

PURPOSE OF SHELBY ACADEMY

Shelby Academy was founded upon and is dedicated to academic excellence, physical development, and spiritual enrichment and growth.

GENERAL INFORMATION

Location and Mailing Address 9178 Highway 22 Montevallo, AL 35115
School Telephone 205-668-2299
School Hours 7:50 a.m. until 3:15 p.m.
School Administration. Mr. Steve Zaslofsky, Headmaster
School Mascot. Raider
School Colors. Green and White
School Creed. "To increase in wisdom and stature and in favor with God and Man" Luke 2:52

Website: www.shelbyacademy.net

Email: shelbyacademy@shelbyacademy.net

Headmaster@shelbyacademy.net

MISSION STATEMENT

The mission of Shelby Academy is to develop self-confident, knowledgeable, and productive citizens. We will accomplish this in a safe environment staffed by competent, caring, professionals teaching a challenging curriculum.

SPIRITUAL STANDARDS

Christian principles permeate teaching at all levels at Shelby Academy. We believe that an environment of Christian attitude is necessary to achieve our goal of enriching each student's life to the fullest. Teachers will treat each student with love and charity, while maintaining discipline and high moral standards. Likewise, students will be expected to uphold the Christian virtues of honesty, industry, courtesy, and unselfishness in all dealings with others.

ACADEMIC STANDARDS

High scholastic standards are of primary importance at Shelby Academy. Students can be guided toward fulfillment of their individual academic potential in our small classes which continually emphasizes the importance of academic success.

ACCREDITATION

Shelby Academy is accredited by SACS (Southern Association of Colleges and Schools). The high quality of the school has been continually reaffirmed by repeated accreditation visits and written reports which indicate that Shelby Academy meets or exceeds all accreditation standards.

SCHOOL GOVERNANCE

Shelby Academy is a member of the Alabama Independent School Association (AISA). Shelby Academy is governed by an elected Board of Trustees. The Board consists of 12 members who are elected for three-year terms, which are staggered with 4 members being elected each year. All members of Shelby Academy are eligible for election to the Board. Individuals are nominated for election to the Board at the general membership meeting in the spring. Board officers are elected annually by the members of the Board and include a President; Vice President for Academics, Admissions, and Personnel; Vice President for Buildings and Grounds; Vice President for Fund Raising; and Secretary. Board meetings are held monthly and any member of the school or any faculty or staff member may bring items of interest or concern before the Board. Individuals wishing to bring items before the Board should contact the Board President prior to the meeting date.

CURRICULUM

Elementary School

The elementary program emphasizes the following:
a phonics approach to reading based on Open Court; spelling and writing with a definite relationship to reading;
basic mathematics with emphasis on the development of necessary skills and understanding of underlying concepts; elementary science providing a background upon which to base the expanding scientific information needed in our world today; health and physical education; music and art; factual knowledge in the area of social studies with emphasis on geography, history, and government.

Middle School

Students in the 7th and 8th grades should become familiar with a number of subject areas and fields of study. Any student failing two major subjects will repeat the grade. The function of the Middle School is to help the students adjust from the structure and focus of the Elementary School to the structure, focus, and academic content that will be needed for success in the High School. The middle school curriculum includes the following for each of the three grades:

<u>7th Grade</u>	<u>8th Grade</u>
English	English
Science	Science
History	History
Mathematics	Mathematics
P.E.	P.E.
Electives	Electives

Example
Choir
Foreign Language
Research
Character/Bible

Examples
Choir
Foreign Language
Research
Character/Bible

High School

Shelby Academy offers three different diplomas for students in the High School. The requirements for each of the diplomas listed as required numbers of academic units in each subject are as follows:

General	College Preparatory	Academic
4 English	4 English	4 English (through AP)
4 History	4 History	4 History
4 Math (1-algebra/1-geometry)	4 Math (through Trig)	4 Math (through AP)
4 Science (1-physical/1-biological)	4 Science (through Physics)	4 Science (through Physics)
1 Fine Arts	1 Fine Arts	1 Fine Arts
.5 Health	.5 Health	.5 Health
.5 Computer Literacy	.5 Computer Literacy	.5 Computer Literacy
1 P.E.	2 Foreign Language	2 Foreign Language
5 Electives	1 P.E. 3 Electives	1 PE .5 School or Community Service 4.5 Electives
24 credits	24 credits	25 credits

- Weighted grades (+8pts) will be used in "Advanced Placement" (AP) classes.
- Valedictorian and Salutatorian will be chosen from students in College Prep and Academic Degree programs only.
- Valedictorian and Salutatorian candidates must have been at Shelby Academy by the first day of their junior year and be continually enrolled from then until graduation.

EXAMPLE OF HIGH SCHOOL ACADEMIC SCHEDULE

9th Grade

General Degree	College Preparatory Degree	Academic Degree
1 English	1 English	1 English
1 World History	1 World History	1 World History
1 Physical Science	1 Biology	1 Biology
1 Algebra	1 Algebra I	1 Geometry
.5 Health	.5 Health	.5 Health
1 P.E.	1 P.E.	1 P.E.
.5 Elective	.5 Elective	.5 Elective
6 credits	6 credits	6 credits

10th Grade

General Degree	College Preparatory Degree	Academic Degree
1 English	1 English	1 English
1 U.S. History	1 U.S. History	1 U.S. History
1 Biology	1 Anatomy & Physiology	1 Anatomy & Physiology
1 Algebra I	1 Geometry I	Algebra II
1 Fine Arts	1 Fine Arts	1 Fine Arts
1 Elective	1 Elective	1 Elective
6 credits	6 credits	6 credits

11th Grade

General Degree	College Preparatory Degree	Academic Degree
1 English	1 English	1 English
1 U.S. History	1 U.S. History	1 U.S. History
1 Env. Science	1 Chemistry	1 Chemistry
1 Geometry	1 Algebra II	1 Trigonometry
.5 Computer Literacy	.5 Computer Literacy	.5 Computer Literacy
	1 Foreign Language	1 Foreign Language
1.5 Electives	.5 Electives	.5 Electives
6 credits	6 credits	6 credits

12th Grade

General Degree	College Preparatory Degree	Academic Degree
1 English	1 English	1 English (AP)
1 Government Economics	1 Government Economics	1 Government/ Economics
1 Anatomy & Phy	1 Physics	1 Physics

1 Life/Consumer Math

2 Electives

6 credits

24 Total Credits

1 Trigonometry

1 Foreign Language

1 Elective

6 credits

24 Total Credits

1 Calculus (AP)

1 Foreign Language

.5 School/Comm. Service

1.5 Electives

7 credits

25 Total Credits

ADMISSION POLICIES

A Shelby Academy entrance exam will be required for all new students.

Academic probation requires that the student maintain an average of 70 in each of the four academic areas per semester.

If a student has been suspended from any school and is admitted to Shelby Academy, the student will be on one-year probation. If a student on probation commits a suspension offense, that student will be immediately expelled.

ADVANCED GRADE PLACEMENT

Advanced grade placement will be given consideration on a case by case basis with input from the Headmaster, counselor, teachers and parents.

GRADING SYSTEM

Any student not completing satisfactory work during the year will be required to repeat that grade or course the following year. Each student in the Middle and High Schools must pass each prerequisite course before taking the next advanced course. Each student in the High School must repeat any semester in which an average grade below 60 is earned. Furthermore, the student must pass 6 credits to be advanced to a higher homeroom. Each student in the Middle School is graded using a yearly average. If a student should fail 2 of 4 core subjects for the year, they must repeat the grade. Any elementary student, who receives a recommendation for grade retention, may or may not accept that recommendation. Upon a second recommendation for grade retention the student must be retained or removed from enrollment. Students are expected to meet the academic standards of Shelby Academy. Any student who fails a grade for two consecutive years will not be re-admitted the following year. The following grading system is used at Shelby Academy for all grades. Middle and High School students receive actual numeric grades while Elementary students receive letter grades.

A - 90 to 100 - Excellent

B - 80 to 89 - Good

C - 70 to 79 - Average

D - 60 to 69 - Minimally Passing

F - below 60 - Failing

ADVANCED PLACEMENT MATHEMATICS COURSES

To achieve advanced math placement into Pre-algebra in the seventh grade, the following criteria must be met:

1. Teacher Recommendation (unless transfer student)
2. Headmaster Approval
3. Parent Approval
4. 85 Semester average in 6th grade math and/or 85th percentile score on the 6th grade Stanford in math.

The student must maintain an 85 average in pre-algebra to advance to algebra.

REPORT CARDS

Report Cards will be sent home at the end of each nine-week period. Parents should sign and return the Report Card to the school within one week. A charge of \$5 will result for reissuing lost Report Cards. Repeated negligence with regard to Report Cards will result in intervention by the Headmaster.

ATTENDANCE REGULATIONS

All students are required to have a current immunization form on file in the office prior to the first day of school.

Students must attend classes regularly to benefit from the curriculum of Shelby Academy. However, students who show any signs of illness should be kept at home in order to protect other students. Parents should contact the school immediately upon learning that their child has contracted a contagious disease and should follow doctor's orders regarding the appropriate time for the student to return to school.

Students are allowed three non-participation days in P.E. for illness each grading period. Additional days of non-participation in P.E. will be granted only with a physician's request.

When students need to take medication during school hours, they must bring the over the counter and/or the prescription bottle along with a written note from the parent, which states that the student has an illness requiring the medication. The medication must be kept in and administered by the office.

Any elementary student, who arrives at school after the beginning bell has sounded (7:53 a.m.), must be accompanied by a parent to the school office and be signed in prior to going to class.

Any parent who enters the school building following the tardy bell (7:53 a.m.) must report to the school office prior to visiting any classroom. It is imperative that school personnel are aware of any visitors at the Academy. A student in grades 6-12 who is not in class by the final bell (7:53 for first period) is tardy.

An accumulation of two tardies for a class shall be equivalent to one absence. If a student misses more than half of a class due to tardiness, an absence for that class shall be recorded. Students will not receive credit for the semester's work if they are absent for 11 days or more during the semester, unless excused by a physician. A chiropractor is not considered a physician for this purpose. This applies to the entire grade in the Elementary School and to individual subjects missed in the Middle and High School. In grades 9-12 credit cannot be obtained for a subject if there is an accumulated 30 days per semester absence, regardless of the cause. Likewise in grades 1-8 credit cannot be obtained with an accumulation of 60 days absence during an academic year.

Each student must bring an excuse note written by the parent to the homeroom teacher upon returning to school after an absence or after being tardy. The excuse note should explain the reason for the absence. Either parental excuse notes or doctor's written excuse notes will be accepted as an excuse for the absence.

Permission to leave campus during the school day will be given by the Headmaster only at the specific request of the parent. In all cases other than those involving medical or personal emergencies of a critical nature, the parent must notify the Headmaster or the secretary by telephone, and must personally pick up the student at school. Students will not be allowed to leave school in their own cars or other vehicles until the end of the school day except for the emergency reasons stated above.

It is consistent with the philosophy of Shelby Academy that good discipline is essential to the creation of an atmosphere, which provides students with a superior educational opportunity. The realization of this philosophy necessitates that student's exercise responsible behavior, both on and off campus indicating respect for self and others at all times.

HOMEWORK/EXAMINATIONS/MAKE-UP WORK

1. No extra credit work or bonus points are to be given. There will be no higher grades than 100, with the exception of Advance Placement classes.

2. Homework grades will count as 20% of each student's final grade unless previously approved by the Headmaster.

3. Semester exams will count as 20% of the semester average.

4. Excellent attendance will be rewarded according to the following criteria.

Semester examinations will be exempted for students who meet either of the following criteria:

a) Semester average of 85 with two or less absences.

b) Semester average of 90 with three or less absences.

Classes in session during exam days will not be counted as absences for those qualifying students.

5. With regard to work missed because of excused absence:

Exams: The make-up schedule for exams missed due to an excused absence is as follows:

1 day missed – 2 days to make-up the exam

2 days missed – 2 days to make-up the exam

3 days missed – 3 days to make-up the exam

4 days missed – 4 days to make-up the exam

5 or more days missed – 5 days to make-up the exam

Every make-up test will be a new test. Teachers are allowed to give make-up tests at their discretion within the 5 day period

Homework: Assignments given while the student is present for class will be due on the day the student returns.

Homework assigned while the student is absent will be due on the same schedule as make-up exams.

6. Homework is due at the beginning of each class. Homework that is not turned in at the beginning of class will be considered late.

7. Homework that is turned in late (up to 24 hours) will be credited at 50% of the student's earned grade.

8. Homework will not be assigned in a subject on which a test will be given the next day.

9. Math homework may be given each night – approximately 30-45 minutes.

10. All other subjects' homework may be assigned 2 or 3 times per week for approximately 30-45 minutes.

11. Projects and research type papers should be scheduled on a staggered basis so that they are evenly distributed throughout the curriculum.

12. Projects not turned in when due shall have one letter grade deducted for each day it is late, up to 5 days.

13. If a student is absent on the day a project is due, the project will be due on the day they return.

14. Extensive excused absences during the prep time for a project before a project is due will require Headmaster approval for alternate due date.

15. Teachers should work together to prevent more than 2 major exams being given the same day.

16. Elementary homework for grades 1 and 2 should not exceed 1 hour per day.

17. Elementary homework for grades 3 – 5 should be approximately 1 hour per day.

18. Elementary projects should not require more than 30 minutes per night until the project is complete.

ACHIEVEMENT TESTING

In accordance with Alabama Independent School Association standards, students in grades 2, 4, 6 and 8 participate in annual individual achievement testing. This testing serves as a basis to assist faculty in determining areas of relative academic strength and academic need for individual students and to improve the individual quality of the student's educational experience at Shelby Academy. Results of achievement tests are placed in each student's permanent academic file and are shared with parents by either parent-teacher conferences or by inclusion in the final Report Card.

HONOR ROLL

Good scholarship is encouraged for all students. Students with an all "A" record will be named as members of the Distinguished Honor Roll for each grading period. Students with an "A-B" record will be named as members of the Honor Roll. Students may also earn membership in the Semester Honor Roll by achieving an "A" or an "A-B" record with regard to semester averages. Honor Roll lists will be prominently displayed on the bulletin board for each grading period and for each semester.

REQUIREMENTS FOR MEMBERSHIP NATIONAL BETA CLUB

Admission Requirement

1. A candidate must maintain an 85 or above average for each subject for two consecutive semesters immediately prior to tapping.
2. Grades from other schools will be honored for transfer students.
3. Jr. Beta Club will consist of grades 6-8. Sr. Beta Club will consist of grades 9-12.
4. A candidate should have no outstanding behavior problems.
5. A candidate should display leadership qualities.
6. A candidate should have a commendable attitude.
7. A candidate must have approval from teachers.

Maintaining Membership

1. An 85 or above average must be maintained for each 9 weeks, and for each semester.
2. If for any 9 weeks or semester average, an 85 or above average is not maintained, probation for the following 9 weeks grading period will result.
3. If Item 2 occurs twice in the same academic year, membership will be forfeited.
4. If for any 9 weeks or semester average more than one infraction occurs, membership will be forfeited.

DUAL ENROLLMENT GUIDELINES

1. All college courses must meet AISA and SACS academic standards
2. Involvement in the Dual-Enrollment Program is limited to juniors and seniors
3. Students seeking enrollment must have an overall "B" average, as well as, a "B" average in all core subjects.
4. Students must meet admission requirements of the institution offering the dual enrollment courses.
5. Students must have written approval of counselor and Headmaster.
6. Dual Enrollment classes shall not interfere with the Shelby Academy schedule or extracurricular activities.
7. The student will be responsible to ensure that Dual Enrollment courses will transfer to the college/university that they will attend upon graduation.
8. Courses taken will count as one-half [1/2] credit toward graduation but will not replace graduation requirements of AISA or SACS.

ACADEMIC CONCERNS AND TUTORING

Parent-teacher conferences are encouraged whenever any academic difficulty is evident and may be initiated by either the parent or the teacher. Teachers will notify parents of student difficulty during the grading period in which the difficulty becomes apparent. A conference will be called at the earliest possible date for the parent, teacher, and Headmaster if it is felt that a private tutor is needed by a student in any subject. All teachers at Shelby Academy will be available for one hour of after-school tutoring each week at no additional charge to parents. If additional tutoring is needed, private tutors should be engaged.

OTHER CONCERNS OR GRIEVANCES

School members with concerns or grievances regarding faculty, staff, board members or school policies must adhere to the following procedure:

1. Concerns regarding faculty, staff members, or board members will be discussed initially with that individual.
2. If a satisfactory resolution is not achieved, the member should then contact the Headmaster.
3. After following these procedures and a satisfactory resolution is still not achieved, the Headmaster or the member will contact the President of the Board of Trustees who will evaluate the situation and address the concern at the next board meeting.

Any member who knowingly and willfully defames Shelby Academy, its teachers, staff, or board members may, at the recommendation of the Board of Trustees, forfeit their membership privileges, including withdrawal from all classes and forfeiture of any paid tuition. The Board of Trustees of Shelby Academy will not tolerate spreading of rumors, petitions or dissent within the membership. Any problems within the school shall be addressed first with the teacher/staff member in question, followed by the Headmaster and finally the Board of Trustees. At the request of the member, the Headmaster will attend meetings held between the member and the faculty/staff member.

AGE REQUIREMENTS FOR KINDERGARTEN AND FIRST GRADE

Children entering kindergarten or first grade must be five or six years of age respectively by October 1. Parents must furnish birth certificates and certificates of immunization prior to enrollment in kindergarten or in first grade. All children entering first grade are given readiness tests and are accepted upon recommendation of kindergarten or first grade teachers.

QUALIFICATIONS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students must have an average grade of C or better in all subjects to be eligible to participate in any extracurricular activity, including athletic teams, cheerleading squads, and clubs. This grade standard must be maintained throughout the year for continuing participation. Grades will be monitored at the end of nine weeks and should a student fall below the required C average that student will be placed on probation and will not participate in the extracurricular activity until the required grade of C or better is met. If a student is placed on probation more than 2 times they will be withdrawn from that particular extracurricular activity. Some clubs may have additional qualifications for membership or election to office.

Less than "C" average (7 subjects) after 4 weeks



Probation for 2 weeks
Student required to go to Help Classes
on a weekly basis



If still under "C" average at 6 weeks
Suspension until remedied & still
required to go to Help Classes on a
weekly basis
**Suspension means that the student will be allowed
to practice but will not be allowed to play in games



If not remedied at the end of 9 weeks
Termination from team
** Eligibility for the next sport can be
regained when a "C" average is obtained

More than 1 "F"
after 4 weeks



Probation for 2 weeks
and student is required to attend
Help Classes on a weekly basis



If still not remedied at 6 week point
Suspension & required to attend
Help Classes on a weekly basis
**Suspension means that the student will be

allowed to practice,
but will not be allowed to play in games



If not remedied by 9 weeks
termination from team & loss of
eligibility for next sport

DISCIPLINARY ACTIONS

Any student who flagrantly disregards the policies and regulations of Shelby Academy, either in letter or in spirit will be subject to disciplinary action by the Headmaster.

CORPORAL PUNISHMENT

While corporal punishment is not the primary means of responding to discipline problems, it will be used if necessary. Teachers in the Elementary School generally handle routine matters of discipline. If corporal punishment is deemed to be necessary for any student, it will be administered by the Headmaster. Corporal punishment will never be administered without permission of the parents. In all cases in which corporal punishment is administered at Shelby Academy, the number of "licks" will not exceed three for any offense.

DETENTION

A minor offense will result in detention. Detention must be served between 7:00 a.m. and 7:50 a.m. on the day(s) designated by the Headmaster. Repeated minor offenses will result in an increased number of days of detention. An accumulation of 4 detentions within a semester will result in Saturday detention.

SATURDAY DETENTION

The hours for Saturday detention will be from 8:00 a.m. until 11:30 a.m. Any student subject to Saturday detention will be supervised by a delegated board member or school official. Saturday detention will consist of duties to improve the appearance of the school. Any student late to Saturday detention will serve additional 5-minutes of detention for each 1-minute late, not to exceed 12-minutes or 1-hour additional detention. Any student over 12-minutes late to detention will be suspended. An accumulation of three Saturday detentions will result in suspension. Examples of student behavior which might result in Saturday detention include but are not limited to the following:

1. Accumulation of 4 detentions in semester
2. Fighting
3. Offences occurring during regular detention
4. Cheating (also receive "0" on exam)
5. Being disrespectful to facility, staff or school visitors
6. Inappropriate language

ZERO TOLERANCE

Shelby Academy is an ALCOHOL - DRUG FREE / WEAPON FREE campus. ANY violation of these offenses will result in immediate expulsion.

SUSPENSION

The Headmaster has the authority to suspend students who disregard the policies and regulations of the school. Suspensions by the Headmaster will be limited to a maximum of three days. All work missed during suspension will result in an automatic "0". Examples of student behaviors which may result in suspension include but are not limited to the following:

1. An accumulation of three Saturday detentions per semester
2. Use of or possession of tobacco products on campus and school functions
3. Stealing
4. Second cheating offense
5. Engaging in truancy
6. Intentionally damaging school property

(NOTE: An offense may range anywhere from an official warning to 3 days of suspension, depending upon the severity of the offense, as determined by the Headmaster.)

EXPULSION

Expulsion can be issued only by the Shelby Academy Board of Trustees at the recommendation of the Headmaster. Examples of student behaviors which will result in expulsion include but are not limited to the following:

1. Engaging in verbal or physical abuse of a teacher, member of the office staff, or the Headmaster
2. Stealing
3. Being suspended on two occasions in a semester or three occasions in a year is an automatic expulsion
4. If a student is arrested the circumstances will be reviewed by the Headmaster and the Board of Trustees and may

result in expulsion.

STUDENT MARRIAGE, PREGNANCY, OR PARENTHOOD

Married students, pregnant students, or parents may not be admitted to Shelby Academy. Enrolled students getting married, becoming pregnant or becoming parents will withdraw immediately.

MOTOR VEHICLES

All student vehicles must be properly registered with the school and must display the appropriate decal on the inside of the rear window on the driver's side of the vehicle. The bringing of cars or motorcycles to Shelby Academy by students is a privilege which is extended only to students who have valid Alabama Driver's Licenses. This privilege will be denied to any student who engages in reckless or dangerous driving practices while on school property. Students should be especially careful while driving in the parking lots or driveways of the school as school is dismissed each day due to the high volume of traffic and presence of numerous pedestrians. Student vehicles will be subject to random searches if deemed necessary by the Headmaster or by the Board of Trustees.

USE OF SCHOOL TELEPHONES

The telephone in the office is for office and for medical emergency use only. Students should not ask to use the telephone in the office unless they have a genuine medical emergency. Cellular phones are to remain off and not visible during school hours. Violation of this will result in the Headmaster confiscating the cell phone and returning after a conference with parent and student.

DRESS CODE

All students should use good taste and judgment in their choice of attire at all times. The Headmaster or his designee has the authority and discretion to prohibit any form of dress that interferes with the normal operation of the school, or is disruptive to the education process. The following list while not intended to be all-inclusive provides examples of dress code requirements at Shelby Academy. **This dress code applies to all student activities, both on and off campus, including all sporting events.**

1. Male students should be clean shaven and should have a hairstyle which meets the following criteria:
 - a. Bangs shall not extend below the eyes;
 - b. The bottom of the earlobe shall be visible;
 - c. Length of the hair in the back shall not exceed 1inch from the lowest point of growth.
2. Male students should wear shirts with some type of sleeve, tucked into their pants. Muscle shirts and tank tops are prohibited. Appropriate undergarments must be worn and not visible. Pants must be fastened and worn at the waist with a belt, and should not be excessively large or loose fitting.
3. Female students should not wear shirts or blouses that expose midriffs or backs either sitting or standing, shirts that have a shoulder less than 2 ½ inches in width, backless dresses or revealing or excessively tight clothing. Appropriate formal attire (such as spaghetti straps, strapless) can be worn by prom, pageant and homecoming participants.
4. Female students shall not wear see-through shirts or blouses. In addition, all shirts or blouses will be worn such that no cleavage is visible. Appropriate undergarments must be worn and not visible.
5. The Headmaster or his designee has the authority and discretion to prohibit the wearing of any sign, symbol, logo or garment which has become synonymous with any gang, cult or unauthorized club or organizational activity.
6. No obscene language, unacceptable graphics, illegal substance advertisements (to include alcoholic and tobacco advertisements) may be worn on clothing or accessories.
7. No hats, caps, hair curlers, or sunglasses may be worn inside any building. Caps may be worn (bill forward) outside.
8. No pants with holes or splits may be worn.
9. All shorts worn by students in the Middle and High School, must be no more than six inches above the middle of the knee. Cut-off shorts and athletic shorts, made from nylon or similar material, are not to be worn. Skirts and dresses are to be no more than four inches above the middle of the knee. The length will be measured from the shortest hemmed (top of a slit or button opening) point. All garments must be hemmed and not rolled.
10. Students in the classroom may not wear sweat suits.
11. Students should wear gym attire, T-shirts and athletic shorts (no spandex), during P.E. period and for all physical education related events.
12. No visible body piercing is allowed other than in the ears. No visible tattoos are allowed.

Any garment in question will be considered inappropriate.

Any violation of the dress code will result in disciplinary action up to and including expulsion.

SOCIALS

The teacher who is the official sponsor for a group conducting a social event will serve as chaperone. Other chaperones may be needed and invited depending on the size of the group. An adequate number of chaperones should be invited and their attendance confirmed well in advance of the social function. Students must follow directions of chaperones. Chaperones may ask couples or individuals to leave for inappropriate behavior. Students must remain in the school during the social function. A student who leaves before the social function is over may not return. Shelby Academy students who bring guests from other schools are responsible for the behavior and actions of their guests.

RULES FOR SCHOOL TRIPS

All trips should be registered in the office of the Headmaster. Means of transportation, expense, permission slips signed by parents, names of students riding in each vehicle, and names of chaperones and drivers should be filed in the office prior to departure. All students must travel exclusively in vehicles driven by individuals on Shelby Academy's list of approved drivers. All drivers must be listed as approved on the official list of drivers provided to the school's insurance company. There should be at least one faculty member or other designated chaperone in each vehicle. All students will go to and return from school trips on transportation provided by Shelby Academy unless they are released **directly** to the parent at the parent's request. All school rules regarding appropriate behavior will be observed on all school trips.

DRUG TESTING PROGRAM

Shelby Academy is dedicated to academic excellence and the personal growth and well being of its students. This mission requires a school environment that is safe and drug free in order to maximize the learning potential of its students. Shelby Academy is demonstrating its leadership and commitment to the community by instituting an innovative drug testing program for its students. It is based on principles and a structure that assists youth, rather than punishing students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance. The program advocates universal drug testing of all students in grades 9-12.

The testing schedule would be established as follows:

1. INITIAL TESTING: Every student in grades 9-12 will be tested at the beginning of the school year.
2. RANDOM: Students will then be randomly tested throughout the school year to achieve a goal of 25% of the student body.
3. FOLLOW-UP TESTING: Any student testing positive on the initial test will be re-tested or any student suspected by the Headmaster will be tested.

I have read and understand the rules and guidelines outlined in the 2008 - 2009 Viewpoint. I agree to abide by these guidelines.

Student Signature _____

Parent Signature _____