Shawe Memorial Jr./Sr. High School
2026-2027

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Mission of Shawe Memorial Junior-Senior High School

Mission

Prince of Peace Catholic Schools, centered in Christ, is a welcoming place to grow in mind, body and faith while serving the people of God.

Vision

He Creates, We Shape, They Soar!

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"

Handbook Agreement Form

Parent or Guardian

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.

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

I have read and understand the service hour requirement found on page 9 of the handbook.

Parent/Guardian and Student

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.

We fully understand 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.

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 have read and will follow the Prince of Peace bullying policy by treating all with respect and never bullying another student physically, verbally, or through cyberspace.

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.

_____

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.

Please sign and return to school by the end of August.

Parent or Guardian Printed Name _____
Parent or Guardian Signature_____
Student Printed Name _____
Student Signature _____
Date _____

The following forms only pertain to parents of 7th, 9th and 10th 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 may conduct a screening on the 7th and 9th 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 7th and 10th 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 31st.

Shawe Memorial Jr/Sr High School
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.

Request to Administer Medication

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

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.

Eucharistic Adoration

All students are required to attend a monthly Eucharistic Adoration. Usually, Adoration is held at St. Patrick's Church on the first Friday of each month. Students, during their theology class, instead go to adoration on that day. While students are given an understanding of good options for how to spend their time at Adoration, no specific prayers are required. Adoration is a quiet and personal moment for our children to be in the presence of God and what they do with that moment is personal.
For more information: https://catholic-link.org/how-to-go-to-adoration-eucharist/

Retreats

All high school students are given the option of attending a weekend spiritual retreat. 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 vary depending on how long they are on retreat. The fee covers the food, building rental, t-shirt, and bus cost.

Service Hours

The Service Hour Program is designed to help teach and encourage volunteerism among the High School student population along with offering students the opportunity to grow in personal responsibility and Christian Charity. Some years the service program is done through the school structure, in other years students are asked to perform service outside of school. In those years 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.

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 high school, 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.

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 to attend.

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	Honors 2 Quality Points	Honors 1 Quality Points
97-100	A+	4.00	5.00	4.50
93-96	A	4.00	5.00	4.50
90-92	A-	3.67	4.67	4.17
87-89	B+	3.33	4.33	3.83
83-86	B	3.00	4.00	3.50
80-82	B-	2.67	3.67	3.17
77-79	C+	2.33	3.33	2.83
73-76	C	2.00	3.00	2.50
70-72	C-	1.67	2.67	2.17
67-69	D+	1.33	2.33	1.83
63-66	D	1.00	2.00	1.50
60-62	D-	0.67	1.67	1.17
59-0	F	0.00	0.00	0.00
*	I			

*I = Incomplete

Grading Scale: Weighted Courses

At SMHS, we have some courses which are weighted.

Honors 2 courses are any course that provides both high school and college credit. Including:	
ENGL 111/ 215 - Advanced Comp	MATH 136 - Advanced Pre-Calc
ENGL 220 - Advanced English	MATH 137 - Trigonometry
ENGL 221 - World Literature	MATH 211 - Calculus I
ENGL 202 - Creative Writing	CHEM 101 - Chemistry II
ENGL 206 - Intro to Literature	BIOL 101 - Biology, Advanced
COMM 101 - Public Speaking	APHY 101 - Anatomy and Physiology
FREN 101/102 - French III	PHYS 101 - Physics, Advanced
FREN 201/202 - French IV	DESN 104 - Principles of Engineering
AP Art History	EECT 112 - Digital Electronics
AP US History	AP Computer Science
AP Studio Drawing	AP Studio 2D-Design
Welding Courses	AP Studio 3D-Design
Industrial Maintenance Courses	Cloud Technologies Courses
Medical Assisting Courses	Certified Nursing Assistant Courses

Tier II courses are all designated honors level courses or are part of an Ivy Tech Career Pathway/Dual Enrollment Program:	
Honors English 9	Spanish IV
Honors English 10	Spanish V
	French V

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.

Bell Schedule

Shawe Memorial Bell Schedule 2026-2027

Bell Schedule #1 - (**Regular Schedule**)

PERIOD	START TIME	END TIME
Hallway Bell	**7:45**	
Warning Bell	**8:10**	**8:15**
Period 1	8:15	9:00
Period 2	9:04	9:48
Period 3	9:52	10:36
Period 4	10:40	11:24
Activity	11:28	11:50
Lunch	**11:50**	**12:18**
Period 5	12:22	1:06
Period 6	1:10	1:54
Period 7	1:58	2:42
Period 8	2:46	**3:30**

Bell Schedule #2 - (**Mass Schedule**)

PERIOD	START TIME	END TIME
Hallway Bell	**7:45**	
Warning Bell	**8:10**	**8:15**
Period 1	8:15	8:55
MASS	9:00	No Bell
Period 2	No Bell	10:28
Period 3	10:32	11:14
Period 4	11:18	12:00
Lunch	**12:00**	**12:26**
Period 5	12:30	1:12
Period 6	1:16	1:58
Period 7	2:02	2:44
Period 8	2:48	**3:30**

Bell Schedule #3 - (**PD Schedule**)

PERIOD	START TIME	END TIME
Hallway Bell	**7:45**	
Warning Bell	**8:10**	**8:15**
Period 1	8:15	8:56
Period 2	9:00	9:40
Period 3	9:44	10:24
Period 4	10:28	11:08
Period 5	11:12	11:52
Lunch	11:52	12:18
Period 6	**12:22**	**1:02**
Period 7	**1:06**	**1:46**
Period 8	**1:50**	**2:30**

Bell Schedule #4 - (**PD with Activity**)

PERIOD	START TIME	END TIME
Hallway Bell	**7:45**	
Warning Bell	**8:10**	**8:15**
Period 1	8:15	8:54
Period 2	8:58	9:34
Period 3	9:38	10:14
Period 4	10:18	10:54
Period 5	10:58	11:34
Activity	11:38	12:00
Lunch	**12:00**	**12:26**
Period 6	12:30	1:06
Period 7	1:10	1:46
Period 8	1:50	**2:30**

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.
To clarify: Copying another student's work, quiz, tests, exams, etc as well as , plagiarizing or getting answers off of the internet, including copying the words of AI, 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.

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 will 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.

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 three (3) 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 principal's approval, special circumstances may arise that would allow a student to drop/add a class after the drop/add period.

Exams

Comprehensive assessments are given at the end of each semester in each subject for all classes that reward high school credit. The assessment will count as 16% 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.
For semester two exams, seniors will be allowed to take their current grade as is and eschew the second semester exams if the following are true:

a. They have earned a 70% or higher in the class
b. The class does not give college credit
c. They have 6 or less absences during the semester
d. They have 6 or fewer tardies (for their 1st period) during the semester

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.

Make-up Work

After an 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. The due date for any previously given or missed assignments will be pushed back an equal number of days the student missed. 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 one day after the day they return.

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.

Number of Credits

All students must take a minimum of six (6) classes for credit each semester. Study Hall and teacher aide does not count as a credit. Exceptions may be granted by the principal. Students can only be one teacher's aide per semester. Any exceptions must be approved by the principal.

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. Shawe credit is awarded for credit recovery courses and Ivy Tech courses included in Shawe's dual enrollment partnership.

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 grades on PowerSchool.

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

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 3:45 PM until 7:45 AM the next morning. Parents may leave a message on the answering machine if needed by dialing 273-2150, ext. 235.

Excused Absences

An absence is excused for full credit in the following situations:

1. The first 6 days a student misses (with exceptions listed in unexcused absences)
2. Personal illness, injury, and doctor's appointments, with notes
3. Death and/or funeral of a family member
4. Other special situations pre-approved by the Principal.

Unexcused Absences

An absence is unexcused in the following situations:

1. Any day missed after the first 6 that is not for bereavement or have a doctor's excuse.
2. Any day directly before or after a school break unless excused by a doctors note.
3. Any day, where no doctors note is present, that is a special event day for Shawe including but not limited to: Healthy Hilltoppers, Mini Shawe Games, Shawe Games, Thanksgiving Meal Day, etc.

If a student misses a class ten (10) or more times in a semester due to unexcused absences, then that student will not receive credit for the class unless his/her parents and the principal have met and determined an extraordinary circumstance is in play.

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

Limitation on the Number of Absences

Any student who accumulates at least ten (10) absences, excused or unexcused, during a school year is considered chronically absent.

Chronically Absent students will now only receive an excused absence if they have a doctor's note for the absence.

Any student who accumulates at least ten (10) unexcused absences during a school year is considered habitually truant.

Habitually Truant students will be placed on probation for the remainder of the school year and the following school year, will be reported to child protective services, and may lose credit for their courses.

Students on probation due to truancy who continue to be regularly truant, will be asked to leave the school.

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. Oversleeping, missing the bus or other transportation problems is an unexcused school tardy.

Students who are late to class throughout the day will be given an unexcused class tardy and are responsible to the teacher.

School Tardies will result in the following consequences per semester

3rd Offense	= Lunch Detention
6th Offense	= 60 Minute After School Detention
9th Offense	= 2 Hour Saturday School Detention
12th Offense	= Suspension and placed on Probation

Absences and Co-curricular Activities

For a student to be eligible to participate or attend any athletic/non-athletic, extra curricular event or practice that is held after the completion of the school day both of the following two things must be true:

1. Said student must have been in school for at least 5 periods of that day.
2. Any periods in which the student was absent must be counted as an excused absence.

Any exceptions must be approved by the principal or in the case of an athletic event exceptions may be approved by the athletic director.

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 “Present” 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.

Illness

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.

Vacations

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. 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.

Students, who are not on academic or attendance probation, may get a designated "VACATION FORM". This form must be signed by the student's teachers and turned into the principal two school days before the time out of school is to begin

Up to 5 days of these types of absences (Vacation Form) will be counted as excused with the Principal's permission.

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

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

CODE OF CONDUCT

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. The school code of conduct does not apply to behavior outside of school and disconnected from school events. This includes online behavior. While administration is happy to help resolve social issues from online events, punishment for behavior outside of school and school events is not under the purview of Shawe administrators.

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.

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.

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.

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.

Category I Offenses: Minor

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. Displays inappropriate affection (i.e. public displays of affection);
3. Disregards the cafeteria rules;
4. Does not follow classroom rules;
5. Has food or drinks or gum outside of the student lounge without permission.
6. Litters in the classroom or in any area of the school;
7. Lying to faculty or staff
8. Pushing or shoving;
9. Refuses to comply with a reasonable request;
10. Repeat violations of school dress code;
11. Use of profanity, including the Lord's name in vain
12. Use/possession of personal electronics during the school day

Category II Violations: Serious

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:

1. Develops a pattern of continued violations of Category 1 Offenses
2. Disregards traffic and parking regulations or drives in an unsafe manner on school grounds;
3. Fails to follow the express instructions of any school authority,
4. Fails to report to his/her scheduled class without permission;
5. Forges or falsifies a parent/guardian signature/authorization
6. Gambling in which money, property or possessions change hands;
7. Is not where they are supposed to be;
8. Leaves the school grounds without principal's specific consent
9. Physically fighting with another student.
10. Possesses tobacco products and/or electronic cigarettes;
11. Props or forces open locked doors;
12. Repeatedly fails to report to an assigned detention;
13. Tampers with the Heating and Air Conditioning System, including the thermostats and heaters;
14. Vandalizes or intentionally destroys school property;

Category III Violations : Major

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:

1. 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
2. Forces another student to turn over money, valuables, or school projects and assignments by verbal threats or intimidation of any kind;
3. Physically assault, sexual harassment, or threats of assault or harassment toward any member of the school community
4. 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;
5. Possession of any drug, narcotic, controlled substance, alcohol, or any substance construed to be alcohol or reasonable suspicion that the student is under the influence of any illegal substance.
6. Possession of explosives, fireworks or any incendiary device or dangerous or harmful chemical substances;
7. Repeatedly violates Category 2 offenses and demonstrates an inability or lack of desire to change behavior.
8. Selling of 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;
9. Setting 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 at a school sponsored activity;
10. Theft or is in possession of stolen goods;
11. 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;

Detention

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

Suspension

Suspension means disciplinary action where the student is denied the right of school attendance for a period of not more than ten (10) days. Suspension can be the exclusion from school or classes for a designated length of time or it may be served in school at the discretion of the Principal.

Students lose two percentage points off their grade point average for the quarter for each day of suspension in each of their classes.

Students are expected to have ongoing communication with their teachers to stay current with classwork. Every effort shall be made by the suspended student to stay current with the class.

In the event that the work is missed during the suspension, it must be made up within the number of corresponding days.

Students who are suspended also are excluded from all extracurricular activities and school sponsored events during the day of the suspension as well as any holiday, weekend and/or vacation activity/event if they fall between two days that a student is suspended.

Expulsion

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. Re-admission following expulsion is at the discretion of the administration. If a student is expelled from Shawe Memorial Jr./Sr. High School, they will be denied admission at any school function, at the discretion of the Principal

After-School Detentions

Students will be notified 24 hours in advance if they will be serving detention that week. Detentions take precedence over athletic practices, cheerleading practices, etc. Postponement for medical reasons must be discussed with the Principal and the 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.

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/Prom

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 regulation.

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. They must be a senior, junior or sophomore, former Shawe graduates who are out of school and under the age of 21, or former students of other High schools who have graduated within the last 12 months. 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.

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.

Driving and Driving Privileges (Continued)

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 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

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.

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 or in the classroom during activity period. Students may carry a water bottle with them, as long as it does not disrupt class. Students are not to chew gum while in the schools. Students are not permitted to use DoorDash or other food delivery services to have food delivered on campus.

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.

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.

Suspected use of alcohol or illegal drugs

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:

1. The student(s) will be taken to the principal's Office or if away from Shawe, another private location away from other students.
2. 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.
3. The principal or event sponsor will call each of the student's parents (or specified parent designee) to come to school.
4. 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.
5. 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.
6. If the police department tests are "negative", no further action
7. 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 Restraint Plan. The purpose of the plan is to ensure 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 or 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.

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

The basic uniform of Shawe Memorial is a polo shirt embroidered with the school logo and slacks. The polos may be short or long sleeved. Acceptable colors of polos and sweatshirts include solid 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. Shorts may be worn but must be within 6 inches of the top of the knee. Students are not to wear skorts or skirts. All clothing must be hemmed (i.e. no frayed hems).

Any non-hooded sweatshirts, jackets, fleece or cardigan sweaters with an official Shawe, Pope John or Prince of Peace logo or emblem that have a color scheme consistent with our school colors, may be worn overtop the uniform shirt during the school day. Sweatshirts may also be gray or navy. The principal has final discretion on what is appropriate to wear.

Students may also wear any non-hooded jackets, cardigans, and fleeces that qualify all of the conditions listed below:

1. Issued by a sanctioned sports team or club
2. Have the name of one or both of our schools
3. Have a color scheme consistent with our school colors

Shoes or sandals must always be worn.

Uniform Continued

Students may wear tee shirts or turtlenecks under the uniform as long as they are in the spirit of the school colors.

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. 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 piercings (nose, eyebrow) should be visible and must be covered/hidden in some way. No type of gauge earring may be worn.

Tattoos should not be visible at any time, including while participating in co-curricular or extra-curricular activities.

Hair

All students should be neat and well groomed. Hair should be clean and neatly groomed. Hair should be out of the students' eyes. Boys hair, that is longer than the bottom of the collar, will be held to a high level of tidiness.

Hair Dying, bleaching, or tinting hair to an unnatural color is not permitted. Extreme hairstyles are not permitted (this includes partially/fully shaved heads, or razor cut styles).
Seniors may keep a mustache, beard, goatee or long sideburns as long as they have permission from the principal and keep their facial hair neatly groomed, not allowing it to have wisps or be longer than 1 inch .

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. In addition to items of the regular uniform, clothing can include blue jeans, denim capris or shorts, hoodies, gym shorts, (sweatpants), and an appropriate t-shirt, polo shirt, sweatshirt, dress shirt or blouse that do not contradict Catholic values, specifically clothing with references to drugs, alcohol, violence, or sex are not permitted. Tights, yoga pants, leggings, pajamas, and tank tops are not allowed and all shorts must be within 6 inches of the top of the knee.

Spirit Days

On special days during the year, SMHS will have Spirit Days to celebrate events. Spirit Day dress code is the same as the Dress Down Day dress code with the following exceptions:

- Clothes must be Shawe or Pope John Spirit wear OR Green/Gold and in the spirit of the colors of our schools.

Dress Up Days

To celebrate special occasions, SMHS may have dress up days. On these days, gentlemen must wear a shirt, tie and dress pants. Females must wear slacks or skirts/dresses that come within 6 inches of the upper knee, 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.

GENERAL POLICIES

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:

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

Catholic/Non-Catholic (Catholic means that your family members are baptized Catholics who are registered and attend Sunday Mass at Prince of Peace Catholic Church or another area Catholic Church.)

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 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. You will then be contacted to schedule an interview. The student's official date of application is the date that the completed application and supplemental materials 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 then any registration fee will be refunded.

Admission: Probationary

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.

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
- 7th and 9th 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.

Health Forms

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

Illness or 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.

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 something valuable to school, please leave it in the office or have a teacher store it in their room.

Lunches

Lunch is from 11:50-12:18 pm daily. Students may bring their lunches or may purchase a school lunch or salad at the Pope John Cafeteria. The lunch cost this year is $3.25 per day including milk.The breakfast cost is $2.00. 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.

Brenda gave me lunch and breakfast prices.

Lunch off campus

Seniors and Juniors are sometimes given prior permission by school administration to eat out. If a parent does not want their student to participate, they need to provide written documentation to 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 5)

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)

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.

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.

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. The phone in the lobby is to be used before or after school unless permission is granted.

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.

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.

Smoking and Tobacco Products

Prince of Peace is a smoke free campus.

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 students will be notified before lunch or after school to avoid classroom disruption.

Tuition Policy

The parent/guardian(s) understand that failure to comply or remain current with tuition will result in the following:

1. The parent/guardian(s) will not be eligible to enroll or register their children for the following school year nor will they be eligible for parish/school based financial assistance until all balances are paid in full.
2. All final student transcripts, diplomas, and report cards will be withheld until balances are paid in full.
3. Student(s) will receive an “I” Incomplete on their permanent transcripts. In addition, all of the rules and regulations as stated in the Shawe Memorial Junior-Senior High School handbook and by the Indiana High School Athletic Association (IHSAA) will be enforced with regards to a grade of “I”.
4. Court costs and/or attorney fees incurred from collections will become the responsibility of the parent/guardian(s) named above.

Withdrawal Policy

Any student who withdraws from SMHS must do the following:

1. Parent/guardian makes contact with a school official and explain the reason for the withdrawal within one week of the last day of attendance;
2. Student/parent completes an exit interview with a school official;
3. Student/Parent/Guardian completes any outstanding work, returns any school property, and pays all tuition and fees;

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

Transcripts of records will be transferred once the student’s financial account is cleared.

Tuition Refund Policy

1. If a student in grade Preschool- 12 is voluntarily withdrawn before the first day of school of a semester, the payor (family, guardian or governing agencies) will receive a 100% refund of tuition. Registration is non refundable.
2. If a student is voluntarily withdrawn, dismissed or expelled after the first day of a semester but before the end of the first three (3) weeks of a semester, the payor will receive a 100% refund of the semester's tuition plus 100% of the second semester, if applicable. After the three (3) weeks of the semester, the payor will receive a prorated refund of the semester's tuition based on day(s) registered with the school. A 100% refund of the second semester tuition will be made, if applicable. Please see Payment of Tuition (School Choice Voucher).
3. If a student withdraws for any reason, the balance due of tuition, cafeteria, extended care or other damages (if applicable), must be paid in full before grades or transcripts will be released. The payor is responsible for all outstanding balances, and if there is no resolution via a written payment plan agreement with the Business Office, the student(s) grades and transcripts will not be released.
4. If, after a reasonable amount of time and effort, there are remaining balances due and no separate written agreement has been reached for the past due amounts, the Business Office is required to send the unpaid account of the payor to a collections attorney of the school's choosing for full restitution including all costs of collections, interest and attorneys' fees.
5. If unforeseen financial circumstances arise, or if a timely payment of tuition may be an issue, it is important to speak to the Business Office (in advance of missing any payments), to discuss whether alternate payment arrangements might be made. Prince of Peace understands that unexpected situations can and do arise and we strive to work with families provided such matters are discussed in advance of any missed payments.

ANTI-BULLYING POLICY

The good name, reputation and personal safety of each student, faculty and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/ or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, Ipad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion / dismissal.

Reasons to Respond to Bullying

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

Bullying Policy Objectives

- All teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is.
- All teaching and non-teaching staff should know what the school policy is on bullying and follow it when bullying is reported.
- All pupils and parents should know what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Bullying Defined

Bullying is defined as overt, repetitive acts or gestures including verbal or written communication, physical acts committed, or any other behavior committed by a student or group of students against another student with the intent to harass, humiliate, or harm the other student.

Bullying, physical violence, fighting, harassment, improper language, and put downs will not be tolerated. Consequences for bullying follow this policy and Disciplinary Procedures in this handbook and the Prince of Peace School Policies #5253 and #5254.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence ● Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact of sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - all areas of the internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities

Signs and Symptoms of Bullying

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- does not want to go on the school / public bus
- begs to be driven to school
- changes their usual routine
- is unwilling to go to school (school phobic)
- begins to be truant
- becomes withdrawn anxious, or lacking in confidence
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly on school work

Signs and Symptoms of Bullying (Continued)

- comes home with clothes torn or books damaged
- has possessions which are damaged or “go missing”
- asks for money or starts stealing money (to pay bully)
- has lunch or other monies continually “lost”
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what’s wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when a cyber message is received

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying Policy Reporting and Procedures

Report a bullying incident to a staff member, inform the principal and school counselor.

1. The bullying incident will be investigated to be determined if it is bullying by definition.
2. If there is bullying, the school will work to stop the bullying immediately.
3. The bullying incident will be recorded by the principal and school counselor. The Bullying Prevention Action Plan will be enacted.
4. In serious cases, parents will be informed and will be asked to come to a meeting with the principal and school counselor to discuss the problem.
5. If necessary and appropriate, law enforcement will be consulted in extreme cases.
6. An attempt will be made to help the bully (bullies) change behavior through counseling sessions with the school counselor.
7. The victim of a bullying situation will receive counseling by the school counselor to enhance coping skills and self-empowerment.

Bullying Policy Outcomes

1. Parents are informed.
2. The bully will be asked to genuinely apologize.
3. The bullying behavior stops.
4. The bullying victim has a renewed feeling of self-worth and confidence with social coping skills.
5. Repeated offenders may have consequences such a meeting with the principal and school counselor, participating in individual counseling sessions with the school counselor, losing social privileges at school, and in serious cases OSS, expulsion, and refusal of re-admittance to Prince of Peace Schools may occur.
6. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Bullying Prevention

We will use various methods for helping children to prevent bullying. As and when appropriate, these may include:

- writing a set of school rules
- signing a behavior contract
- writing stories or poems or drawing pictures and posters about bullying
- reading stories about bullying
- participating in assemblies about bullying
- making up and participating in role-plays
- school and community training on bullying
- implementing a preventative dating violence program in high school health classes
- implementing the WHY TRY Character Education Program in 7th and 8th grades
- implementing a High School Ambassador Character Education Program
- daily religion curriculum

Bullying Policy Contract

Students with a history of bullying may be asked to sign this form.

Shawe Memorial Jr. Sr. High Anti- Bullying Parent / Student Contract

I, _____ have reviewed with my family the Shawe Memorial Jr. Sr. High 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: _____

Please sign and return the contract to the office at Shawe Memorial Jr. Sr. High School

Bullying Prevention Action Plan

(Action Plan is to be kept in a central location. A copy should be made for the classroom teacher. Physical acts or threats of physical acts will result in immediate referral to the principal and school counselor.)

Name: _____

The State of Indiana defines bullying as “overt, repeated acts or gestures, including verbal or written communications transmitted: physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

The school administration reserves the right to initiate any level of the action plan due to severity of the bullying incident

Level 1 (Awareness and Empathy)

I have been made aware that my behavior is unacceptable. Now that I understand that my behavior is hurtful to others and will not be tolerated, I will work to be more caring and kinder. I will communicate to my parents about my bullying behavior. I will apologize to the victim. I understand I will report to the counselor for counseling sessions and I must complete the Think-About-It form. I understand further bullying behavior will result in reporting to the principal, loss of social privileges as determined by my grade level and an official letter will be sent home to my parents reciting the State of Indiana’s “Bully Bill” IC 5-2-10.1. I understand further bullying behavior will result in a detention.

Level 2 (Social and Academic Consequences)

I have repeatedly participated in bullying behavior. I understand that my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I will communicate to my parents about my bullying behavior and apologize to the victim. I understand I will lose social privileges as determined by my grade level. I understand a letter will be sent to my parents reporting my bullying behaviors and reciting the State of Indiana’s “Bully Bill” IC 5-2-10.1. My parents will be asked to sign and return this letter as further documentation of my inappropriate behavior. I will receive a detention because of my behavior. I understand any further bullying behavior will result in being sent home for one school day with other possible consequences such as a pro long OSS (out of school suspension).

Bullying Prevention Action Plan (Continued)

Level 3 (Social and Academic Consequences)

I have repeated my bullying behavior a third time. I know my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kind. I will report to the principal, communicate to my parents, and apologize to the victim. I understand I will lose social privileges as determined by my grade level. I understand I will be sent home for one school day with other possible consequences such as a pro-longed OSS (out of school suspension). I understand any further bullying behavior will result in being sent home for a prolonged period of time (OSS) and possible expulsion from Shawe Memorial Jr. Sr. High School.

Level 4 (Social and Academic Consequences)

I have repeated my bullying behavior a fourth time. I know my behavior is hurtful to others and will not be tolerated. I will work to be more caring and kinder. I understand I will lose social privileges as determined by my grade level. I will report to the principal, communicate to my parents, and apologize to the victim. I understand I will be sent home for a prolonged period of time (OSS) and possible expulsion from Shawe Memorial Jr. Sr. High School. The school administration will be conducting a review of my behavior for expulsion.

I understand I may not be allowed to reapply for admittance into Shawe Memorial Jr. Sr. High School.

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 a note of the fact that it is an honor to be inducted--not just anyone who 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 7th grade through 9th 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, 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, school 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 a 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 effect at all times in and out of school regardless of the season.

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.

Academic Team and Letter Jackets

After earning one varsity academic letter – 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 minibus. 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

A student who damages, beyond repair, a chromebook that has been assigned to them will be responsible for reimbursement of the cost of a new chromebook.

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. The following policy will define the proper use of school provided Chromebooks.

Ownership

Devices 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.

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 Technology Use

1. Shawe Memorial Jr/Sr High School only authorizes the 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 the 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.

Acceptable Technology Use Continued

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 One to One Chromebook Computer program and reporting any violations of this policy.

Liability with Technology

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 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:

The Incident must be reported and the Chromebook and any damaged parts must be brought back to school for repair. The school will then determine the steps as to how Chromebooks will be delivered to the service provider. 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.

Repairs and Maintenance (Continued)

The student will be billed for damages or degradations resulting from unauthorized repair attempts.

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 students and parents are responsible for notifying their teacher and the school. 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. 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 always be kept in a safe place.
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 Chromebooks 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.

Daily Requirements and Expectations for Use Continued

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. Students will store data in Google Docs for the popeace.org domain.
13. 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.
14. Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
15. Email (or any other communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world.
16. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
17. When transporting the Chromebook make sure it has been securely stored.

Security Procedures

Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook with another student. Chromebooks should be in a student’s possession or secured in their locker at all times.

Students may never share their password with another student. Passwords should always be kept confidential. Students should never share personal information about themselves or others while using the Internet or email. If a password is compromised or/lost parents and/or guardians should immediately report the incident to the school.

Chromebooks will be checked periodically to ensure they do not contain any unapproved software or files. Internet histories may also be checked as well as checking to ensure that students have not bypassed the school’s network at any time while on school property.

Security Procedures (Continued)

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).

General Chromebook Care

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.

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. 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. If the Chromebook has been in a cold car, allow several minutes for it to warm to room temperature before use. Do not leave the Chromebook exposed to direct sunlight or near any heat or moisture sources for extended periods of time.

Chromebooks should be protected from weather, water or other liquid, food and pets. Students should never eat or drink (including water) while using their Chromebook or use their Chromebook near others that are eating or drinking.

No object should ever be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.

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. 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.

Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.

Cleaning your Chromebook

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.

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. 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 handbook 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 email 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, Instagram, etc. The school has the ability to review these sites, and access to these sites is prohibited on our campus, without permission.

Technology Code of Conduct (Continued)

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:

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.

Unauthorized copying/theft of software or other intellectual property. Copying of software without a site license or permission from the creator is prohibited.

Harassment using technological systems. No SMHS phone system copy machine or computer system may be used to send obscene or unwelcome messages.

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.

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.

Employing the Internet for commercial purposes. No equipment should be used for private gain or commercial purpose.

Technology Code of Conduct (Continued)

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, Twitter, Instagram, 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 Bullying

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

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, or has on their person, an electronic device (cellphone, laptop, tablet, smartwatch, etc.) without the permission of their teacher, the consequences will follow Shawe's normal escalation of offenses.

Cell phones/Smart Devices are to be turned off during the academic day and kept in a student's locker or backpack. If a cell phone/smart device disrupts a class, the student will be written up by the teacher.

ATHLETICS

(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 other parts of the Student Handbook.

Fall Sports Season

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

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 accessed 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 inter school 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 the 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 violates 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.

Expected Standards of Conduct for a Student Athlete Continued

- 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 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 on 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 steroids, 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

Athletes 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.

Substance

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.

Season

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.

School Suspensions

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.

Awards

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.

Junior High Awards

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

High School Awards

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

Other awards will be 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 one (1) varsity letter in a sport. These jackets will be ordered through the Athletic Director and paid for at the time of ordering. The Letter itself will be given once that student has accumulated two (2) varsity letters in one sport or a combination of sports..

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.)

Athlete 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 exceptions must be approved by the principal.

Students who were in school for 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

Attendance: School and Game Day Continued

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 agreement 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 / guardian’s permission.

Athletic 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 (uniform shirts count as dress shirts) or sweater. Coaches may ask their players to dress according to team rules.

Athletic 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.

Athlete 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. The 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. o 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.

Participation in Two Sports in One Season Continued

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 to Athletic Events

The athlete is to travel to and from away contests and away practice sessions in a school bus or minibus. 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.