Shelby Academy

Short Term

Handbook for Students and Families

2026-2027

Shelby Academy
Find Your Path

We are responsible.
We are respectful.
We are safe.

About Us

Purpose

The purpose of the “short-term room” is to provide a safe, in-school location for students who would otherwise serve at-home school suspension. Students are assigned “short-term” for the following: first drug offense, multiple fights, or assigned by Mike Clark and/or Ben Roberts.

PROCESS

1. Call parents/guardians and make sure they are aware the student will be at Ascension in the “short-term room.”
    a. When talking with parents/guardians, please inform them that we use a metal detector and a wand to search all students before they enter the building. We also DO NOT allow students to have cell phones or backpacks. If a student brings a phone or backpack, we will keep it in a locked room until dismissal.

2. Assign student via IC student to “in district removal” at Ascension
    a. Drug Offense Example (10 days)
        i. 5 days out of school at home
        ii. 4 days in “short-term” at Ascension
        iii. 1 day re-orientation at home school

3. Items to complete by school
    a. Email student full name, start and end dates, home school, and any concerns to Kayla Peege, Gigi Wheeler, JP LaVertu and Ginger Carroll (If transportation is needed).
    b. Call 502-272-9293 to inform Ascension of the start date
    c. Complete Placement Form before the day the student attends.
    d. Make a copy of this form and have teachers complete it.

NOTE: If these steps are not completed, the student will be sent back to their home school.

4. Make sure the student is prepared (device, paper copies of work, Google Classroom, etc). Note: We will encourage students to work but are not responsible for work completion.

a. While students are with us, they MUST be working on assignments from their home school. Shelby Academy is not responsible for turning in assignments for them.

5. If a student is absent, Gigi Wheeler and/or JP LaVertu will contact the assigning school and the 4 days assigned will shift.

6. If a student has an unsuccessful day (see point sheet below) they will be assigned an additional day in ISAP at their home school upon return.

Main contact for short term is Mr. LaVertu.

Name_____ **Date(s)**_____

Safe (Examples)	Respectful (Examples)	Responsible (Examples)
Out of Seat	Cussing	Inappropriate Tech Use
Not Sitting Correctly	Talking	Not Working on Assignments
Leaving Room	Inappropriate Conversations	Not Following Directions

	Safe Y or N	Respectful Y or N	Responsible Y or N	Notes
Day 1				
Day 2				
Day 3				
Day 4				
*Day 5				
*Additional Days				

Criteria:
Y= Student met expectation with 3 or fewer prompts.
N= Student met expectation with more than 4 prompts.

To be a successful day, students must have met two or more categories.
Unsuccessful day results in an additional day at Ascension or at Home School ISAP.

Notes:_____
_____
_____

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We Are Safe We Are Respectful

- We Are Responsible
- Breakfast and Lunch Are Provided
- Talking Is Only Allowed During Lunch IF Ascension Staff Approves
- Stay in Assigned Seat, Facing Forward
- Use Appropriate Language At All Times
- Appropriate Use of Technology
- Headphones Only For Lessons (headphones will be provided), music is Not Allowed
- Work Only On School Assignments
- If Completed, See Ascension Staff for Work Packet
- Heads Up At All Times. No Sleeping
- Write Up Results in an Unsuccessful Day