Ceremony is a public acknowledgment of the academic achievement of the individual student and a celebration of the entire class as a group. If a student has successfully completed all of the necessary requirements, he or she is entitled to a diploma.

The school reserves the right to withhold participation in the ceremony to any student who violates the rules and regulations of the school and/or does not complete the necessary graduation requirements.

# FR. MICHAEL SHAWE CHAPTER OF THE NATIONAL HONOR SOCIETY

The National Honor Society is a nationally sponsored organization with rules adopted by each school in which it exists. Membership in the Society is based upon four areas: Character, Scholarship, Leadership, and Service.

To be considered for membership in the Father Michael Shawe Chapter of the National Honor Society one must meet the following requirements:

- A) The candidate must have a **cumulative GPA of 3.5**.
- B) The Candidate must have completed **the equivalent of 1 semester to be considered**.
- C) Qualification for Induction is based upon a 1-year review of student conduct. A candidate is eligible if they have no record of a suspension or expulsion for 1 year prior to the induction date. If they have been previously disqualified, but meet these standards, their selection will be put under the review of the NHS faculty council.
- D) The candidate can have no civil record of conviction for a felony or a misdemeanor.

If a student meets the above qualifications he or she then proceeds to the next step. He or she will be asked to fill out a form which is used to evaluate the areas of **service, leadership and character**.

**Upon completion of the evaluation form**, the candidate moves to the third and final stage. The candidates' names are submitted to the Faculty Council for evaluation in the following three areas: Leadership--demonstrates resourcefulness, initiative, inspiration, and dependability as well as being a positive leader in the classroom, at work, and in other school or community activities. Service--those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. Character-- demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship.

If you pass at all three of the stages above, you will then be inducted into the National Honor Society, and here you should make note of the fact that it is an honor to be inducted--not just anyone makes it. Members will be regularly evaluated based on the same standards required for membership consideration. You must work hard for yourself and your school to become a member of the Father Michael Shawe Chapter of the National Honor Society and you must work hard to maintain that membership.

# SR. THOMASITA HAYES CHAPTER OF THE NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a nationally sponsored organization with rules adopted by each school in which it exists. Membership in the Society is based upon five areas: Scholarship, Leadership, Character, Service, and Citizenship. To be considered for membership in the National Junior Honor Society one must meet the following requirements:

A) The candidate must have a cumulative simple average of at least a 3.3 GPA this is in all classes from 7<sup>th</sup> grade through 9<sup>th</sup> grade.

B) The Candidate must have completed the equivalent of one semester to be considered.

C) Qualification for induction is based upon a one year review of student conduct.

A candidate is eligible if they have no record of a suspension or expulsion for one year prior to the induction date. If they have been previously disqualified, but meet these standards, their selection will be put under the review of the NJHS Faculty Council.

After meeting the scholastic and first round requirements, the candidates will complete a potential member evaluation form. The candidates' names are submitted to the Faculty Council for evaluation in the four areas. Leadership--demonstrates resourcefulness, initiative, inspiration, and dependability as well as a positive leader in the classroom, at work, and in other school or community activities. Service--those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service: Character-- demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Citizenship--demonstrates mature participation and responsibility in community activities such as Scouting, schools clubs, and civic organizations.

Those selected by the Faculty Council will then be inducted into the National Junior Honor Society, and here you should make note of the fact that it is an honor to be inducted--not just anyone makes it. Members will be regularly evaluated based on the same standards required for membership consideration.

# ACADEMIC TEAMS

Representing Shawe on an Academic Team is a privilege. Academic Team members represent Shawe at area contests. Participation on the Academics Teams is voluntary and the members will be held to a higher standard.

## Eligibility

A student will be ineligible if they fail more than one class or they do not pass a minimum of six classes per grading period. Study Hall or a teacher's aide **does not** constitute a class. The Academic Team member will remain ineligible until the next grading period ends and cannot participate in game or contests but can practice with the team / squad at the discretion of the coach.

## Academic Team Code of Conduct

The same Code of Conduct applies to Academic Team members as applies to student-athletes (see p. 38). Academic Team members who are also student athletes will suffer participation penalties in both athletic and academic contests.

The consequences for an Academic Team member violation of the Code of Conduct may include a participation penalty that is in addition to any discipline imposed under Archdiocesan Policy or the Student Handbook.

THE CODE IS IN FORCE TWENTY-FOUR (24) HOURS A DAY, SEVEN (7) DAYS A WEEK, TWELVE (12) MONTHS OUT OF THE YEAR!

## Academic Letters

- A student will earn an academic letter if they participate as a varsity member on one of Shawe's Academic Teams--currently Spell Bowl or Academic Super Bowl.
- Varsity membership is at the discretion of each teams' coach; however, varsity participation should be limited to those students who participated in events as "first string" at the competitions.

## Letter Jackets

- After earning three varsity academic letters – the student will have the opportunity to purchase an academic letter jacket. . The jacket must be paid for by the student prior to ordering. Shawe Memorial will order and pay for the letters, numerals and specific patches for academic team members.
- The same jacket may be used for all academic and athletic awards and pins.

## Dress

Coaches may ask their players to dress according to team rules.

## Transportation

The Academic Team member is to travel to and from away contests and away practice sessions in a school bus or mini-bus. Students will be allowed to ride home only with **their own parents or guardian when a written note is presented to the coach and is on file with the Academic Team Coordinator.** Students will not be permitted to ride home with a friend at any time.

## **TECHNOLOGY**

### **Shawe Memorial Jr./Sr. High School One to One Chromebook Policy**

#### **Purpose**

Shawe Memorial Jr/Sr High School is committed to using technology to prepare students for life after high school. The goal of the Chromebook initiative is to create a learning environment that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and mobile learning. The opportunity to be creative and collaborative makes technology an integral part of the education of young people. A Chromebook in the hands of every student changes their approach to learning – a change that will only help them as the future becomes increasingly digital. Upon the return of the One to One Chromebook Student/Parent/School Agreement signed by the student and one parent or guardian, Shawe Memorial Jr./Sr. High School will provide students with a Chromebook computer. The following policy will define the proper use of school provided Chromebooks.

#### **Ownership**

1. Laptop computers issued through the One to One program are the property of Shawe Memorial Jr/Sr High School. Students have no ownership, interest, or right to title in the laptop computers until otherwise notified by Shawe Memorial Jr./Sr. High School and the program has been completed. Ownership of the Chromebook computer will transfer to student after three years.
2. License Agreements Shawe Memorial Jr./Sr. High School is the sole licensee of the software included with the Chromebook computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

## Acceptable Use

1. Shawe Memorial Jr/Sr High School only authorizes use of its Chromebook computers in a manner that supports its instructional services policy guidelines in the Shawe Memorial Jr./Sr. High School regulations.
2. Personal use is permissible so long as, in the determination of Shawe Memorial Jr./Sr. High School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any Archdiocese of Indianapolis Catholic School Policy, Shawe Memorial Jr./Sr. High School Policy, local, or federal law.
3. Notwithstanding the above described permissible personal uses, the Chromebooks are not to be used for personal profit or nonprofit purposes such as advertising, rentals, selling or buying things, soliciting for charity, or other such uses.
4. A nonexclusive example of illegal activity for which the Chromebook may not be used is transmission or storage of copyrighted materials not in the name of the student or Shawe Memorial Jr./Sr. high School.
5. Students must handle the Chromebook computers with care.
6. Students must bring their Chromebooks to school with them every day (fully charged) unless instructed to do otherwise by a school administrator/teacher.
7. Students must not use Chromebook computers or computer programs in any manner other than that for which it is intended.
8. Students must not install software onto Chromebook computers unless specifically authorized to do so by a school administrator. (P2P File Sharing ex. Limewire, Kazaa).
9. Students must not intentionally modify network configuration files or otherwise interfere with the functioning of a Shawe Memorial Jr./Sr. High School computer.
10. Students must not intentionally transmit viruses and other such malicious computer programs via the Shawe Memorial Jr/Sr High School Chromebook computers.
11. Chromebook computers will be treated in a similar manner as other school owned educational tools such as textbooks. Therefore, all Shawe Memorial policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of laptop computers.
12. Loss or theft of Chromebook computers must be reported to the school by the first subsequent school day following the loss or theft.
13. Students must not modify, upgrade, or attempt to repair Chromebook computers issued under this policy without the express permission of the school.
14. The Chromebooks have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless

infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. However, it is not required that home environments offer wireless access. Chromebooks can be plugged into a cable modem or router with a USB adapter and utilize the family's existing Internet access. Shawe Memorial Jr./Sr High School is not responsible for home Internet connectivity issues.

15. Students may print at home if their printer is Google Cloud Print compatible. Students will be encouraged to practice "responsible printing" to avoid unnecessary waste and expense.
16. Students are responsible for maintaining the integrity of Shawe Memorial's One to One Chromebook Computer program and reporting any violations of this policy.

### **Liability**

1. Students are responsible for all material sent by and/or stored on the Chromebook computer provided to them. Students accept responsibility for keeping their Chromebook computer free from all pornographic material, inappropriate test (?) files, or files dangerous to the integrity of the Shawe Memorial Jr./Sr. High School network, equipment, or software.
2. Shawe Memorial Jr./Sr. High School is not liable for any material sent by and/or stored on Chromebook computers issued to students via the One to One Chromebook Computer Agreement.

### **No Guaranteed Content Privacy**

Shawe Memorial Jr./Sr High School reserves the right to monitor or access the storage of its Chromebook computers for any reason in accordance with the law. This right to monitor includes but is not limited to circumstances where Shawe Memorial Jr./Sr High School suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its laptop computers may contain information, data, or other intellectual property that belongs to another person. **This includes the use of school issued email accounts.**

### **Disciplinary Measures**

1. Noncompliance with the above Shawe Memorial Jr./Sr. High School One to One Chromebook Computer Policy shall result in loss or restriction of Chromebook computer privileges. Repeated or severe infractions may result in permanent termination of privileges. Possession of a Shawe Memorial Jr./Sr. High School computer may be revoked at any time for infractions.
2. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
3. School administrators will determine violations of the above Shawe Memorial Jr./Sr. High School One to One Chromebook Computer Policy.
4. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Shawe Memorial Jr./Sr. High School.



## **Repairs and Maintenance**

In the event of breakdown:

1. The Incident must be reported and the Chromebook and any damaged parts must be brought back to school for repair.
2. The school will then determine the steps as to how Chromebooks will be delivered to the service provider.
3. The computer department will determine whether to repair or replace the Chromebook. Families are not to have the Chromebook repaired or replaced on their own without the express permission of the school. The student will be billed for damages or degradations resulting from unauthorized repair attempts.
4. When determined by Shawe Memorial Jr./Sr. High School, each Chromebook will be returned to the school for regular maintenance, software, or equipment upgrades or other necessary repairs. The goal is to maintain the standards of the Chromebook learning environment and help reduce technical difficulties.

## **Loss or Theft**

In the event of loss or theft:

1. Students and parents are responsible for notifying their teacher and the school
2. In case of theft outside of school, families must file a police report and a claim under their homeowner's or renter's insurance if applicable.
3. A written summary may be requested for insurance purposes. In case of theft in school, staff must be notified immediately.

## **Daily Requirements and Expectations for Use**

1. Students are required and expected to take home and bring their Chromebooks back to school each day with the battery fully charged. Chromebooks should be plugged in each night to assure a full charge the following day.
2. Chromebooks can be fragile, and if they are dropped they may break. Chromebooks should only be used while they are on a flat, stable surface such as a table.
3. Chromebooks will be kept in a safe place at all times.
4. Teachers will determine whether or not the Chromebook should be opened or closed each class period.
5. Power conservation must be practiced by closing the lid when not in use.
6. The laptops are pre-installed with the necessary hardware and software. It is not permissible to add or change the hardware (memory, storage, etc.) or software under any circumstances.
7. Students are prohibited from playing nonacademic games during the instructional day, unless the game is directly related to a school assignment or activity and approved by the teacher.
8. The use of Chromebooks is not permitted in the cafeteria during lunch time in order to prevent any accidental spills.

9. The Internet is to be used for scholarly research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material, or anything not in line with the teachings of the Catholic Church, etc. is prohibited.
10. Sound must be turned off except when it is being used as part of a class.
11. Headphones are prohibited except when it is being used as part of a class.
12. Instant messaging is allowed at the discretion of the classroom teacher using Google Chat for the popeace.org domain.
13. Students will store data in Google Docs for the popeace.org domain.
14. Students are allowed to access only those files that belong to them or which they have permission to use or which have been shared with them via Google Docs for the popeace.org domain.
15. Files store within the school computer systems should be limited to those relating to formal school courses or activities.
16. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
17. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
18. When transporting the Chromebook make sure it has been securely stored.

### **Security Procedures**

1. Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student.
2. Chromebooks should be in a student’s possession, or secured in their locker at all times.
3. Students may never share their password with another student. Passwords should always be kept confidential.
4. Students should never share personal information about themselves or others while using the Internet or email.
5. Chromebooks will be checked periodically to ensure they do not contain any unapproved software or files. Internet histories may also be checked.
6. Students may not bypass the school’s network at any time while on school property. Use of outside proxy servers or wireless connections is prohibited. Students are to ONLY use the Shawe Memorial Jr./Sr. High School wireless network for connecting to the Internet while at school. (NO Wireless Air Cards, cell phone tethering, or MiFi, etc).
7. If a password is compromised or/lost parents and/or guardians should immediately report the incident writing to the school.

### **General Care**

1. Students are expected to treat their Chromebook with care and respect. The Chromebook is the property of Shawe Memorial Jr./Sr. High School until otherwise notified and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise

defacing the Chromebook is not allowed without permission and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.

2. When transporting the Chromebook to and from school, students should always be sure it is placed in a secure environment such as a laptop backpack, laptop sleeve, etc.
3. Students should protect their Chromebook from extreme heat or cold. Chromebooks should not be left in a car even if the car is locked. Heat will damage the Chromebook.
4. If the Chromebook has been in a cold car, allow several minutes for it to warm to room temperature before use.
5. Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.
6. Chromebooks should be protected from weather, water or other liquid, food and pets.
7. Students should never eat or drink (including water) while using their Chromebook, or use their Chromebook near others that are eating or drinking.
8. No object should ever be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
9. Students should use care when plugging in their power cords, if you trip over it, this may break it and you will need to replace the cord and power supply at your expense.
10. Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.
11. Power cords are very fragile. They should be safely secured and balanced so that the weight of the cord is not dangling. Care should be taken when walking or moving around areas where Chromebook cords are plugged in.

### **Cleaning your Chromebook**

1. Dust, pet hair, and other particles can accumulate on or inside the Chromebook. When this happens, they form a layer of grime that can scratch or shorten the life of hardware components by causing overheating. Cleaning the Chromebook can extend its life by getting rid of this potentially damaging buildup.
2. To clean the screen: Turn off the Chromebook. Dampen a clean, soft, lint free cloth or paper with water only. Wipe the screen. Do not spray liquid directly on the screen. You may also use a mild glass cleaner that contains no alcohol or ammonia. Most office supply stores sell cleaning kits specifically designed for this purpose.
3. If a small vacuum cleaner with a brush attachment is available, use it to clean the keyboard of debris. A can of compressed air can be used to blow out particles that get in between the keys.

## **Indemnification**

By signing the Shawe Memorial Jr./Sr. High School One to One Chromebook Computer Student/Parent/School Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold Prince of Peace Catholic Schools harmless from and against any and all liabilities, costs, collections costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the Chromebook computer and its software to Shawe Memorial Jr./Sr. High School in accordance with this policy.

## **Technology Code of Conduct**

Students can easily communicate with teachers and important school notices will be sent through the e-mail system. Technology provides additional tools for students as they grow in their knowledge of the world. Technology resources include computers, phones, video equipment, copy machines, and all information storage devices. The use of all equipment is a privilege, not a right; with this privilege comes responsibility. Technology resources should be used for educational purposes, and rules of good behavior and moral responsibility should apply.

We realize that there are many Internet web sites that students use and will continue to use. These include, but are not limited to Facebook, Twitter, Pinterest, Geocities, Instagram, etal. The school has the ability to review these sites, and access to these sites is prohibited on our campus, without permission.

Your enrollment at SMHS may be in jeopardy if any inappropriate content, posted or provided by you, communicates ideas or values that conflict with SMHS's Mission Catholic school. This even includes your friends' web sites that have you representing SMHS in some inappropriate manner or behavior.

While we realize that there are things beyond one's control, we expect students to make an effort to avoid any inappropriate situation and take responsibility for their behavior and choices. Violations of SMHS's technology policy include, but are not limited to, any or all of the following:

- a. Student accessibility to information. Students may not access objectionable materials, which include pornography, instructions that encourage violent or illegal acts, racist tracts or hate speech used for anything other than legitimate academic pursuit.
- b. Unauthorized copying/theft of software or other intellectual property. Copying of software without a site license or permission from the creator is prohibited.
- c. Harassment using technological systems. No SMHS phone system, copy machine or computer system may be used to send obscene or unwelcome messages.
- d. Damaging computers, computer systems or computer networks. This includes vandalizing, hacking or destroying systems or equipment including hardware or software. Trespassing another's folders, work or files without specific permission is prohibited.

- e. Invasion of the property of individuals or the school's. Attempts to access another user's or the school's private files, phones or E- mail messages without specific permission will be considered theft.
- f. Employing the Internet for commercial purposes. No equipment should be used for private gain or commercial purpose.
- g. Student's online behavior needs to reflect the general behavioral standards set forth in the student handbook. Websites, pictures, and videos online should reflect positively on the student and on SMHS. Careless behavior on Social Network Sites (Facebook, MySpace, etc.) could result in any multitude of consequences for students.

Failure to comply with the guidelines will result, at least, in revocation of privilege, disciplinary action, up to and including dismissal, and/or prosecution by the authorities.

### **Internet Postings**

No SMHS student or faculty member may post on the internet anything using SMHS's name without the permission of the President or Principal. This includes invitations to SMHS events on or off campus, information about students or faculty, pictures or the organizing of any SMHS activity. Violation of this policy may result in suspension/disciplinary consequences.

### **Cyber Bulling**

The school reserves the right to act on any electronic or other communications that may emanate from inside or outside the school that are detrimental to other students or staff.

### **Cell Phones and Electronic Devices**

Electronic student use of technology on campus should primarily be for educational purposes during the school day. Students may only use their electronic devices in the classrooms with the PERMISSION of their teachers. If a student uses an electronic device (cellphone, laptop, tablet, etc.) without the permission of their teacher, the student will receive a two hour Saturday detention. Cell phones are to be turned off during the academic day and kept in a student's locker or backpack. If a cellphone disrupts a class, the student will be written up by the teacher. The consequences will follow Shawe's normal escalation of offenses.

# CODE OF CONDUCT

Due to the various maturity levels of our students and the influence of peers and other outside factors, it is imperative that our students and parents are aware of the rules of discipline that we at SMHS will be enforcing.

An orientation meeting to discuss discipline policy at SMHS will be held with the entire student body at the beginning of the school year. The administration will facilitate daily discipline situations with students and teachers. The principal may waive disciplinary rules for just cause at his/her discretion.

It is essential that the atmosphere in the classroom be controlled so that effective learning is possible. Occasionally a situation may arise which makes it impossible for the group to benefit from class activity or for the teacher to continue teaching due to the conduct of one or more students. The classroom teacher shall make every effort to correct these problems as they arise. The teacher has the right to handle inappropriate behavior at his/her discretion.

SMHS will always consider the seriousness of the violation, and the circumstances involved in each case. We will not only consider the school code supported by the Prince of Peace Commission for School Ministry, but also the laws of the State of Indiana. The school code of conduct applies when the student is on the school premises before, during, and after school hours and at other times when the school is being used by a school group; off school grounds at any premises at which a school sponsored activity is taking place; and traveling to and from school or a school sponsored activity.

## **Minor Offenses-Category I**

Violations by the student may result in detention. Repeated violations by the student may result in detention, or up to two (2) days of suspension. These offenses may include a student who:

1. Demonstrates disruptive behavior in the classroom, school, during assemblies and at school-sponsored activities not held at school;
2. Is in violation of school dress code;
3. Displays inappropriate affection (i.e. public displays of affection);
4. Litters in the classroom or in any area of the school;
5. Pushes or shoves another student;
6. Refuses to comply with a reasonable request;
7. Disregards the cafeteria rules;
8. Does not follow classroom rules;
9. Has food or drinks outside of the student lounge without permission.
10. Lying to faculty or staff
11. Use of profanity

## **Serious Violations-Category II**

Category II offenses are very serious, and though in themselves may not result in dismissal from the school, result in more serious disciplinary actions, and dismissal if they are repeated. Possible sanctions for one time offenses may result in suspension. Category II offenses are described as a student who:

1. Is involved in a fight with another student(s). A fight is distinguished from physical assault in that it results from an uncontrolled increase in conflict emotions and is not the premeditated, conscious assault on another person;
2. Deliberately forges or intentionally falsifies the parental/guardian authorization or acknowledgment of a school permission (absence, late arrival, etc.) or school document (progress report, authorization form, etc.);
3. Leaves the school grounds without the specific consent of the principal;
4. Is engaging in unauthorized and illegal gambling in which money, property or possessions changes hands;
5. Props or forces open locked doors;
6. Tampers with the Heating and Air Conditioning System, including the thermostats and heaters;
7. Directly and intentionally fails to follow the express instructions of any school authority, including teachers;
8. Is in possession of tobacco products and/or electronic cigarettes;
9. Disregards traffic and parking regulations or drives in an unsafe manner on school grounds;
10. Repeatedly fails to report to an assigned detention;
11. Fails to report to his/her scheduled class without permission;
12. Vandalizes or intentionally destroys school property;
13. Develops a pattern of continued violations of Category 1 Offenses

## **Major Violations of School Policy-Category III**

These offenses constitute an extremely serious violation of the school code and/or laws of the State of Indiana. Students must realize that the situations below represent actions that are completely contrary to Christian values, the dignity of the person or others and are considered intolerable by the school. Violations may result in extended suspension or expulsion of the student from the school. These offenses include a student:

1. In possession of a firearm or any other weapon within one thousand (1,000) feet of the school premises or premises at which a school sponsored activity is taking place;
2. Who intentionally sets a fire, tampers with or activates a false fire alarm, or discharges a fire extinguisher or any other fire extinguishing apparatus; within the school or anywhere a school sponsored activity is taking place;
3. Who physically assaults, sexually harasses, or threatens to assault or harass any member of the school community, student or adult;

4. Who sells drugs, synthetic drugs, narcotics, or controlled substances, or has in his/her possession sufficient quantities of drugs, narcotics, or controlled substances which would reasonably be deemed beyond what it is intended for personal use;
5. Is in possession of, or where there is reasonable suspicion that the student is under the influence of, any drug, narcotic, controlled substance, alcohol, or any substance construed to be alcohol.
6. Who steals or is in possession of stolen goods;
7. In possession of explosives, fireworks or any incendiary device or who sprays or releases dangerous or harmful chemical substances;
8. Who, by verbal threats or intimidation of any kind, forces another student to turn over money, valuables, or school projects and assignments;
9. Conducts the hazing of another student, i.e. induces him or her to violate a school policy or perform some rite of initiation into a team or activity;
10. Verbally abuses a faculty/staff member or another individual, including the use of racial or ethnic slurs or who uses unacceptable, foul or offensive language, even though it may not be directed at another individual;
11. Who repeatedly violates those offenses in Category 2 and clearly demonstrates an inability or lack of desire to change behavior.

The Administration may confer on violations to determine the level of involvement of students in any violation-regardless of the category. The Principal retains the right to change the category offense depending upon the circumstances or repeated behavior of the student. A breach of the school code of conduct may result in reprimand, detention, suspension, or expulsion.

### **Discipline Procedure**

All discipline matters will be handled by the principal in a timely manner. The principal will collect all pertinent information from the student(s) and the teacher/sponsor involved in the incident.

1. The Principal and the teacher will then decide the consequences appropriate for the student(s) behavior.
2. The Principal will meet with the teacher and students(s) to communicate the consequences.
3. Parents/guardians will be contacted by the administration if their student receives a Saturday detention, suspension or expulsion.

**Detention** means disciplinary action where the student stays before or after school.

**Suspension** means disciplinary action where the student is denied the right of school attendance for a period of not more than ten (10) days. The student will not be allowed to attend any school functions during the time of suspension. Students who receive a suspension may be removed from any leadership position (i.e. NHS/NJHS, Student Council, etc.).



**Expulsion** means a disciplinary action where the student is denied the right of attendance for a period in excess of ten (10) days, or for the balance of the current school semester or year, unless permitted to complete the required examinations in order to receive credit. Readmission following expulsion is at the discretion of the administration. If a student is expelled from Shawe Memorial Jr./Sr. High School, they may be denied admission at any school function, at the discretion of the Principal

### **Misconduct Policy**

Students who receive a misconduct notice during school will serve the following, which are cumulative by semester:

|                        |                                   |
|------------------------|-----------------------------------|
| 1 <sup>st</sup> Notice | 10 minute after school detention  |
| 2 <sup>nd</sup> Notice | 30 minute after school detention  |
| 3 <sup>rd</sup> Notice | 60 minute after school detention  |
| 4 <sup>th</sup> Notice | 2 Hour Saturday morning detention |
| 5 <sup>th</sup> Notice | 1 Day Suspension                  |

### **After-School Detentions**

Students will be notified 24 hours in advance if they will be serving a detention that week. **Detentions take precedence over athletic practices, cheerleading practices, etc.** Postponement for medical reasons must be discussed with the Principal and student must bring in a written medical notification from the dentist, doctor, allergists, etc. If a student does not serve the detention when assigned, he/she will face further disciplinary action.

### **Fair Process**

A student who is suspended or excluded from SMHS may have the right to a fair process hearing before the Principal. The fair process may include but not be limited to the following:

1. A thorough investigation of the student’s misconduct.
2. Notice in writing or by phone to the student and parents for the purpose of explaining the charges and the possible penalty.
3. An offering of the opportunity of a hearing within a reasonable time.

Fair process does not mean a court hearing. Witnesses or legal representation are not needed. It is not a debate. “Preponderance of evidence” may be based on a teacher’s word. “Beyond a reasonable doubt” is not the criteria to be measured by.

### **Appeal**

The President is the agent of appeal for a suspension or expulsion. As such, he/she is not to be involved in the original hearing.

The President of Prince of Peace Catholic Schools will consider hearing an appeal if the student/parents present evidence of one of the following in their written letter of appeal. The parents have ten days to provide in writing their reason for requesting an appeal.

1. That the school did not provide the student with all the elements of due process in the investigation and conduct of the hearing, most especially the ability to present his/her side of the story.
2. That evidence has been found subsequent to the hearing, which points to innocence of the charges made against the student.

A final decision will be communicated to the parents in writing as soon as possible after the conclusion of the appeal investigation.

### **Suspected use of alcohol or illegal drugs during school or at a school sponsored event**

If a staff member or chaperone suspects a student to have consumed or to be under the influence of any illegal substances on school grounds or at any school sponsored event or function, the staff member or chaperone will report the suspicion to the principal or event sponsor. The principal or sponsor will then take the following procedures:

- The student(s) will be taken to the principal’s Office or if away from Shawe, another private location away from other students.
- The principal or event sponsor will fill out an Incident Report and the chaperone(s) who witnessed the incident will confirm the report with their signatures as well.
- The principal or event sponsor will call each of the student’s parents (or specified parent designee) to come to school.
- The student(s) who are suspected of consumption or of being under the influence of an illegal substance will read the sponsors Incident Report and sign it. They may add their version of the incident to the report at this time.
- Upon arrival, the parents have the option to agree to accept the decision regarding school disciplinary consequences or they must agree to the police administering a series of tests, which may include a “breathalyzer” test. This choice is also recorded on the Incident Report and signed by the parent(s) or their designee.
  - If the police department tests are “negative”, no further action
  - If the tests are “positive”, the school discipline procedure will be followed for Shawe students, in addition to any legal procedures or consequences determined by law enforcement officials and/or the courts.

### **Seclusion and Restraint**

Prince of Peace Catholic Schools believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional

programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience.

Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

## **DRESS CODE**

The Standard Dress Code of SMHS is based on our belief that students should present an image that reflects a sense of pride in themselves, their families and their school. In a society which places much emphasis on fashion, where consumerism attempts to define social position and where self-worth is established by price, label or the logo which appears on clothing. Our Standard Dress Code stands as a reminder that the real worth of the individual is in what he or she accomplishes with the gifts that God has given to them.

### **Uniform**

- SMHS Polo Shirts with the embroidered school logo. These may be short sleeved or long sleeved or sweatshirts in green, gold, maize (soft yellow) and white. Seniors have the privilege of wearing a black polo with embroidered school logo.
- Plain slacks (no patterns, stripes, etc.) Must be khaki or navy blue. Khakis should be in the "tan" family, and can range from light cream/tan to a darker tan. Skorts, skirts, or shorts may be worn in knee-length. All must be hemmed (i.e. no frayed hems)
- Only crewneck sweatshirts, fleeces and cardigan sweaters in green, white, or gray with the Prince of Peace Catholic Schools logo may be worn overtop the uniform shirt during the school day.
- Shoes or sandals must be worn at all times.

- Students may wear tee shirts or turtlenecks under the uniform in a green, white, tan, yellow, black, and gray.
- All clothing must be clean, properly fitted, neat and not tattered, as well as worn with appropriate undergarments. The school logo must be in good condition.
- Clothing must be worn as it is intended to be worn. Shirt-tails must be tucked in. Slacks and shorts must be the proper waist size and worn at the waist. No undergarments should be visible.
- Jewelry should be modest and conservative. No other visible body parts such as a (nose, eyebrow) should be pierced with jewelry. No type of gauge earring may be worn. Tattoos should not be visible while at any time, including while participating in co-curricular or extra-curricular activities.
- All students should be neat and well groomed. Hair: Dying, bleaching, or tinting hair to an unnatural color or having severely contrasting colors is not permitted. Extreme hairstyles are not permitted (this includes partially/fully shaved heads, or razor cut styles). Boys' hair may not be longer than the bottom of the collar, hang in the eyes, be uncombed or unmanageable.
- Mustaches, beards, goatees or long sideburns are not allowed.
- The administration reserves the right to define the meaning of inappropriate attire and/or extreme appearance.

### **Dress Down Days**

The student body will have the opportunity to earn dress down days. Dress down days should be viewed as a privilege, not a right. Selection of clothing worn on “dress down days” should not contradict Catholic values, specifically clothing with references to drugs, alcohol, violence, or sex are not permitted. Clothing should be limited to blue jeans or capris and an appropriate t-shirt, polo shirt, sweatshirt, hooded sweatshirt, dress shirt or blouse. Jeans cannot be faded and must be a solid color. Shirts must have sleeves and long enough to cover the midriff. Spandex material is not permitted at any time. Undergarments should not be visible.

### **Spirit Days**

On special days during the year, SMHS will have Spirit Days to celebrate events. Students are permitted and encouraged to wear any Shawe Memorial Spirit Wear in support of these events. Students may also choose to wear clothing that is green and/or gold. All clothing must be clean, properly fitted, neat and not tattered. Shorts must be knee length. Tights, yoga pants, leggings, and tank tops are not allowed. Students always have the option to wear their uniform.

### **Dress Up Days**

To celebrate special occasions, SMHS may have dress up days. On these days, gentleman must wear a shirt, tie and dress pants. Shorts are not allowed. Females must wear a knee length skirt or dress, and an appropriate top. All parts of the

body should be appropriately covered. Students always have the option to wear their uniform.

### **Dress Code Violations**

Dress violations will be dealt with in one of the following manners:

- Lunch detention
- Exclusion from classes until proper clothing is obtained (permission by parent or guardian necessary if student needs to leave school premises to obtain it)
- Suspension

NOTE: Final determination as to the appropriateness of dress, personal appearance, hair length, hairstyle or hair color will be made by the principal.

## **ATTENDANCE**

SMHS has 180 days to fulfill its obligation to assist parents in the education of their children. With a total number of school days that are less than one-half of a calendar year, it is essential that school policies be strict and that parents make every possible effort to ensure that the student will be in school, on time, each and every school day.

SMHS is accountable to parents and the law. The school will take attendance for each student every period of the school day. Parents are asked to report (by phone or email) a student's absence by 8:00 am.

School attendance is essential to academic progress. Students need to be in school on a daily basis for maximum learning to take place. Students must stay at school all day **unless they have verbal or written permission including an explanation from parents**. If a student must miss class, the absence may be **excused** if:

1. The parent notifies in advance of the absence.
2. A doctor's note is brought to the office when the student returns to school.

Questions about the attendance policy should be directed to the Principal. The office phone is connected to an answering system from approximately 3:45PM until 7:45AM the next morning. Parents may leave a message on the answering machine if needed by dialing 273-2150, ext. 235.

### **Limitation on the Number of Absences**

If a student misses 10 or more class sessions per semester (**excused or unexcused**) for any reason, he/she will appear before the principal or designees of the principal. Reasons for the absence, as well as consequences of further absenteeism will be discussed. Loss of Credit in that class/or classes is possible. If the student or parent can demonstrate that the absences were the result of highly unusual circumstances,

the Principal may choose to monitor the student's attendance or place the student on a contract that will stipulate the limits on absences that the student is allowed.

## **Absences**

**An absence is excused and** students may make up any and all work that is missed for full credit in the following situations:

1. Personal illness, injury, doctor's appointment.
2. Death and/or funeral of an immediate family member (parent, sibling, grandparent);
3. Other special situations pre-approved by the Principal.

**An absence is unexcused in the following situations:**

1. Oversleeping, missing the bus or other transportation problems;
2. Personal business other than the reasons provided for under excused absence;
3. Any form of truancy (the cutting of a class and/or school);
4. Any absences without appropriate permission or notification.

**If an absence is unexcused**, the student will receive a grade of zero for all homework assignments. In addition, any test, quiz, or major project must be completed in advance of the absence. If the student fails to make up a quiz, test or major project in advance, that grade will also be a zero!

**The final decision whether an absence is excused or unexcused rests with the principal.**

**School vacation periods** are published well in advance so that family travel can be planned without the loss of additional days. Early dismissal afternoons are also published so that medical and dental appointments can be planned for these times. However, it is understood that it is not always possible to respect these dates and the school is willing to cooperate with parents. SMHS does not recommend taking vacation when school is in session; however, we do recognize that sometimes circumstances do not allow for a family's vacation to be taken during school holidays. When these times occur; however, the Principal must be informed and the student must get the signatures of his teachers at least 3 school days before the time out of school is to begin, on the designated "VACATION FORM".

Up to 5 of these types of absences (Vacation Form) will be counted as excused.

**Students will not be granted permission to miss school days for this type of situation during published state testing or exam times.**

## **College Visits**

College Visit forms are available in the Guidance Office. A student may have a total of three (3) college visit days during his/her Junior and Senior years. These days are counted as **waivers** if the student:

1. Receives pre-approval by the Dean of Studies a minimum of two (2) days prior to the actual day of the visit;
2. Proper documentation from the college is presented to the school upon return.

**Failure to follow these procedures constitutes an unexcused absence. The principal may make exceptions for additional days.**

### **Waiver Days**

The following are examples of **waiver days**, and will not be counted towards the student's attendance record once proper documentation is provided: **The final decision for an absence to be a "waiver" rests with the principal.**

1. School-sponsored activities (field trips, retreats, etc.)
2. Court mandated appearances or jury duty;
3. Work rendered on Election Day or as a page in the Indiana legislature;
4. Examination for the military;
5. College visits

### **Tardy Policy**

Students are to be in class by 8:15 a.m. on a regular school day. Students who are late to school will report to the office for a tardy slip. Students who are late to class throughout the day will be responsible to the teacher. Oversleeping, missing the bus or other transportation problems is an unexcused tardy to school.

Tardy offenses will result in the following consequences

- Lunch detention

Excessive tardies will be handled on a case by case basis. Consequences could result in:

- Saturday detention
- Suspension from school

### **Absences and Co-curricular Activities**

A student is required to be in school by 9:00 a.m. and in classes for the entire day, thereafter, in order to participate in any athletic/non-athletic, extra-curricular event or practice that is held after the completion of the school day. Any exception must be approved by the principal. Students who were in school four (4) periods in a given school day, may attend these after-school events; however, they are not permitted to participate. Students who are a part of an athletic team and did not attend school for an entire day will not be permitted to ride the bus to away games with their team.

## **GENERAL POLICIES**

### **Parental Authority**

Any student enrolled at SMHS, regardless of age, is seen as the responsibility of his or her parents/legal guardians. Even if a student is 18 years of age, the student may

not take over a parental role as it pertains to any of our policies. A student is required to live with his or her parents/guardians while enrolled at SMHS. Any exceptions to this policy must have approval from the principal.

### **Non-Custodial Parents**

SMHS abides according to law with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the order.

### **Admission Policy**

Beginning with the spring registration date each year, without exception, students registering for admission to any grades will be eligible for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms and sections of the curriculum available. Students are eligible for admittance according to the following categories in order of preference:

1. Registered Catholics in Jefferson/Switzerland Counties with a sibling at either Pope John or Shawe Memorial;
2. A student who is a child of a Prince of Peace Catholic School faculty or staff member;
3. Registered Catholics in Jefferson/Switzerland counties;
4. Non-Catholics with a sibling at Pope John or Shawe;
5. Registered Catholics residing outside Jefferson/Switzerland counties

### **Withdrawal Policy**

Any student who withdraws from SMHS must do the following:

- Parent/guardian makes contact with a school official and explain the reason for the withdrawal within one week of the last day of attendance;
- Student/parent completes an exit interview with a school official;
- The new school requests records in writing;
- Student/Parent/Guardian completes any outstanding work, returns any school property, and pays all tuition and fees;
- Transcripts or records will be transferred once the student's financial account is cleared.

**Failure to do the above may result in the student being reported truant to the school corporation in the county in which he/she resides**

### **Tuition Refund Policy**

1. If a student in grade K-12 is voluntarily withdrawn before the first day of school of a semester, the student (family) will receive a 100% refund of tuition



and a 100% refund of fees for books for each semester of the school year, as applicable.

2. There is no refund of the book fees, after the first day of enrollment.
3. If a student is voluntarily withdrawn after the first day of a semester but before the end of the first three (3) weeks of a semester, the student (family) will receive a 50% refund of the semester's tuition plus 100% of the second semester, if applicable.
4. If a student is voluntarily withdrawn from school after three (3) weeks of the semester, the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester tuition will be made, if applicable.
5. If a student is dismissed or expelled as a result of a disciplinary action taken by the school administration, the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester will be made, if applicable.
6. If a student is voluntarily withdrawn, or is dismissed or expelled as a result of a disciplinary action by the school administration, after having been admitted to the school on probation, the student (family) will receive no refund of tuition for the semester, or any other semester in the school year as applicable.

If you have any questions, please contact the Business Manager at 273-5835.

## **Records**

Student records containing academic transcripts, academic testing records, health records and emergency information are maintained in the principal's office. If the parent and the student wish to view the file, or obtain a copy of the transcript, they are to present a written request to the guidance office **at least twenty-four hours in advance.**

## **Health Forms**

Students are required to have an up to date immunizations and 2<sup>nd</sup> MMR booster on file in the office. (Per: State of Indiana Requirements).

## **ILLNESS, HEALTH AND INJURY AT SCHOOL**

School personnel, according to the complaint or injury, will administer first aid and care to the sick child. Parents will be contacted when school personnel feel notification is necessary. If parents disagree with this policy for their child/children, they are asked to bring it to the attention of the principal.

## **Medicine**

**Non-prescription medication** cannot be administered from the Shawe Memorial office unless the medication has been brought to school by the parent/guardian of a student with specific instructions and in the original unopened container. This is per the Archdiocesan Policy #2008-02. Proper forms must be on file (see the tear-out form on page 7)

The school is willing to help parents carry out doctor’s instructions for a child while he/she is at school. We will dispense **prescriptions** with written authorization by the parent. All prescriptions must be in the original containers. A parent/guardian must deliver and pick up the medication from the office. Proper forms must be on file (see the tear-out form on page 7)

Fever is a symptom of illness and the student may need medical attention or may be contagious to others. Parents are asked to keep their child at home when the child has an elevated temperature of 100 degrees or higher or shows other definite signs of illness. The child is not to be sent to school until his/her temperature has been normal for twenty-four hours without the aid of a fever reducer and diarrhea and/or vomiting free for twenty-four hours.

### **Discipline File**

Each student will have a discipline file at SMHS. All discipline situations will be included in the file. (tardies, dress code violations, classroom disruptions, etc.). Parents can also view discipline/attendance issues on PowerSchool.

### **Hall Passes**

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass from an authorized staff member.

### **Communications**

At the heart of Catholic education, is the relationship established among the student, parent, and the school. SMHS sees communication as the key to establishing and maintaining these important relationships. Throughout the year, several events are held to promote communication. These include, but are not limited to the following:

- Back-to-school night
- Parent teacher conferences
- Open House for prospective families
- Registration
- 7<sup>th</sup> and 9<sup>th</sup> grade orientation night

Parents can expect to receive communication from school via periodic emails, weekly newsletters and PowerSchool. Parents will also receive publications of *The Shawe Experience* as available.

Parents are invited to call for an appointment with any teacher or with the Dean of Studies for concerns related to curriculum; the School Counselor for social issues; any teacher or the Principal for concerns related to behavior (273-2150); or the Business Manager (273-5835) for concerns related to tuition/fee payment.

Please note that the school cannot be held liable for mailings or phone messages sent home but not received or opened by parents. It is imperative that parents keep us informed of up-to-date addresses (including email) and pertinent phone numbers.

### **Emergency Closings**

Emergency closings will be reported on WORX-96.7 FM., WIKI-95.3, and the local Louisville Television Stations. Text blasts will be sent to all parents whose cell phone numbers are on file.

### **Phone Calls**

Emergencies should be handled through the Office. **Students are not allowed to use the phones in the classrooms at any time.** Students may not leave class to make or receive phone calls. Students who live outside of the local calling area that have an emergency, will need to report to the office for long distance dialing. The phone in the lobby is to be used before or after school unless permission is granted.

### **Visitors**

All visitors, **including parents**, must report to the office upon entering the building. When a parent needs to leave something for a student, such as homework, lunch or athletic equipment, please note that student will be notified before lunch or after to school to avoid classroom disruption.

### **Food and Drinks**

Students will be permitted to purchase items from the vending machines before and after school and during lunch; however, students are permitted to have open containers of food or drinks in the student lounge only. Students may keep a water bottle in their locker with a parental note and permission from the principal.

### **Lunches**

Lunch is from 12:40-1:08 pm daily. Students may bring their lunches or may purchase a school lunch or salad at the Pope John Cafeteria for \$2.75 per day including milk. Extra helpings are \$0.75 and are available on a first-come, first-served basis. Extra milk is \$0.40. Menus can be found on the Prince of Peace calendar or in the weekly newsletter. Balances for the cafeteria can be found on Powerschool.

Students are permitted to have only parents/guardians as guests to eat lunch with them & they must report to the office upon entering the building. Other guests are not permitted during the school day.

### **Lunch off campus**

Seniors are given the privilege of eating out twice monthly. Juniors are given the privilege to eat out once a month. Dates are published on the Prince of Peace calendar and weekly newsletters. They will be dismissed at 12:25 p.m. and are

expected to be on time for their class period that begins at 1:12 p.m. If a parent does not want their student to participate, they need to provide written documentation to the principal.

## **Gym**

The Gym will be off limits during the school day, except for scheduled school activities or classes. Students are not allowed in the locker room during the school day except to change for a Physical Education class. To help preserve the floor and its finish, P.E. students should wear shoes that are not worn outside; white-soled shoes are preferred.

## **Lockers**

Lockers are the property of SMHS, not the student. Students cannot hang pictures on the outside of the lockers without prior permission. Any item hung on the inside of a locker must not contradict Catholic values. Any student forcing open a locked locker will be in violation of the school rules. Students should not bring any valuables to school. Combinations should be kept confidential. If you need to bring a valuable to school, please leave it in the office or have a teacher store it in their room.

## **Searches**

A student locker on the premises of the school “is presumed to have no expectation of privacy in the locker or its contents”. SMHS considers lockers on school property to be the property of the school and therefore may be searched by appropriate school authorities at any time with or without the presence of the student. The search will normally be conducted in the presence of two or more school officials.

Search of a car or personal belongings of a student not in a locker may be conducted if there is “reasonable suspicion” that the student may have a weapon, drugs, alcohol, or some other item which is in serious violation of the school code, in his or her possession. These searches will be conducted in the presence of two or more school officials and in the presence of the student.

There may also be random dog searches of the premises done by the local, county or state police.

## **Drug Testing**

Any student who displays behavior that may be related to the use of prohibited substances will be tested. A student may be required to be tested based on their behavior before, during, or after the school day or at a school-sponsored activity. Students identified as having attended gatherings where there is a suspicion of alcohol or drug use may be tested based on reasonable suspicion. Reasonable Suspicion involves both objective and subjective decisions by teachers, administrators and others charged with the responsibility to supervise students. The

alleged lack of reasonable suspicion shall not constitute a valid reason to deny testing or form the basis for any challenge to the consequences for a positive test.

### **Smoking and Tobacco Products**

Smoking and the possession of tobacco products /electronic cigarettes by students are prohibited at all times on school grounds or within a 2-block area of school property and off-campus school activities. This is a violation of Indiana Law.

**Prince of Peace is a smoke free campus.**

### **Work Permits**

The State of Indiana requires all students ages 14-18 to have a work permit on file at the school and with their employer. Work permits are issued after Intent to Employ Form is received from the employer. Students should bring the Intent to Employ form with a copy of their birth certificate to Mrs. Center for issuance of a valid State of Indiana work permit. The State of Indiana requires a work permit to be obtained, even for summer employment. Contact Mrs. Center for further information.

### **Driving and Driving Privileges**

Students must park in the designated student parking area. Students should not drive around Pope John School for any reason. School crossings and speed limits should be observed on the school grounds. Students should proceed in a cautious and careful manner. If a student violates these rules, they may lose their driving privileges. Students should not visit their cars anytime during the day (including lunch), without the principal's permission.

Public law 121-1989 Affecting Driving Licenses: This law prohibits the Bureau of Motor Vehicles from issuing a driver's license or learner's permit to a student under the age of 18 who is:

1. Under at least a second suspension from school for the school year;
2. Under an exclusion from school;
3. Under an exclusion from the school due to a misconduct;
4. Deemed by the school to be a habitual truant.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reason

### **Attendance at School Functions**

Everyone attending a function at SMHS including parents, students and visitors are expected to behave in an orderly manner. If you are at a ball game, concert, play, etc., you are expected to be in the gymnasium the entire time, not in the hallways, lobby or lounge. A parent should accompany children if they are leaving the gymnasium for any reason before a function is over.

Non-SMHS students present at SMHS functions or on school grounds will be asked to “voluntarily submit to a test” if there is suspicion of drug or alcohol use. If they refuse to voluntarily submit, then the matter will be turned over to the police. Any non-SMHS student found to be under the influence of drugs or alcohol on school grounds will be banned from further participation at events on our campus. This will help ensure the safety of everyone that attends, and will allow everyone to enjoy the activity they are attending. **Violators may be asked to leave the campus immediately.**

### **Dances**

All school regulations are in effect at school dances. Students are required to be at the dance for its entirety. Parents will be contacted if their child wishes to leave a dance prior to the stated ending time. **Dance sponsors will enforce school regulations.**

### **Prom**

It is the policy of the administration at SMHS that the prom should be for juniors and seniors. Only juniors and seniors at SMHS can extend invitations to other invitees. These invitees must be of the opposite sex, a senior, junior or sophomore, or who are out of school and under the age of 21. Information to include their name, date of birth and school/work must be submitted to the Class Sponsor, in advance. Any student not currently enrolled at SMHS may be refused attendance at the principal’s discretion. All attendees must abide by the SMHS rules and regulations.

# **SHAWE MEMORIAL JUNIOR /SENIOR HIGH SCHOOL ATHLETIC HANDBOOK & CODE OF CONDUCT (Revised June 2017)**

## **Preface**

The purpose of this handbook is to promote a clear understanding by all concerned parties of their expectations above and beyond those attributed to the non-athlete member of Shawe Memorial's student body.

This handbook is subject to annual review by the faculty and administration of Shawe Memorial Junior / Senior High School. Any suggestions for modifications are welcome and may be brought to the attention of the Athletic Director, whose office is located on the first floor, room B6 of the Junior / Senior High School.

These guidelines are presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics, and you have expressed your willingness to permit him / her to compete. Your family interest in this phase of our school program is gratifying; we believe that participating in sports provides a wealth of opportunities & experiences that assist students in personal development.

We believe that athletics sets the tone for the proper school behavior in the academic classroom as well as on the athletic fields. It reflects a very positive attitude and pride in the student body.

We believe that athletics are a discipline, which requires the athlete to dedicate his / her mind and body to bring out the very best. These requirements are challenging and demand the maximum effort to develop a sound, competitive individual.

A student who elects to participate in athletics here at Shawe Memorial is voluntarily making a choice. This is the reason we place such stress on good training habits. Failure to comply with the coaches' rules of training may mean expulsion from the squad or team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

*The Athletic Code of Conduct shall apply to all Shawe Memorial Junior /Senior High School and Pope John XXIII student-athletes, cheerleaders, managers and others associated with or representing Shawe Memorial Athletics. The consequences for a student-athlete's violation of the Code of Conduct may include an athletic participation penalty that is in addition to any discipline imposed under Archdiocesan Policy or the Student Handbook.*

### Fall Sports Season

High School Soccer, Volleyball, Cross Country, Boys Tennis, Girls Golf  
Junior High, Soccer, Volleyball, Cross Country

### Winter Sports Season

High School Basketball, Swimming, Cheerleading  
Junior High Basketball, Cheerleading

### Spring Sports Season

High School, Baseball, Softball, Track & Field, Girls Tennis, Boys Golf  
Junior High Track & Field, Golf

### **Eligibility**

A student will be ineligible if they fail more than one class or they do not pass a minimum of six classes per grading period. Grades are assessed at the end of each quarter. Study Hall or a teacher's aide **does not** constitute a class. The student-athlete will remain ineligible until the next grading period ends and cannot participate in game or contests but can practice with the team/squad at the discretion of the coach. Should a student be ineligible at the end of 4th quarter, he/she would be ineligible for the 1st quarter of the following school year. Ineligible students may not ride the bus with the team to away games. They may sit behind the bench at home games, but should not be in uniform.

### ***INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION (IHSAA) RULES***

#### **Age**

A student who is or shall be 20 years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interscholastic competition in that sport.

#### **Transfer**

Students new to Shawe Memorial transferring in from another high school are ineligible for games or contests until an approved athletic transfer from the previous school is completed and ruled upon by the IHSAA. New students may practice with the respective team / squad at the discretion of the coach. The new student must initiate this transfer through the athletic office at Shawe Memorial High School.

#### **Amateurism**

1. You are ineligible if you play, officiate, or manage under an assumed name.
2. You are ineligible if you accept money or merchandise in any way for athletic participation.
3. You are ineligible if you participate in athletic clinics, schools, or camps without IHSAA approval.
4. You are ineligible if you sign a professional contract.



## **Awards, Gifts and Trips**

You are ineligible if you accept commercial awards, which advertise any business form or individuals or if you accept awards, gifts, trips or honors from colleges or their alumni.

## **Enrollment**

1. You are ineligible if you did not enroll in school during the first fifteen (15) days of a semester.
2. You are ineligible if you have been enrolled more than eight (8) semesters beginning with grade nine (9).

## **Change of School**

1. You are ineligible if you were not eligible in the school from which you transferred.
2. You are ineligible if there is not a bona fide change of residence.
3. You are ineligible if there was undue influence to transfer for athletic reasons.
4. You are ineligible if you attend another interschool contest as a representative of another school.

## **Illness / Injury**

If you are absent five (5) or more consecutive school days due to illness or injury, you must present to the Principal or Athletic Director written verification from a licensed physician stating that you may participate again.

## **Physical Examination**

Every Shawe Memorial or Pope John athlete or cheerleader is required by Shawe Memorial and the IHSAA to have a physical examination completed and on file with the athletic department before practicing in any sport. Physical exams are the responsibility of the athlete and his / her parents. These physicals are good for the duration of the school year.

## **Concussion Impact Testing**

In addition to the Physical Examination, student athletes will be required by Shawe Memorial to take and complete a concussion impact test. This test will allow physicians to track student athletes who may or may not have had a concussion due to an athletic injury. Testing must be completed at least once during a student athlete's tenure at Shawe Memorial.

## **What Must Be Done Before the First Practice**

The following items are to be completed by the athlete and the parent / guardian before the first practice with ANY team:

- Take and pass a physical examination and have the supporting student, parent, and doctor signatures on the appropriate IHSAA form.
- Meet all academic eligibility requirements.
- Meet all insurance requirements.
- Attend a team meeting or meet with the coach before practicing.
- Have athletic transfer filed (transfer students new to Shawe Memorial cannot compete in interscholastic competition until the athletic transfer is complete.)

## **Code of Conduct**

The following Shawe Memorial athletic rules are in line with those written in the By-Laws and Articles of Incorporation of the Indiana High School Athletic Association, which state:

### **IHSAA By-Laws Section 8, Rule 1**

Contestants conduct in or out of school, shall be such as:

1. Not to reflect discredit upon their school or the Association or,
2. Not to create a disruptive influence on the discipline, good order, moral or educational environment in a school.

NOTE: It is recognized that principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.

## **Enforcement of the Code of Conduct**

The Principal and / or Athletic Director shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and / or training as outlined in the IHSAA regulations and By-Laws for the current year shall apply. The Code will be reinforced by the coach of each sport during the school year. Parents and athletes are asked to sign an acknowledgement document stating that they understand the Code and the athlete is subject to disciplinary measures should he or she violate the Code.

## **The Code is in Force Twenty-Four (24) Hours a Day, Seven (7) Days a Week, Twelve (12) Months a Year!!!**

Any alleged violation of the Code shall be reported first to the Athletic Director and then is to be followed by an investigation by the coach, sponsor, Principal or his / her designee and the Athletic Director.

**Important: Shawe Memorial is not asking athletes to make sacrifices. Sacrifices imply giving up good things. We are asking our athletes to do the exact opposite. Live clean, think clean and do those things that make student-athletes keener, finer and more competent individuals and team members.**

## **Expected Standards of Conduct for a Student Athlete**

- The good of the team is first and foremost. Once a team is eliminated from IHSAA state tournament competition, the individual becomes most important.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to being a true sportsman.
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff of that team.
- Athletes should not engage in doing negative things. Drinking alcohol, taking controlled substances, using tobacco products, using profanity and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained by doing these things.
- Be a positive influence in all you try to do. Work for the betterment of Shawe Memorial and what is right for all activities and yourself. Set a good example by always doing what is right and good.
- Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of ensuring both teams' safe and fair playing conditions.
- Appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All Shawe Memorial athletes must comply with the standards of our athletic Code of Conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, Athletic Director and / or Principal of Shawe Memorial Junior / Senior High School.

## **Appeals/Hearing**

An athlete and his / her parent(s) or guardian(s) has the right to a hearing on exclusion by so notifying the Athletic Director in writing within five (5) days after the exclusion decision. The right of appeal is forfeited if this is not requested within the five-day limit. The purpose of the hearing is to inquire into the athletes' alleged violation and to allow the athletes and parent(s) or guardian(s) to present evidence in the athletes' behalf.

## **Rules of the Code of Conduct**

The term "athlete" includes managers and cheerleaders

### **Rule 1**

Athletes shall not knowingly possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, stimulant, depressant, anabolic steroid, marijuana, or possess, use or transmit paraphernalia for the use of such a substance.

(A prescription drug currently prescribed to the student by a licensed physician shall not constitute a violation of this rule.) Athletes shall not use or be in possession of alcoholic beverages (beer, wine, liquor, etc.) or tobacco products (cigarettes, cigars, chewing tobacco, snuff, electronic cigarettes, etc.)

**Consequence:**

Students violating rule 1, will receive an automatic suspension from participating in 20% of athletic contests on the first offense. The Second offense will be a one (1) year suspension from athletic contests. The Third offense will result in permanent suspension from participation in athletics. Practice will be at the discretion of the coach.

**Rule 2**

Athletes should not attend social events / parties when illegal chemical substances (tobacco, alcohol or drugs) are in use or being used or offered.

**Consequence:**

Attendance at social events (parties, dances, etc.) is up to the athlete’s parents. However, athletes are expected to leave social events immediately when the host allows illegal use of chemical substances. Failure to do so implies guilt and violators will be subject to athletic suspension for 10% of athletic contests on the first offense. The second offense will bring automatic suspension from his or her athletic team for 20% of athletic contests. Practice will be at the discretion of the coach.

**Rule 3**

Athlete shall not be convicted of **ANY** crime (misdemeanor or felony).

**Consequence**

Any athlete convicted of a felony at any time shall be excluded from athletic competition for a minimum of one (1) year from the time of conviction. Conviction of a misdemeanor (not including minor traffic infractions) shall be subject to athletic suspension for the athlete for 20% of the athletic contests on the first offense with practice at the discretion of each coach. Continuation in a sport or on a squad until conviction is brought contingent upon the decision of the Athletic Director.

**Rule 4**

Athletes shall not commit acts of disrespect, vandalism and or theft.

**Consequence**

First offense will result in an automatic suspension from participation in athletics and from the athletic team or squad for 20% of athletic contests. Practice for the athlete is at the discretion of the coach.

Second offense will result in an athletic suspension for a minimum of the rest of the school year or a maximum of one (1) calendar year, depending on the severity of the offense.

**Rule 5**

No athlete shall be ejected from a game, match or contest.

**Consequence**

Athletes that show poor sportsmanship and are ejected from a game, match or contest will not only have to sit out the mandatory one (1) game suspension as prescribed in the IHSAA By-Laws, but will also be subject to additional punishment if the coach or Athletic Director deems it necessary.

**Rule 6**

Athletes shall not be in violation of school rules, such as truancy, detention, or other punishable acts.

**Consequence**

These acts will be disciplined by the already established Shawe Memorial Junior / Senior High School Student Handbook. The athlete may be dealt with further within the structure of each coach's rules for their sport. Practice or game participation is at the discretion of the coach

**SELF-REPORT CLAUSE**

It is the intent of Shawe Memorial to assist students with developing responsibility for their actions and to encourage honesty. Therefore, any student who **voluntarily** reports on himself or herself as to a violation of the Code of Conduct before being reported by some other means will be permitted leniency. This student will pay a lesser penalty for the infraction than stated above. **They will not be permitted to participate in a number of contests equal to half of the penalties listed above.** In the case of substance abuse, the self-reporting student must participate in abuse awareness sessions with a qualified professional. **This Self-Report Clause can only be used once during the student's athletic career.**

**NOTES:**

- Any student serving a consequence for substance abuse who seeks help due to substance dependency will be afforded compassion for the first offense. This can occur only once during their career at Shawe. The student seeking help under this compassion clause must obtain professional help at his / her own expense and is placed on probation for one (1) year.
- The athletic season is defined as commencing with the first practice and ending with the IHSAA state sponsored post-season event for that sport.

- Penalties for violations take effect immediately upon verification of any violation and will include games or contests in succession, i.e. season schedule, tournaments, and state tournament series, in order of completion.
- If the violation of the Code occurs in the last one-third (1/3) of the sport season, the athlete will not be considered in good standing and therefore will forfeit all letters and awards for that sport season.
- If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his / her violation in that sport, the suspension does carry over until the suspension is fulfilled. This includes their next sport or the same sport next year. If a typically one-sport athlete elects to serve a suspension, he / she will be required to complete the season in good standing.
- While serving the suspension, the athlete is expected to be present at all athletic contests and practices involving his / her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension.

All sports are considered major sports at Shawe Memorial. Athletes, managers, and cheerleaders are eligible to earn awards at the high school level. Each sport gives the same awards and all awards will be purchased by the school. No athlete may receive an award in a sport for which he / she is academically ineligible at the completion of the season or under suspension for an athletic violation. Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation. No awards will be issued until the uniforms and equipment is turned into the coach.

## **DESCRIPTION OF JUNIOR HIGH AWARDS**

### **Participation Award / Certificates**

Certificates will be given to each athlete who completes the season in good standing.

## **DESCRIPTION OF HIGH SCHOOL AWARDS**

### **Participation Award / Certificates**

Certificates will be given to each athlete who completes the season in good standing.

### **Special Plaques / Trophies**

Given by the coach for special categories in a given sport with the approval of the Athletic Director.

### **Letter Jackets**

Letter jackets may be purchased by the student-athlete who has accumulated three (3) varsity letters in one sport or a combination of sports. These jackets will be ordered through the Athletic Director and paid for at the time of ordering. Shawe

Memorial will order and pay for the letters, numerals and specific patches for student athletes receiving special awards (Sectional, Regional, State champions / Conference champions / All-Conference team recognition / Mental Attitude award winner, etc.)

## **ADDITIONAL INFORMATION FOR ATHLETES**

### **Accidents / Injuries**

All accidents or injuries home or away, are to be reported to the coach and / or athletic trainer immediately and an accident report will be filed by the Athletic Director.

### **Attendance: School and Game Day**

A student is required to be in school by 9:00 a.m. and in classes for the entire day, thereafter, in order to participate in any athletic/non-athletic, extra-curricular event or practice that is held after the completion of the school day. Any exception must be approved by the principal. Students who were in school four (4) periods in a given school day, may attend these after-school events; however, they are not permitted to participate or be in uniform. Students who are a part of an athletic team and did not attend school for an entire day will not be permitted to ride the bus to away games with their team. If a student is absent on Friday and there is a regularly scheduled contest on Saturday, he/she may still participate on Saturday.

**This applies to all athletic/non-athletic, extra-curricular events.**

### **Changing a Sport**

If an athlete is cut from a team, he / she may join another team or program in that sport season. An athlete cannot quit one sport to join another sport until that sport season has concluded. This includes any conditioning programs for another sport; i.e. the athlete cannot quit cross country for basketball until cross country season is completed. The sport season is completed when the team has concluded the IHSAA state sponsored tournament series for that sport. However, athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreements of both coaches and the Athletic Director.

### **College-Bound Athletes and Recruiting**

Basically, a student-athlete must be a “C” student in college prep classes as determined by the NCAA, NAIA or NJCAA, score well on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the recommendation of his / her coaches. These rules are available from the athletic office or your coach. Transcripts will be provided to the university or college through the guidance office with the parent / guardians permission.

## **Dress**

When going to away activities or contests as representatives of Shawe Memorial athletics, the minimum dress requirements are slacks (**no jeans**) and dress shirt or sweater. Coaches may ask their players to dress according to team rules.

## **Equipment**

All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice or game use, the school will replace it. If equipment is lost or stolen, the athlete will fulfill their responsibility by paying for the replacement of the item(s). Remember that stealing or wearing stolen equipment is a violation of the Code of Conduct and punishable by suspension from athletics. Equipment may not be worn during the school day, at home or on the streets at any time.

## **Personal Appearance**

All students should be neat and well groomed. Dying, bleaching, or tinting hair to an unnatural color or having severely contrasting colors is not permitted. Extreme hairstyles are not permitted (this includes partially or fully shaved heads, or razor cut styles). Boys' hair may not be any longer than the bottom of the collar and may not hang in the eyes or be uncombed or unmanageable.

The administration reserves the right to define the meaning of inappropriate attire and/or extreme appearance.

Individual coaches may have additional requirements.

## **Insurance**

The school does provide insurance for extra-curricular participation; however, the school's insurance does not take effect until the athlete's family insurance has been exhausted.

## **Participation in Two Sports in One Season**

Athletes may participate in more than one sport during one season. Coaches involved with athletes wanting to do this will meet and discuss the possibilities. Practice schedules will be worked out between the coaches involved. The athlete will decide and specify before the season begins, which sport will be his / her primary sport and compete in those games if conflicts exist. The athlete must read and sign, along with his parents a form stating the two sports the athlete will participate in, and also stating which sport will be the primary sport. Both coaches will also be required to sign this form. Form will be approved by the Athletic Director and kept on file in the athletic office. The athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the athlete may be cut from the sport(s).



- *Athletes may not miss a contest for a practice in another sport.*
- *In the event that two contests happen on the same day, the athlete will participate in the contest for his/her primary sport.*
- *In the event that an IHSAA state tournament event takes place on the same day as a regular season event, the athlete will participate in the state tournament event.*
- *If two IHSAA state tournament events are taking place at the same time, the athlete will participate in the higher level event (sectional, regional, semi-state, state).*

## **Practices – Regular, Vacation and School Closing**

All team members are expected to attend all practices. Practice schedules during school vacations (Fall Break, Thanksgiving, Christmas Break, Spring Break) are set by the coaches of the respective sport with the approval of the Athletic Director. Only the coach can excuse an athlete from a practice. Sports teams may practice during school closings due to weather conditions with the approval of the Athletic Director.

## **Off-Season Conditioning**

Off-Season conditioning programs are offered by some coaches. It is highly recommended that student-athletes condition themselves year round in order to become better in their respective sport. However, it is not a requirement for team admittance to be involved in these off-season programs.

## **Team Cutting Policies**

Each coach of an athletic team at Shawe Memorial has his / her own policy on how he / she will choose his / her team. In some sports, cutting a team down to a manageable size is necessary. Coaches will explain their policy to athletes for their team at the first meeting. An athlete may be cut from a team at any time during the season.

## **Transportation**

The athlete is to travel to and from away contests and away practice sessions in a school bus or mini-bus. Athletes will be allowed to ride home only with **their own parents or guardian when a written note is presented to the coach before the contest and is on file with the Athletic Director.** Athletes will not be permitted to ride home with a friend at any time. Exceptions to this rule will be made for teams that have home games and home practices away from school grounds.

## **Elementary Students Participating in Junior High Athletics**

Students attending Pope John Elementary School are welcomed and encouraged to participate in athletics at Shawe Memorial. All Junior High programs are open to 6th grade students regardless of numbers.

It is not, however, always a necessity for a 6th grade student to participate on a Junior High team. Therefore, playing time is and always will be at the discretion at the coach.

In sports with a separate 7th and 8th grade team and schedule, students should move up no more than one grade level unless approved by the Athletic Director. Therefore, 6th grade students can play on a 7th grade team, but should not play on an 8th grade team.

The use of 5th graders in Junior High Athletics will only be allowed if there are low numbers on a team. **No student below the 6th grade can participate in any sports at Shawe Memorial, unless it has been approved by the Athletic Director.** A letter will then be signed by the parent/guardian of the student to prove consent for them to participate. All other decisions involving elementary students participating in Junior High athletics will be made by the Athletic Director and/or Principal.