

Introduction:

A committee of teachers helped prepare this Student Handbook for you. Reading and using it will acquaint you with the rules as well as the opportunities and responsibilities that are yours as a student at Shawe Memorial High School.

Education takes place in an environment that is conducive to learning and a spirit of inquiry. Along with education comes the responsibility for good citizenship as well as leadership in the school and community.

We ask you to be proud of Shawe. Speak well of it and encourage others to do the same.

We hope that in your future you will have fond memories of your years at Shawe. The intensity which you apply yourself here will reap it's rewards both here and in your future.

Regular Bell Schedule

1 st Bell	7:45-7:50
1 st Period	7:50-8:40
2 nd Period	8:45-9:30
3 rd Period	9:35-10:20
4 th Period	10:25-11:10
5 th Period	11:15-12:00
Lunch	12:00-12:35
6 th Period	12:35-1:20
7 th Period	1:25-2:10
8 th Period	2:15-3:00

Schedule for PBA Days

1 st Bell	7:45-7:50
1 st Period	7:50-8:49 (5)
2 nd Period	8:54-9:53 (6)
3 rd Period	9:58-10:57 (7)
4 th Period	11:02-12:00 (8)

Shawe Mass Schedule

1 st Bell	7:45-8:05
Mass	8:10-8:40
1 st Period	8:45-9:20
2 nd Period	9:24-10:00
3 rd Period	10:04-10:40
4 th Period	10:44-11:19
5 th Period	11:23-12:00
Lunch	12:00-12:30
6 th Period	12:35-1:20
7 th Period	1:25-2:10
8 th Period	2:15-3:00

2-Hour Delay Schedule

1 st Bell	9:45-9:48
1 st Period	9:48-10:18
2 nd Period	10:22-10:49
3 rd Period	10:53-11:23
4 th Period	11:27-12:00
Lunch	12:00-12:30
5 th Period	12:35-1:09
6 th Period	1:12-1:46
7 th Period	1:50-2:24
8 th Period	2:27-3:00

Mission of Shawe Memorial Junior-Senior High School

Shawe Memorial Junior-Senior High School, as an extension of Prince of Peace Parish, provides a quality Catholic education in a safe learning environment for students of diverse religions, races, and academic abilities. Shawe Memorial, in partnership with the family, guides each student to grow with God, to embrace responsibilities, to make informed decisions, to develop God-given talents, and to serve others.

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 is great or small;
SMHS just welcomes them all;
Teams that fight so brave and true;
March onward to victory.*

RAH! RAH!

*Played to "The Notre Dame Victory March"

ACADEMICS

Students are expected to be prepared for class. This includes homework, and supplies, required by each individual teacher. Students are expected to be in class for the entire class period.

CURRICULUM

All students must take a minimum of seven (7) classes each semester. Regardless of students' religious tradition, all are required to take Religion as an academic subject for every year in attendance at the school.

GRADING SCALE

Shawe Memorial uses the following grading scale when determining Honor Roll, Class Rank, and GPA.

Grading Scale

Interpretation of Marks

100-94%	A	4.0
93-90%	B+	3.3
89-85%	B	3.0
84-80%	C+	2.3
79-75%	C	2.0
74-70%	D	1.0
Incomplete	I	

Students who receive an "I" in their classes at the end of the quarter will have two weeks to complete their work. Otherwise the "I" will change to an F.

Weighted Scale Interpretation of Marks

**Semester grades of 75% or above in the following classes are weighted 1.0 quality pts. when calculating GPA.*

Pre-Calculus

Anatomy

Chemistry

Physics

Spanish III & IV

French III & IV

A	94 - 100	5.00
B+	90 - 93	4.33
B	85 - 89	4.00
C+	80 - 84	3.33
C	75 - 79	3.00
D	70 - 74	1.00

Honor Roll

Honor Roll Status is based on the grade point average for each quarterly grading period.

High Honors	3.40 - 4.00	[A average]
Honors	3.00 - 3.39	[B average]
(No Grade Below C)		

NHS Standards

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 an over-all average of 94% (equivalent to 3.5 GPA); this is in all classes from the Freshman year on.
- B) The Candidate must have completed 2 semesters at the minimum to be considered.
- C) The candidate can never have been suspended or expelled from school (this includes in-school suspensions).
- D) The candidate can have no civil record of arrest for 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 leadership and service. The candidate must have held an elected office or participated in at least three different extra-curricular activities or clubs or teams or groups. Also, the candidate must have performed at least three different services for the Church, the school, or the community.

Meeting of the above criteria, the candidate moves to the third and final stage. The candidates names are submitted to the faculty review committee for evaluation on all four of the areas: Scholarship--even if the candidate has an overall average of 94%, if a particular teacher feel that because you have received C's or D's in their classes you are not Honor Society membership material, you may be disqualified. Leadership--there is negative as well as positive leadership and if it is felt by a faculty advisor who has worked with you that your leadership is not positive, you may be disqualified; Service--you may have performed services, but always while complaining and not doing it willingly, this may cause a faculty member to disqualify; Character--here the judgment lies again on what kind of a Christian individual you are: have you been caught cheating or lying, do you use profanity, do you demoralize your classmates, are you less than a good Christian person. Any of these types of analyses of your character may cause a faculty member to disqualify you from membership.

If you pass at all three of the stages above, you will then be inducted into the National Honor Society, and here you should make note of the fact that it is an honor to be inducted--not just everyone makes it. Nor does everyone stay in the National Honor Society once inducted into membership. If you fall down on any one of the areas upon which your membership is based, you can loose your membership. Membership is not permanent, you must work to keep up your 94% average (3.5 GPA), you cannot be suspended from school (in school or out of school), you may not have been arrested, because any of these can result in your notification in writing of your dismissal from the National Honor Society.

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.

NJHS Standards

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 National Junior Honor Society one must meet the following requirements:

- A) The candidate must have an over-all average of 3.33GPA; this is all classes from 7th grade on.
- B) The Candidate must have completed 1 semester at the minimum to be considered.

- C) The candidate can never have been suspended or expelled from school (this includes in-school suspensions).
- D) The candidate can have no civil record of arrest for felony or 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 leadership and service.

Having met the above criteria, the candidate moves to the third and final stage. The candidates names are submitted to the faculty for evaluation on all four of the areas: Scholarship--even if the candidate has an overall average of 3.33GPA, if a particular teacher feel that because you have received C's or D' in their classes you are not Honor Society membership material, you may be disqualified. Leadership--there is negative as well as positive leadership and if it is felt by a faculty advisor who has worked with you that your leadership is not positive, you may be disqualified; Service--you may have performed services, but always while complaining and not doing it willingly, this may cause a faculty member to disqualify; Character--here the judgment lies again on what kind of a Christian individual you are: have you been caught cheating or lying, do you use profanity, do you demoralize your classmates, are you less than a good Christian person. Any of these types of analyses of your character may cause a faculty member to disqualify you from membership; Citizenship--the candidate shows clear understanding of civic involvement, had a high regard for freedom, justice, and respect of the American form of government, and demonstrates mature participation and responsibility through involvement in community, school clubs and activities.

If you pass at all three of the stages above, you will then be inducted into the National Junior Honor Society, and here you should make note of the fact that it is an honor to be inducted--not just everyone makes it. Nor does everyone stay in the National Junior Honor Society once inducted into membership. If you fall down on any one of the areas upon which your membership is based, you can loose your membership. Membership is not permanent, you must work to keep up your 3.33GPA average, you cannot be suspended from school (in school or out of school), you may not have been arrested, because any of these can result in your notification in writing of your dismissal from the National Junior Honor Society.

You must work hard for yourself and your school to become a member of the National Junior Honor Society: and you must work hard to maintain that membership.

Drop/Add Classes

Students have five (5) school days at the beginning of each semester to drop a class. This will be allowed with the approval of the parent and the Dean of Studies.

Homework

Shawe students can expect to have nightly homework/study. Students' responsibility and time spent in personal study are expected to increase as they mature. **The home/projects and assignments are to be the work of the student.**

Exams

Comprehensive final exams are given at the end of each semester in each subject, at the discretion of the instructor. As a senior privilege, seniors who have an "A" average for the semester and who have missed three (3) or fewer sessions may be exempt from the exam, at each teacher's discretion. Seniors who are exempt should not be in school during that particular exam time.

Notice of semester exam days are published in the school newsletter, and copies of the exam schedule and times are sent home with each student.

Graduation Ceremony

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

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

Promotion/Retention

Junior high students must demonstrate progress and complete assigned work to be promoted.

High school courses must be successfully completed in order to advance to the next level of coursework in each subject area. (Example: English 9 must be completed at a passing level before English 10, Algebra 1 before Algebra II, etc.) Schedules will be decided on an individual basis.

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**.

For currently enrolled students, five transcripts will be mailed free of charge. After the fifth transcript there will be a \$2 charge.

Reports to Parents

Report cards showing attendance and achievement in subject areas are issued quarterly and mailed to the students' homes. Parents are encouraged to communicate with their child's teacher regarding the progress of their child.

Progress reports will be mailed home for all students at the midway point of each quarter.

Withdrawal

If a student plans to withdraw, parents must notify the school immediately. Transcripts or records will be transferred once an Exit Form is complete and the student's financial account is cleared.

Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment 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.

GENERAL INFORMATION

Phone Calls

Students may use the phone in the lobby before or after school.

Students who live outside of the local calling area will need to have a calling card.

Students may not leave class to make or receive phone calls. Emergencies should be handled through the Office. Cellular phones are not permitted in the school building during regular school class hours.

Copier

If a student needs a copy made, they should contact the librarian. There will be a nominal fee for this service.

Library

The library is to be used for academic purposes only. This is to be a quiet and studious area.

Dances

All school regulations are in effect at school dances. Parents will be contacted if their child wishes to leave a dance prior to the stated ending time. **Dance sponsors will enforce school regulations. (See page 14).**

Communications

Parents can expect to receive communication from school through the monthly publication of *The Shawe News*, which is mailed to all parents. Parents will also receive the quarterly publication of *The Shawe Experience* as well as letters regarding school news as needed.

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

If you need to meet with the Principal, please call the office at 273-2150 to schedule an appointment at a time that is convenient for both of you. This will insure that the Principal will be able to spend the necessary time with you.

Food and Drinks

Students will be permitted to purchase items from the vending machines during lunch and before and after school.

Students are permitted to have open containers of food or drinks in the student lounge only.

Medicine

All medicine must be kept in the office. The school secretary and or school personnel will dispense medication according to the written instructions from the parents.

Medicine must be brought to school in the original or prescribed container.

Driving and Driving Privileges

Students must register their vehicles in the office. They 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).

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

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

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

Emergency Closings

Emergency closings will be reported on WORX-96.7 FM., the Madison Courier Connection, 265-3620, and the local Louisville Television Stations.

Gym Floor

To help preserve the floor and finish, PE students should wear shoes that are not worn outside, white-soled shoes are preferred.

The Gym will be off limits during the school day, except for scheduled school activities or classes.

Health Forms

Students are required to have an up to date immunizations and 2nd MMR booster on file in the office. **Failure to do so will result in an Out-of-School suspension until the form is turned in.** (Per: State of Indiana Requirements)

Liturgy

Parents are welcome at school masses, usually on Wednesdays at 8:10, at St. Patrick's Chapel. Monthly all-school masses for Shawe and Pope John students are held at 8:10 in the Meny Gym.

Lockers

Students should not bring any valuables to school. Combinations should be kept confidential. If you need to bring a valuable to school, please let the office or a teacher store it in their room.

Lunches

Lunch is from 12:00-12:30 pm daily. Students may bring their lunches or may purchase a school lunch or salad at the Pope John Dining Hall for \$1.75 per day including milk. Extra helpings are available on a first-come, first-serve basis. Two-week menus are posted in the classrooms.

Attendance at School Functions

Everyone attending a function at Shawe is 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.

Shawe Memorial High School is a drug and alcohol free campus. Everyone attending a function at Shawe Memorial High School, including parents, students and visitors are expected to comply with this Federal Law.

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.**

Visitors

All visitors, **including parents**, must report to the office upon entering the building.

Animals

Animals should be left attended outside, unless permission is granted by the principal.

Work Permits

The State of Indiana requires all students ages 14-18 to have a work permit on file at the school and with their employer. Work permits are issued after an Intent to Employ Form is received from the employer and a work permit test is taken and passed. The State of Indiana requires a work permit to be obtained, even for summer employment. See the Dean of Students for further information.

Tuition Refund Policy

- 1.) If a student in grade K-12 is voluntarily withdrawn before the first day of school of a semester, the student (family) will receive a 100% refund of tuition and a 100% refund of fees for books for each semester of the school year, as applicable.
- 2.) There is no refund of the book fees, after the first day of enrollment.
- 3.) If a student is voluntarily withdrawn after the first day of a semester but before the end of the first three (3) weeks of a semester, the student (family) will receive a 50% refund of the semester's tuition plus 100% of the second semester, if applicable.
- 4.) If a student is voluntarily withdrawn from school after three (3) weeks of the semester, the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester tuition will be made, if applicable.
- 5.) If a student is dismissed or expelled as a result of a disciplinary action taken by the school administration, the student (family) will receive no refund of the semester's tuition. A 100% refund of the second semester will be made, if applicable.
- 6.) If a student is voluntarily withdrawn, or is dismissed or expelled as a result of a disciplinary action by the school administration, after having been admitted to the school on probation, the student (family) will receive no refund of tuition for the semester, or any other semester in the school year as applicable.

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

ATTENDANCE POLICY

Shawe Memorial 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.

School vacation periods are published well in advance so that family vacation plans and travel can be planned without the loss of additional days. Early dismissal afternoons are also published so that medical and dental appointments can be planned for these times. However, we understand that it is not always possible to respect these dates and we are willing to cooperate with parents provided that they understand; 1) the procedures for notifying the school must be respected, and 2) neither the parent nor the school can count an absence for reasons other than those established by law.

Parents must notify the school of an absence before 8:00 A.M. Shawe Memorial is accountable to parents and the law. The school will verify the attendance of each student every morning.

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 written permission including an explanation from parents and permission of the Principal or Dean of Studies. If a student must miss class, the absence can be **verified** if:

- 1. The parent notifies the school by 8:00 A.M.**
- 2. A note is brought to the office when the student returns to school.**
- 3. At that time the student will be issued an “admit” slip which is presented to each teacher.***

***You will need to obtain an admit slip from the office even if you were absent for only one period.**

Make-up Work

1. Make-up work is the student’s responsibility, not the teacher’s.
2. You must request make-up work on the day you return to school.
3. You are allowed the same number of days to make up work as the number of days missed.
4. If the assignment or test was announced prior to an absence, you are responsible for the assignment or test on the day you return.
5. Work may not be made up if the absence was classified non-verified. If the work missed included a recorded grade, the grade is a zero (0).

Any student who receives an incomplete (I) for a quarter or semester grade must turn in the assignment within two (2) weeks. The Principal must approve exceptions to this.

Limitation on the Number of Absences

If a student misses 10 or more class sessions per semester for any reason, he/she will appear before the principal and designees of the principal. Reasons for the absence as well as consequences of further absenteeism will be discussed. Loss of Credit in that class/or classes is possible. If the student or parent can demonstrate that the absences were the result of highly unusual circumstances, the Principal and the Dean of Students may choose to monitor the student’s attendance or place the student on a contract that will stipulate the limits on absences that the student is allowed. The final decision upon whether an absence is verified or non-verified rest with the Principal.

Absences

Students may make up any and all work that is missed for full credit in the following situations:

1. Personal illness, injury (verified), or Doctor's appointment (verified);
2. Death and/or funeral of an immediate family member (parent, sibling, grandparent);
3. School sponsored activities (field trips, retreats, etc.)
4. Court mandated appearances or jury duty- (documentation must be provided);
5. Work rendered on an Election Day or examination for the military;
6. Work as a page in the Indiana legislature;
7. College visits;
8. Other special situations approved by the Principal.

The following are **examples of some non-verified absences** which means that the student may not make up the work that was missed and receives a grade of zero for all assignments, test or homework due on the day absent:

1. Car troubles unless it is the result of an accident while driving to school;
2. Oversleeping, missing the bus or other transportation;
3. Personal business other than the reasons provided for under verified absence:
(Including renting or trying on tuxes for the prom, haircuts, etc.)

Parents are discouraged from taking students out of school during instructional time. In the event that a parent/guardian chooses to take a student out of school during a regularly scheduled school day, the following procedures should be followed:

1. The parent/guardian is to contact the principal's office and request that the day(s) of absence be verified. This may be done in writing, over the phone, or in person. The parent should explain the reason for the request.
2. The student should then obtain a pre-arranged absence from the office and have each of his/her teachers sign it. This gives the teacher notice of absence and allows work to be done ahead of time if necessary.
3. The pre-arranged absence form should be returned to the principal's office at least (2) days before the absence.

Tardy Policy

Students who are late to school will report to the office for a tardy slip to be taken to their first period teacher. Students who are late to class throughout the day will explain the tardy to the teacher. The teacher will mark the attendance sheet accordingly.

- 5 Tardies per Quarter = 1 Detention
- 10 Tardies per Quarter = 2 Detentions
- 15 Tardies per Quarter = Board of Discipline Referral

Absence and Cocurriculars

A student must be in classes for the entire day in order to participate in any athletic or non-athletic event or practice after school or in the evening. If the activity is scheduled for a Saturday or Sunday, the student must be present for all classes on Friday, unless approved by the Principal.

Family Vacations

Family vacations during school time as well as taking an additional day(s) at the beginning or end of a scheduled time off is discouraged. Days missed will be counted as verified absences if the parents notify the school in writing one week in advance as to the nature of the trip or activity and if the trip is approved by the Principal.

Unchaperoned or unapproved trips resulting in absence will be non-verified.

College Visitation

College visitation must be approved by the Dean of Studies one week prior to the day of the visit. A student may have a total of three days absent during his/her Junior and Senior years. These days are not counted as absences. Students are required to have parental permission prior to visitation and must return documentation on the college's letterhead. **Lack of documentation constitutes a non-verified absence.**

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.

If you have questions about the attendance policy, please contact the Dean of Students/Principal.

The office phone is connected to an answering machine from approximately 3:30PM until 7:30AM the next morning. Parents may leave a message on the answering machine if needed. The secretary is in the office after 7:30AM.

Code of Conduct Policies

Due to the various maturity levels of our students and the influence of peers and other outside factors, it is imperative that our students and parents are aware of the rules of discipline that we at Shawe Memorial Junior-Senior High School will be enforcing.

An orientation meeting to discuss discipline policy at Shawe Memorial Junior-Senior High School will be held with each class at the beginning of the school year. The Administration will facilitate daily discipline situations with students and teachers. The Principal is the final recourse in all disciplinary situations and may waive disciplinary rule for just cause at his/her discretion.

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

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

The Administration may confer on violations to determine the level of involvement of students in any violation-regardless of the

category. The Principal retains the right to change the category offense depending upon the circumstances or repeated behavior of the student. A breach of the school code of conduct may result in reprimand, suspension, expulsion, or dismissal from school.

Suspension means disciplinary action where the student is denied the right of school attendance for a period of not more than ten (10) days. **Expulsion** means a disciplinary action where the student is denied the right of attendance for a period in excess of ten (10) days, or for the balance of the current school semester or year, unless permitted to complete the required examinations in order to receive credit. Readmission following expulsion is at the discretion of the admission committee.

Shawe Memorial Junior-Senior High School would like to remind parents that a behavior you may not view as disruptive at home may be considered very disruptive in a classroom or school setting.

Cheating

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

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

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, parents and the Discipline Board. The student will receive a zero (0) for the assignment, and may be subject to expulsion, or loss of credits.

Major Violations of School Policy-Category III

These offenses constitute an extremely serious violation of the school code and/or laws of the State of Indiana. Students must realize that the situations below represent actions that are completely contrary to Christian values, the dignity of the person him/herself or another person and are considered intolerable by the school. Violations may result in extended suspension or expulsion of the student from the school. Violations of Category III offenses will result in the investigation of the misconduct, oral notice to the student of the intent to suspend pending a hearing. The student will not be allowed to attend any school functions during the time of suspension. If a student is expelled from Shawe Memorial Junior-Senior High School, they may be denied admission at any school function, at the discretion of the Principal. These offenses include a student:

1. In possession of a firearm or any other weapon within one thousand (1,000) feet of the school premises or premises at which a school sponsored activity is taking place;
2. Who intentionally sets a fire, tampers with or activates a false fire alarm, or discharges a fire extinguisher or any other fire extinguishing apparatus; at which a school sponsored activity is taking place,
3. Who physically assaults, sexually harasses, or threatens to assault or harass any member of the school community, student or adult;
4. Who sells drugs, narcotics, or controlled substances, or has in his/her possession sufficient quantities of drugs, narcotics, or controlled substances which would reasonably be deemed beyond what it is intended for personal use;
5. Who steals or is in possession of stolen goods;
6. In possession of explosives, fireworks or any incendiary device or who sprays or releases dangerous or harmful chemical substances;
7. Who, by verbal threats or intimidation of any kind, forces another student to turn over money, valuables, or school projects and assignments;
8. Conducts the hazing of another student, i.e. induces him or her to violate a school policy or perform some rite of initiation into a team or activity;
9. Verbally abuses a teacher 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;
10. Who repeatedly violates those offenses in Category 2 and clearly demonstrates an inability or lack of desire to change behavior.
11. Is in possession of, or where there is reasonable suspicion that the student is under the influence of, any drug, narcotic, controlled substance, alcohol, or any substance construed to be alcohol.

If a chaperone suspects a student to have consumed or to be under the influence of any of the above-mentioned substances on school grounds or at any school sponsored event or function, the chaperone will report the suspicion to the event **sponsor**, who will then attempt to confirm the suspicion. If the sponsor does not support the suspicion, the incident will be dropped and no further action will occur.

If the sponsor confirms the chaperon's suspicion, the following will be implemented:

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

Discipline Procedure

The Discipline Committee will meet in a timely manner within the next two school days for the following purposes:

1. The Committee will meet together to collect all pertinent information from the student(s) and the sponsor involved in the incident.
2. The Committee will then decide the consequences appropriate for the student(s) behavior.
3. The Committee will meet with the students(s) to communicate the consequences.
4. Each student's parents will be notified of the consequences by letter via certified mail.

Right of Appeal

After receipt of the certified letter, the parents then have ten days to provide in writing, their reasons for requesting an appeal. Asking for a second hearing is usually done if the student is suspended or expelled from school. The principal of Shawe Memorial will consider hearing an appeal if the student and/or parents present evidence of one of the following in their written request:

1. That the school did not provide the student with all the elements of due process in the investigation and conduct of the hearing, especially the opportunity to present his or her side of the incident.
2. That further evidence had been found subsequent to the hearing, which points to innocence of the charges made against the student.

The principal **will not** consider an appeal if its purpose is to communicate that the student/parent(s) do not agree with the decision made by the Discipline Committee. In addition, the appeal letter must contain clear and specific indications that one of the above conditions was not met during the discipline process. If the principal decides that there is not sufficient grounds for appeal, then that will be communicated to the parent(s) in writing and that decision of the principal is final.

If the principal deems that there are sufficient grounds for appeal, he/she will convene a special appeal board to investigate the conduction of the original hearing process **or** listen to evidence that was not part of the original hearing. A final decision will be communicated to the parent(s) in writing as soon as possible after the conclusion of the appeal board's investigation.

Non-Shawe Students

Non-Shawe students present at Shawe functions or on Shawe school grounds will undergo the same process as Shawe students, with the addition of that student's own school being notified of the incident by Shawe's administration as soon as possible. If testing proves "positive" the non-Shawe student will not be allowed to attend any further Shawe activities for the remainder of the school year.

Serious Violations-Category II

Category II offenses are very serious, and though in themselves may not result in dismissal from the school, result in more serious disciplinary actions, and dismissal if they are repeated. Possible sanctions for one time offenses may result in suspension or extended suspension. The Administration will immediately suspend the student and notify the parents. Suspensions may be for no less than two (2) days and no more than ten (10). A hearing will take place with the Administration and possibly other school officials, who will communicate the results and conditions of the suspension in writing as soon as possible. Category II offenses are described as a student who:

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

Minor Offenses-Category I

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

1. Demonstrates disruptive behavior in the classroom, school, during assemblies and at school-sponsored activities not held at school;
2. Is not dressed according to the school dress code;
3. Displays inappropriate affection (i.e. public displays of affection);
4. Litter in the classroom or in any area of the school;
5. Pushes or shoves another student;
6. Refuse to comply with a reasonable request;
7. Disregards the cafeteria rules;

8. Chews gum in school;
9. Has food or drinks outside of the student lounge.
10. In possession of any electronic paging device, cellular phone, tape/CD player, radio, or other electronic communications apparatus on school premises during school hours, unless permission is granted by the principal. Any such items brought to school will be confiscated and returned later.

After-School Detentions

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

Suspensions

Assigned suspensions may either be in school or out of school suspensions. They are at the discretion of the discipline committee and the principal. **Students may not attend classes or participate in any extra or co-curricular activities during suspensions. Students under suspension are not to be on school property during the suspension period.**

Shawe Memorial High School participates in the Alternative to Out-of-School Suspension Program. This program is utilized by all of the school systems in Jefferson County. **Students who are referred for participation in the Jefferson County Alternative to Out of School Suspension will be required to appear in Court the next morning at 8:00 am accompanied by their parent(s). It is the parents' responsibility to transport the child to the Jefferson County Courthouse and the suspension site, which is held at the Lide White Boys and Girls Club. The school day during the suspension period is from 7:30 am to 2:30 pm. All suspensions will become part of the student's permanent record.**

Students who receive a suspension may be removed from any leadership position (i.e. NHS/NJHS, Student Council, etc.)

Teachers will require the student to hand in the missed homework and it will be counted toward their grade.

Smoking and Tobacco Products

Smoking and the possession of tobacco products are prohibited at all times on school grounds or within a 2-block area of school property and off-school activities. This is a violation of the Indiana Tobacco Laws.

Due Process

A student who is suspended or excluded from Shawe Memorial High School may have the right to a due process hearing before the Disciplinary Committee. The due process may include but not 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 (expulsion).
- 3.) An offering of the opportunity of a hearing on the charges within a reasonable time.

Due 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 work. "Beyond a reasonable doubt" is not the criteria to be measured by. The principal is the agent of appeal for a suspension or expulsion. As such he/she is not to be involved in the original hearing.

The principal of Shawe Memorial High School will consider hearing an appeal if the student/parents present evidence of one of the following in their written letter of 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.

The Principal will not consider an appeal if its purpose is to communicate that the student/parents do not agree with the decision made by the Discipline Committee. The appeal letter must contain clear and specific indications that one of the above was not present during the process. If the principal decides that there are not sufficient grounds for appeal, he or she will communicate that in writing to the parents and that decision is final.

If the Principal deems that there are sufficient grounds for appeal he/she will convene a special appeal board to investigate the conduct of the hearing process or listen to evidence that was not part of the original hearing. A final decision will be communicated to the parents in writing as soon as possible after the conclusion of the appeal board investigation.

Searches

Indiana Law (IC20-8.1-5-7) indicates that a student locker on the premises of the school “is presumed to have no expectation of privacy in the locker or its contents”. Shawe Memorial 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.

A search of the car or personal belongings of the student not in a locker may be conducted if there is “reasonable suspicion” that the student may have a weapon, drugs, alcohol, pager, 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.

Standard Dress Code

The Standard Dress Code of Shawe Memorial High School 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

- **Shawe Memorial Polo Shirts with the embroidered school logo. These may be short sleeved or long sleeved in approved colors of navy, hunter green, white and maroon.**
 - **Navy or Tan slacks. Skorts, skirts, or shorts may be worn in walking length, (longer than mid-thigh). All must be hemmed (i.e. NO frayed hems).**
 - **No Cargo or Carpenter Style Pants, shorts, skorts or skirts.**
 - **All pockets must be inset.**
 - **Shawe Memorial sweatshirts with the school logo in navy, hunter green and grey. Plain navy blue crewneck, v-neck, or cardigan sweaters are also allowed.**
 - **Team shirts are not to be worn during the school day, unless special permission is granted.**
 - **Sandals may be worn. No “Florida” flip-flops.**
 - **Shoes or athletic shoes (without cleats) must be worn at all times.**
1. All clothing must be clean, properly fitted, neat and untattered, as well as worn with appropriate undergarments. The school logo must be in good condition, as well.
 2. Slacks and sweaters, etc. may not include any decorations-appliques, stripes, etc.
 3. Wind suits, warm-up suits, and sweat pants are not to be worn without special permission from the principal.
 4. Clothing must be worn as it is *intended* to be worn. Shirttails must be tucked in and slacks and shorts must be the proper waist size and must be worn at the waist. Skirts may not be rolled up.
 5. Shorts are not restricted to a specific time of year. Students should be sure to dress appropriately for the weather, understanding that the temperature can change throughout the course of any day.
 6. Students may wear plain, white tee shirts or turtlenecks under sweaters and sweatshirts.
 7. Shorts should be no shorter than fingertip length, with the arms extended to the side. Shorts should not be excessively long, either (no longer than right below the knee is preferred).
 8. Jewelry should be modest and conservative. Earrings are permitted provided they are not dangling from the ear. No other visible body parts such as a (nose, eyebrow) should be pierced with jewelry and any tattoos will need to be under cover at all times.
 9. All students should be neat and well groomed. Men are to be clean-shaven. Mustaches, beards, goatees or long sideburns, etc., will not be allowed. Men with shoulder length hair should have it pulled back in a ponytail. Ladies’ make-up, if worn, must be modest and in good taste. Hairstyles and hair color should be reasonable, so as not to distract other students.
 10. On “Dress Down Days” clothing should not contain print or artwork pertaining to drugs, alcohol, violence, or sex. Suggestive slogans will not be allowed. Tank tops and cropped length shirts (baring the midriff) will not be permitted. Spandex shorts, tops, etc. will not be permitted.
 11. On “Dress Up Days”, blue jeans, spaghetti strap dresses or tops are not permitted. Blue jean shorts will not be permitted, either. Dresses, shorts, skirts and skorts should also adhere to the conditions listed above in the Standard Dress Code. All parts of the body should be appropriately covered.

Note: Not wearing clothing properly will result in the same sanctions as being out of “uniform” as per the Standard Dress Code. The Principal retains the right to make changes and final decisions regarding the dress code.

INTERNET USER POLICY

Adopted by the Prince of Peace Parish
Commission for School Ministry
April 24, 2001
Policy 6263.6 & 6463.6
For both Elementary and Secondary Schools

We believe that the Internet offers vast, diverse, and unique educational resources to our community. Our goal in providing this service to the staff and students is to promote educational excellence to expand learning and research capabilities. All electronic communications to and from the Prince of Peace Catholic Schools (Shawe and Pope John) shall reflect the Catholic principles upon which the schools are founded and support the educational goals and mission.

The Internet is filled with resources unavailable to our staff and students in any other format or medium. Shawe and Pope John have taken reasonable precautions to restrict access to controversial materials. An adult supervisor will be available at all times during student use. However, with such an expansive and technologically sophisticated communication network it is impossible to control access to all information on the Internet.

The educational value of student Internet access is the joint responsibility of students, parents, and employees of the school corporation. Students will be supervised by a faculty or staff member and must have permission to use a school account, resource, or to access the Internet. Internet passwords will reside with the faculty and staff members only. Under no circumstances will students be given passwords to school accounts.

Parents will be notified that their students will be using school corporation resources/accounts to access the Internet. Students must return a properly signed Internet User Permission Form prior to the use of school equipment, accounts, or codes to access the Internet. Forms will be available at the beginning of each school year.

All forms of communication have ethical dimensions requiring

Shawe Memorial Junior/Senior High School Acceptable Internet and Computer User Agreement

If a Shawe Memorial Junior/Senior High computer user violates any of the terms, conditions, rules, or guidelines included above for access to the school based Internet or computer network, disciplinary action will be taken by the administration. The signatures at the end of this document are legally binding and indicate that the parties who signed agree to abide by the terms, conditions, rules, or guidelines, as stated above, on access to the Internet and school computers carefully and understand its significance.

Student

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

Student Name: *Please print* _____
Grade: _____

Student Signature: _____
Date: _____

Please sign and return to school by August 16, 2002.

Handbook Agreement Form

Parent or Guardian

As parent or guardian of this student, I agree that my child must abide by the terms, conditions, rules, and guidelines of access, at Shawe Memorial Junior/Senior High School, when using the Internet or school computers. I understand that this access is for educational purposes. I also recognize that it is impossible for Shawe Memorial Junior/Senior High School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired through the Internet or the school-based computers. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my son/daughter to have access to the Internet/Computer System at school.

Parent/Guardian Name: *Please Print*

DATE: _____

Parent/Guardian Signature: _____

Please sign and return to school by August 16, 2002.