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## FOREWORD

This book is provided to every family in Speedway with a student enrolled in a Speedway public school. It contains valuable information which parents will find useful throughout the school year. Parents will want to keep this booklet handy for reference.

Parents are encouraged to call teachers and the principal when more specific information is needed. The entire staff, including the Superintendent, Director of Curriculum, and Board of Education, are all working to help your child learn and grow. We are dedicated to that task. Your support and cooperation are appreciated.

Kenneth E. Hull  
Superintendent  
School Town of Speedway

## BOARD OF EDUCATION

Regular meetings of the Board of Education are held on the second Tuesday of each month at 7:30 P.M. in the Board Room at Speedway High School and additional dates as posted on the website [www.speedway.k12.in.us](http://www.speedway.k12.in.us). The public is invited.

## HUMAN DIGNITY POLICY

In the School Town of Speedway, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any person on the basis of race, gender, handicap, physical condition, socioeconomic background, ethnic or national origin or religion is unacceptable.

## SPEEDWAY JUNIOR HIGH SCHOOL MISSION STATEMENT

The mission of Speedway Junior High is to instill in individuals skills to master state proficiencies and to develop attitudes as productive, life-long learners in an ever-changing, diverse, and technical society. Our "community of learners" will cultivate an environment that will stimulate, nurture, and enrich developmentally appropriate learning experiences.

## SPEEDWAY JUNIOR HIGH SCHOOL BELIEF STATEMENTS

We Believe:

- ❖ in the potential of all students to learn.
- ❖ in motivating students to reach their full potential.
- ❖ in inspiring life-long learning.
- ❖ in providing academic challenges for all students.
- ❖ in using a variety of teaching strategies to help each student learn.
- ❖ in giving students equal opportunities to learn.
- ❖ in students assuming responsibility for their learning.

## OFFICES OF SPEEDWAY PUBLIC SCHOOLS

### Superintendent's Office

5335 W. 25th Street  
Speedway, IN 46224  
Telephone: 244-0236

Kenneth E. Hull  
Superintendent  
Patti S. Bock  
Director of Curriculum

### Speedway Senior High School

5357 West 25th Street  
Speedway, IN 46224  
Telephone: 244-7238

Timothy E. McRoberts  
Principal  
Jon D. Acton  
Assistant Principal

### Speedway Junior High School

5151 W. 14th Street  
Speedway, IN 46224  
Telephone: 244-3359

John W. Dizney  
Principal  
Eric C. Rosebrough  
Assistant Principal

### Carl G. Fisher Elementary

5151 W. 14th Street  
Speedway, IN 46224  
Telephone: 241-6543

Kathryn K. Richards  
Principal  
Kevin M. Bourke  
Assistant Principal

### Arthur C. Newby Elementary

1849 N. Whitcomb Street  
Speedway, IN 46224  
Telephone: 241-0572

Anthony V. Gagliano  
Principal

### James A. Allison Elementary

5240 W. 22nd Street  
Speedway, IN 46224  
Telephone: 244-9836

Jay L. Bedwell  
Principal

### Frank H. Wheeler Elementary

5700 Meadowood Drive  
Speedway, IN 46224  
Telephone: 291-4274

Brenda L. Wolfe  
Principal

**SCHOOL TOWN OF SPEEDWAY  
SCHOOL CALENDAR  
2010-2011**

Professional Development Day (No School)	August 9
First Day of School for Students	August 10
Labor Day (No School)	September 6
Fall Vacation (No School)	October 21 & 22
Thanksgiving Vacation (No School)	November 25 & 26
Dismissal at end of day for Winter Vacation <b>Semester End - 89 Days</b>	<b>December 17</b>
Professional Development Day (No School) <b>(Make Up Day for Inclement Weather)</b>	January 3
Return to School after Winter Vacation	January 4
Martin Luther King, Jr. Day (No School)	January 17
Professional Development Day (No School) <b>(Make Up Day for Inclement Weather)</b>	February 18
Presidents' Day (No School) <b>(Make Up Day for Inclement Weather)</b>	February 21
Spring Vacation	March 28-April 1
Return to school after Spring Vacation	April 4
Last Day for Students <b>Semester End – 94 Days</b>	<b>May 25</b>
Professional Development Day (No Students) <b>(Make Up Day for Inclement Weather)</b>	May 26

**A scheduled make up day will be activated when needed to complete 180 student days in attendance.**

**Adopted by the Board of Trustees: July 8, 2008**

**SECTION I  
GENERAL INFORMATION**

**A. School Residence**

- Provisions for legal residence of a student are in accordance with IC 20-8.1-6.1-1.
- Students whose parent(s) or legal guardian(s) move from the residence in Speedway to a residence outside of the city limits of Speedway during the school year must make arrangements with the principal for transfer no later than the end of the current semester.
- School Town of Speedway does not accept tuition or educational guardianship students.
- Proof of residency will be required. Home visits may be made to verify residency.
- According to IC 20-33-8-30, regardless of residency, a student who is under suspension or expulsion or has withdrawn to avoid expulsion may not be allowed to enroll.

**B. Title IX And Section 504**

The School Town of Speedway is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment and/or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Title IX and Section 504 Coordinator  
Director of Curriculum  
5335 W. 25th Street  
Speedway, Indiana 46224  
Telephone: 317-244-0236

**C. Confidentiality Of Records**

The Family Education Rights and Privacy Act of 1974 deals with the legal aspects of pupil records. The purpose of this act is to assure the privacy of all records such as grades, race, etc. by making sure that no such information is provided to any outside institution, employer, etc. unless a written release is given by the legal guardian (or by the student if 18 years of age or older).

Speedway School Corporation designates the following items as Directory Information: student name, address, telephone number, date of birth, hair and eye color, dates of attendance, awards received, most recent previous school attended, photo, videotape not used in a disciplinary matter, and student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of these items without prior written consent unless notified in writing to the contrary within 15 days of enrollment.

Discretionary directory information such as names, addresses, or parents' names, may be released to such organizations as S.P.T. and Booster Club unless the legal guardian gives a written letter of objection.

Parents have the right at all times to request a personal interview and interpretation of their children's records. The principal, assistant principal, or teacher will be available to assist.

#### **a. Notification Of The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **b. Notification Of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The School Town of Speedway has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School Town of Speedway will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School Town of Speedway will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School Town of Speedway will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

#### **D. Withdrawal**

If for any reason, a student must withdraw from school, he/she should inform the school office at least two days before the last day of attendance. All books and materials must be returned on the last day of attendance. School records will be forwarded when the new school requests them. Release forms may be required before records are sent to a new school.

#### **E. Appropriate Dress**

Speedway Schools are concerned with the appearance as well as the behavior of students. A student should be neat and well groomed. Students should be attired in such a way as to reflect credit to their school, their family and themselves. Student dress should in no way hinder the educational purpose of the school or potentially cause harm to self or others.

- Students will not be permitted to wear headscarves, headbands, bandanas, or hats of any kind in the building during the school day.

- Coats are not to be worn in the building. Clothing with alcohol, tobacco, drug related and/or sexually suggestive messages are inappropriate.
- Shirts and tops must have sleeves that cover the shoulders.
- Students will not be permitted to wear pajama pants or house shoes.
- Students will not be permitted to wear spaghetti straps, halter-tops, tank tops and no exposed cleavage, backs, or midribs.
- Shorts, skirts, and dresses must be near the knees.
- Pants must be worn in a dignified manner and completely cover the underclothes.

**When there is a question, the judgment of the school administrators will be final.**

#### **F. School Closings and Delays**

School closings are governed by the following policy:

- \*The Superintendent is the only person authorized to close schools.
- \*Schools shall be expected to be open on regular schedules if no public announcement is made to the contrary by 7:00 A.M. on any given day.

If the schools are closed by the Superintendent, you will receive that message from the local radio and television stations around 7:00 A.M.

If the Superintendent delays the start of school by 2 hours, the start time will be 10:10 A.M.

As a general rule of operation, when the schools remain open during inclement weather, the School Town of Speedway recognizes the basic right of parents and guardians to decide whether or not to send their children to school under these conditions. In these situations parent decisions about school attendance and tardiness are respected. These absences will be considered excused at the local level. Parent and student must remember it is the student's responsibility to "make-up" school work missed during this absence.

#### **G. Safety Drills**

Each month the school has a fire drill as mandated by law. These drills provide the students practice in evacuating the building in a safe and orderly manner. Safety and order are stressed as well as speed during this drills.

One tornado drill per semester is also required. Students are informed of the proper procedures to follow when conditions are favorable for a tornado and the signal is given. At the recommendation of the Indiana Department of Education, School Board Policy states that students will not be released during a tornado warning, until an all-clear has been issued.

In addition one man-made drill each semester helps to ensure that all students and staff are adequately prepared for additional potential emergencies, man-made drills are practiced as lock-downs.

#### **H. Textbook Assistance**

Under Indiana Code, Section 20-8.1-9-3, the parent of a child or an emancipated minor enrolled in a public school in grade K-12 who meet certain financial eligibility standards may have the fees for school textbooks and workbooks

furnished by the school corporation in which the child resides. The school corporation will secure reimbursement for such fees from the Indiana Department of Education. The paper fee is not included in textbook assistance; therefore, it should be paid even if textbook reimbursement has been secured.

Specific information regarding textbook assistance is available from the building principal. This form must be filed prior to September 11 or thirty days after enrollment.

### **I. Textbooks And Classroom Paper Fees**

Students are issued textbooks by their classroom teachers. Students are charged a text rental fee based upon cost of texts involved. Each student is also charged with the good care and return of all textbooks issued to him/her.

Should a student lose or damage a textbook, he/she will be charged the book value of the textbook. The student also pays a paper fee. This permits teachers to distribute or make needed classroom paper available for regular class work.

Checks should be made payable to Speedway Schools. A \$15.00 fee will be assessed for all returned checks. Speedway Schools will not accept checks from anyone after the second returned check. Partial refunds will be made to those who move away in the first twelve weeks of each semester. Fees for the year are due at pre-registration. They will be considered overdue after October 1, unless a time payment plan has been approved.

Fees for students enrolling after the start of school will be due upon enrollment unless a time payment plan has been approved. Collection of overdue fees will be made through a collection agency. The filing fee and any attorney fees incurred will be charged to the parent/guardian of the student.

### **J. School Hours**

Doors will be open at 7:45 A.M.

The tardy bell rings at 8:10 A.M.

Dismissal is at 3:25 P.M.

8th Grade will exit out the front of the building (north central entrance).

7th Grade will exit out the back of the building (south central entrance).

Students who are not with a teacher must exit the building within ten minutes after dismissal. On days of inclement weather, students may await rides in the enclosed front or rear entrance to the school.

The office is open 7:45 A.M. – 3:45 P.M. Voice mail is available 24-hours.

### **K. Cafeteria**

Breakfast will be served from 7:45 - 8:00 A.M. each full day of school.

Lunch will be served every full day of school. A menu is available in the office if you would like a copy. Student "Type A" lunches cost \$2.50. Students may purchase extra food for an additional cost.

- While in the cafeteria, students are expected to exhibit proper etiquette and behavior.
- Students are not permitted to remove food or drink from the cafeteria.

- Students are not to arrange for fast food such as pizza or hamburgers to be brought to school by parents or anyone else.
- Students who live in the Fisher Elementary district may go home for lunch only if a signed parental permission slip is given to the office. To retain this privilege, students must not be tardy to class following lunch.
- For safety reasons, students who wish to leave school for lunch must be signed out by their parent/guardian.

### **L. Lost And Found**

Items found in the school should be turned in to the junior high school office. These items may then be claimed by their rightful owner in the office.

### **M. State Testing**

All students in 7th & 8th grade will take the ISTEP + test the weeks February 28 – March 9, 2011 and April 25 – May 4, 2011. In addition, students enrolled in Algebra I must take Algebra I Graduation Exam at the conclusion of the course.

### **N. Parental Concerns**

Parents are partners with the school in educating children. Teachers and staff will make every effort to communicate with you. All Speedway schools have voice mail systems. Please do not hesitate to contact us if we can help. If there are any concerns regarding classroom issues, please contact the classroom teacher first. All other concerns should be directed to the building principal or assistant principal.

### **O. Part-Time Enrollment In School**

Students with legal settlement in the School Town of Speedway between the minimum and maximum ages established by state law for school attendance who attend private or parochial schools or who are home schooled may enroll and attend class on an abbreviated schedule in a School Town of Speedway school provided that:

- The student does not aspire or expect to earn a Speedway High School diploma.
- Courses taken are not offered at the student's current school.
- Any prerequisites to the courses have been satisfied.
- Any pre-enrollment procedures have been satisfied.
- Student is placed within their chronological age group range.
- Space is available within the requested class.
- Student agrees to abide by all applicable school rules and regulations.
- The Principal grants approval to enroll.

Students who participate in the curricular program in the School Town of Speedway will be counted as enrolled student in the Average Daily Membership (ADM) count. Students who are enrolled must participate in the required state and local testing programs.

Home schooled, private or parochial school students enrolled in curricular classes may participate in after-school curricular activities if participation in those related activities is a requirement of the class. Home schooled, private or

parochial school students may not participate in extra-curricular sports, programs, activities or intramurals.

### **P. Gaming Activities**

School Board Policy prohibits conducting games of chance, lotteries, and raffles in school buildings or on school property.

## **SECTION II HEALTH SERVICES**

A health care professional services the junior high to promote good health, to prevent the spread of disease and to identify health problems early. He/She also helps in areas of health counseling, emergency care, health screenings, individual and group health education, referral to clinics and doctors, and monitoring of chronic conditions. In an emergency, the Speedway Rescue Squad or ambulance will be called. It is important we have up-to-date information on the medical emergency form completed at the time of enrollment.

### **A. Immunization Policies**

Speedway Schools, in cooperation with the Division of Public Health, has planned a school health program to protect pupil health and to enable each pupil to maintain the highest possible state of well being. Parents are encouraged to keep their children under continuous health supervision by their family physician and dentist during this developmental period. The Indiana State Department of Health is now requiring the following immunizations for junior high students.

#### **MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS IN GRADES 6-12.**

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).
- 4 doses of polio vaccine by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).
- 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

Vision screenings are given in kindergarten, first, third, and eighth grades. Hearing screenings are given to pupils in the first, fourth, seventh, and tenth grades. You will be informed if your child fails any of these screenings. Height and weight screenings may also be conducted on all students.

**Meningococcal Disease** : Indiana law requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease, also referred to as meningitis, is a dangerous disease that can strike children and youth. Meningococcal disease can cause an infection of the covering of the brain and spinal cord or the blood. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a sudden fever, rash, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately there is an immunization available, and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Two vaccines are available to prevent this infection. Menactra is licensed in the U.S. for persons 11-55 years of age. Menomune is recommended for people who have an increased risk of disease due to certain medical conditions and who are ages 2-10 years or over 55 years.

Please talk with your child's health care provider about meningococcal disease and vaccination. If you have additional questions or concerns you may contact your school nurse.

The health of your child is vitally connected with his/her attendance and success in school. We, as well as you, are interested in the growth and education of all children and for this reason we trust that we will have your understanding and cooperation in carrying out the school health program.

Please remember that a birth certificate and health records are required for all children enrolled in Speedway Schools.

### **B. Medication Maintenance And Distribution**

It is requested that medication be administered at home under parental/guardian supervision.

Medications that **must** be administered at school must be kept in **the office** at all times. The person or persons at each school designated to distribute the medications will be the persons responsible for keeping medications secured. Students will take their medications in the presence of the designated person and that person will note the administration of the medication on a medication log. This applies to all prescription and over-the-counter medications. Any exceptions must be approved by the school principal and healthcare professional. Non-FDA approved medications such as herbal drugs may not be administered by school personnel since the safety of these medications cannot be proven.

It is strongly encouraged that parents bring their child's medications to school and not send them with the child.

No medication will be administered to a student without the written and dated consent of the student's parent or guardian. A statement naming the medication, dosage, time to be administered, and reason for administration must accompany all nonprescription medication. The medication must come in the original container (not envelopes or baggies). All prescription medication must also include the above information and must be accompanied by a physician's prescription, copy of the original prescription, or the pharmacy label. The medication must come in the original container. Non-FDA approved medications such as herbal drugs may not be administered by school personnel since the safety of these medications cannot be proven.

Per Indiana state law, unused medication may be sent home with a student if the student's parent provides written permission for the student to do so.

Students with a chronic disease or medical condition may possess and self-administer medication for the chronic disease such as emergency inhalers, Epi-pens, and Glucagon pens only if the student's parent has given written authorization for the student to possess and self-administer the medication AND a physician states in writing that the student has a chronic or acute disease requiring emergency medication and has been instructed in how to self-administer the medication. These regulations are also required by Indiana state law.

### **C. Medical Emergency Forms**

It is essential that a medical emergency form be on file for each child in school. Please complete in full all the information required on the form and return it immediately. If you have an unlisted number, we will treat it as confidential information.

We request that you help us keep the information on the form current throughout the year. If the home or work phone number changes, please inform the school in order to update medical emergency records.

### **D. Policy On Wellness**

It is the policy of the School Town of Speedway to maintain an environment that promotes health and wellness. The School Town of Speedway shall provide nutrition education and promote the consumption of nutrient-dense foods and beverages during the school day, maintain a safe physical environment that promotes a healthy lifestyle, operate food service programs dedicated to wellness, foster physical education and physical activity, and educate students and families about the benefits of good health and nutrition.

#### **a. Nutrition Education**

Students in pre-kindergarten through grade 12 shall receive nutrition education that provides the knowledge at an age appropriate level needed to adopt healthy habits and lifestyles. Nutrition education shall be well integrated within a comprehensive school health education program. All school personnel shall reinforce this program.

#### **b. Physical Education and Physical Activity**

Students shall receive regular, age-appropriate physical education. The physical education shall be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. Students shall be given the opportunity to engage in physical activities on a regular basis in schools that are safe, supervised and well maintained. Wherever possible, elementary schools shall provide daily time intervals and extra-curricular activities that encourage physical activity.

#### **c. Food Environment**

Students shall be offered foods and beverages over the course of a school week that are nutrient-dense and provide to students a variety of choices to maintain a balanced diet. Nutrition information for products shall be readily available at the product display.

Students shall be provided sufficient time to eat during meal periods. Dining areas shall include enough seating to accommodate all students who would like to sit and eat and enough serving areas that students do not spend too much time waiting in line.

Food service personnel shall plan menus that, over the course of a week, meet the nutrition standards recommended in the Dietary Guidelines for Americans. Food service providers shall adopt methods of cooking that decrease fat, calorie and sodium levels in food.

#### **d. Outreach To Students and Families**

Schools shall provide to students and families educational information and encourage healthy eating and physical activity for families, both within the home, and outside the home. Family members shall be encouraged to be a critical part of the team responsible for teaching children about health, nutrition, and physical activity.

#### **e. Local Wellness Committee**

The school corporation shall have a diverse Local Wellness Committee who will routinely evaluate and recommend modifications to the policy and school practices to improve the overall effectiveness of this policy and its procedures.

#### **f. Monitoring and Evaluation**

The school corporation shall designate one or more persons to be operationally responsible to ensure that schools are meeting the policy requirements.

## **SECTION III ATTENDANCE POLICIES AND PROCEDURES**

A student's attendance is essential to learning—learning that entails not only factual subject matter but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion, explanation, or hands on experiences. A day lost in the classroom can never be retrieved.

The dialogue between the teacher and the students in a classroom environment cannot be captured even if the student copies the notes from a missed class. Every absence interrupts the student's understanding of the material being presented and weakens his/her opportunity for success in the classroom. Good school attendance is a habit. Parents can expect a child to do good work in school only if he/she is in class regularly. Regular attendance is a prerequisite to a successful school life. It is equally important that children be on time to start the day.

### **A. Absence**

To help maintain accurate records of absences, the parent/guardian should call the school office (244-3359) prior to 9:00 A.M. on the day of the absence. When reporting an absence, the parent/guardian should give the following information:

1. His/Her name and relationship to the student.
2. The student's name and grade in school.
3. The reason for the absence.
4. The date(s) of the absence.

If the school's office is not notified of the absence, a contact with the home or place of employment will be made to establish the reason for the absence. If contact with the office cannot be made by telephone on the day of absence, a written note explaining the absence should be sent with the child upon the child's return to school. If no contact is made the student will be counted as truant.

After 10 days of absence the parent will need to contact the building principal for each additional absence and a doctor's excuse will be required. If the student accumulates 10 days of absence in the previous school year, this condition will apply immediately upon enrollment for the new school year. These absences will be treated as unexcused without a doctor's slip. Repeated absence can interfere with academic progress and may result in low grades.

Indiana Code 20-33-2-14, 15, 16, 17 provides that students shall not be recorded as absent from school while participating in activities away from school in the following circumstances:

1. Service as a page for or as an honoree of the general assembly.
2. Service on a precinct election board or for political candidates or parties.
3. Witness in judicial proceeding.
4. Duty with Indiana National Guard.

The School Town of Speedway at the local level designates absences as excused for the following reasons:

1. Death in the immediate family – parent verbal or written explanation before the absence or upon return to school.
2. Medical, dental, court, and other required appointments - parent verbal or written explanation must be provided prior to the appointment and a signed statement from the doctor, dentist, etc., upon return to school.
3. Personal, Illness/Injury – verbal or written notice must be made to the school office before 9:00 a.m. each day the student is absent.
4. Major religious holiday – parent or religious institution must provide verbal or written explanation before the event or upon return to school.

### **Prearranged Absences:**

Students may be allowed two days of absence without penalty for family or educational reasons. A written request must be received by the principal at least three days before the absence and may not always be approved. A request will not be approved if:

- Required testing is occurring.
- The student does not have 97% attendance rate.
- It occurs during summer school.

Assignments must be completed and submitted by the due date established by the student's teachers. If approved, students will be allowed to make up work without penalty.

### **B. Truancy**

Truancy is defined as the willful refusal to attend school in defiance of parental authority.

Habitual Truant is defined as - a student that is truant more than five (5) times during the school year. Students that have been designated as habitual truants are ineligible to be issued an Indiana Driver's License or a Learner's Permit until age 19.

A student will be considered truant for skipping a class.

### **C. Results Of Truancy & Suspension**

The student may receive a partial credit for daily work in each class during truancy or suspension. Students may be required, outside regular school hours, to make up tests and other cumulative assessments missed.

### **D. Admission To Class After An Absence**

Since the parent should have reported the absence to school by phone, there is generally no need for a note and students should report directly to class. If a phone contact could not be made, a note from home is required upon return to school.

### **E. Early Dismissal Of Individual Students**

Early dismissal from school is discouraged because it does not allow the child needed preparation time in class at the end of the day. However, if early dismissal cannot be avoided, requests should be made by note or a telephone call to the school office by the parent or legal guardian. When the student is picked up, a parent or guardian must report to the office to sign out a student for early dismissal.

**For safety reasons, a student may never leave the building during the day without signing out.**

### **F. Tardy To School**

A public school is obligated to its community to teach proper citizenship and good work habits. Therefore, a student should be on time to school and to class if he/she is to take full advantage of all the opportunities offered by the school.

Tardiness is disruptive to the school process and is considered to be a serious matter. **A student is tardy to school or class if he/she is not in his/her seat when the tardy bell starts to ring.** Any student who is tardy to school must report to the principal's office for a tardy slip.

Students that are tardy to school (not in class by 8:10 A.M.) will be handled through the office and the following actions will occur:

- 1st Tardy: Office will record tardy and a warning will be given.
- 2nd Tardy: Office will record tardy and a warning will be given.
- 3rd Tardy: Office will record tardy and a conference with student will occur.
- 4th - 6th Tardy: Student will serve lunch detention and contact with parents will be made.
- 7th - 9th Tardy: Student will serve lunch detention and after school detention.
- 10+ Tardies: Student will serve a day of ISS per tardy. Students reaching 10 tardies to school in a semester will lose all privileges to attend after school events for the remainder of the semester. (\*)

\* When a student has accumulated five days of ISS per school year due to tardiness to school, a letter will be sent to the Marion County Prosecutor's Office reporting educational neglect.

### **G. Tardy To Class**

A student is tardy to class if he/she is not in his/her seat when the tardy bell begins to ring. Teachers have the authority to administer consequences for excessive tardies to class. Teachers record tardies to class and report multiple tardies to the office. Excessive tardies may result in loss of passing period privileges.

### **H. Make-Up Policy**

The SJHS homework hotline should be used whenever possible for homework assignments. Parents may call the office (244-3359) before 8:45 A.M. to secure written homework assignments. **These may be picked up in the office after 3:00 P.M. that day.** Generally it is not necessary to call for written assignments for a one day absence. Upon the student's return to school, he/she must make arrangements with each teacher to make up missed work. A student will have one day for each excused absence to make up assigned work. Students who miss only the day of a scheduled test must plan on making up that test on the day they return.

### **I. Student Hall Pass**

Students are expected to remain in class during the entire class period. Passes in the Student Agenda are a privilege and not a right of the student. The use of student hall passes will be left up to the discretion of the supervising teacher.

## **SECTION IV DISCIPLINE POLICIES & PROCEDURES**

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of IC 20-33-8, administrators and staff members may take the following actions:

**1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A junior high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

**2. SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

**3. EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section A and Section B.

### **A. Grounds For Suspension Or Expulsion**

The grounds for suspension or expulsion listed in section (a) below apply when a student is:

- On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

### **a. Student Misconduct And/Or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, harassment, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

- c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

- a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.

24. Use or possession of gunpowder, ammunition, or inflammable substance.

25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. engaging in sexual harassment of a student or staff member;
- c. disobedience of administrative authority;
- d. willful absence or tardiness of students;
- e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
- f. violation of the school corporation's acceptable use of technology policy or rules;
- g. violation of the school corporation's administration of medication policy or rules;
- h. possessing or using a laser pointer or similar device;

26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any telecommunication device in a situation not related to a school purpose or educational function.

27. Additionally, electronic devices including cellular phones, music players, or gaming systems, will not be allowed in the hallway, classroom, or lunchroom without teacher permission.

28. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.

29. Traveling to and from school in an unsafe, disrespectful, and/or rude manner. Failing to follow appropriate safety practices, failing to follow traffic rules and regulations, and/or failing to display appropriate decorum toward other people or private property.

30. Bullying

- a. This rule applies when a student is:
  1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  2. Off school grounds at a school activity, function, or event;
  3. Traveling to or from school or a school activity, function, or event; or
  4. Using property or equipment provided by the school.
- b. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted physically or electronically, and/or physical acts committed, or any other similar behavior is prohibited. Electronically

includes text messages, emails, and the contents of a cell phone or other electronic device.

- c. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
- d. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
- e. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
- f. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

31. Violating any student conduct rule the school building principal establishes and gives publication of it to all students and parents.

32. Gang Association. Implying gang membership or affiliation by written communication, bodily gestures, tattoos, clothing, drawings, paintings, designs, and emblems upon any school or personal property or on one's person.

### **b. Possession Of A Firearm Or Destructive Device**

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - any weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
  - the frame or receiver of any weapon described above
  - any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. For purposes of this rule, a destructive device is:
  - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four

ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item describe above.

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or destructive device: suspension up to ten (10) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **c. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:

- a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

### **d. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **e. Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **f. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## **B. Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) if the student denies the charges a summary of the evidence against the student will be presented; and
  - (c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as is reasonably possible following the date of suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **C. Expulsion Procedures**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel, or
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charge(s) against the student. The student or parent/guardian will have the opportunity to answer the charge(s) against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian.

### **Policy On Board Consideration of Student Due Process Appeals**

The Board of School Trustees of the School Town of Speedway shall not hear appeals of its expulsion officer's student due process case determinations.

### **D. Other Disciplinary Actions**

Other disciplinary actions which may be taken by the principal include, but are not limited to, counseling with students, holding conferences with parents, assigning additional work, changing class schedules, requiring students to stay after school or to come before school, restricting extra-curricular and co-curricular activities, Saturday school, in-school suspension and assigning community service.

Disciplinary actions which may be taken by teachers include, but are not limited to, counseling with students, holding conferences with parents, assigning additional work, assigning demerits which may result in Friday school, requiring the student to stay after school, or come in before school.

Friday School is an after school detention that is assigned to those students who accumulate three (3) or more demerits in one week.

### **E. Assignment To In-School Suspension**

Speedway Junior High School offers a form of discipline, which will permit uninterrupted school attendance, while allowing for the disruptive student to be removed from the traditional classroom and placed in a more isolated environment. A student who violates school policies or rules may be assigned in-school suspension.

Every effort will be made for students who are assigned in-school suspension to continue their education program. Parents of the students who are assigned for a period of one day or longer will be notified of the schedule change by mail.

Any student who refuses to cooperate with this assignment will be suspended out-of-school. Therefore, we encourage parental support for the ISS program.

## **SECTION V JUNIOR HIGH SCHOOL**

### **A. Guidance Services**

Students are encouraged to consult with the principal, assistant principal, or counselor with school related problems.

### **B. Grading**

Parents and students are encouraged to monitor student academics by using *PowerSchool*. *PowerSchool* is a program that allows parents and students to view a student's grades, attendance, academic progress, and to receive school updates and general information on-line. *PowerSchool* can be accessed through the Speedway School's website at: [www.Speedway.k12.IN.US](http://www.Speedway.k12.IN.US). This site is password protected. Passwords can be obtained by calling SJHS at 244-3359.

Report cards: Report cards will be mailed home at the end of the day on the Friday following the end of the six weeks grading period.

Interim Reports: After three weeks of each grading period, a set of interim grades will be sent home with each student.

Regular Honor Roll: A student shall be eligible for the Regular Honor Roll for any six weeks grading period provided the student earns "C's" or higher in all classes and at least an average of 2.9 on a 4.0 grading scale for the report period.

Superior Honor Roll: A student shall be eligible for the Superior Honor Roll for any six weeks grading period provided the student earns "B's" or higher in all

classes and at least an average of 3.5 on a 4.0 grading scale for the report periods.

Grade Points: Regular classes get: A+=4.0, A = 4.0, A-=3.7, B+=3.30, B=3.0, B-=2.7, C+=2.30, C=2.0, C-=1.7, D+=1.30, D=1.0 D-=0.7, F=0

Grade Scale:

A+	98-100%
A	95-97%
A-	93-94%
B+	90-92%
B	87-89%
B-	84-86%
C+	81-83%
C	78-80%
C-	75-77%
D+	72-74%
D	69-71%
D-	66-68%
F	65% and below

Scholastic Records: School records on health, attendance, grades, discipline and standardized tests are kept for each student. Parents may inspect these records by calling the school office for an appointment.

Program of Studies: Seventh and eighth grade students are offered a curriculum in the following areas: Language Arts, Social Studies, Mathematics, Science, Family Consumer Science, Choir, Art, Music, Media Communications, Spanish, Physical Education, Health, Band, and Keyboarding.

Final Exams: Final Exams will be given to all students in all classes at the end of the **school year**. The purpose of these exams is to help students prepare for high stakes tests.

Promotion: Promotion to eighth and ninth grades is a result of many factors. Grades, achievement test results (Acuity and ISTEP+), attendance, behavior, and maturity are all considered.

Awards: Students will be recognized for their achievements during the school year at the end of the year award ceremony:

- a. Department Award
- b. President's Award
- c. John Butterworth Award
- d. Citizenship
- e. Attendance
- f. Honor Roll

Attendance: Attendance recognition will be given to those students that have not been absent for an entire day during the school year.

### **C. School Athletics**

Girls' Athletics: include cross-country, golf, volleyball, basketball, swimming, softball, track, intramural basketball and bowling.

Boys' Athletics: include football, cross-country, golf, basketball, wrestling, swimming, track, intramural basketball and bowling.

**ALL athletic participants must have a current athletic physical on file with the school before they will be permitted to participate in tryouts, practices, or contests.**

Athletic Eligibility: In order to participate in any sport, or cheerleading, a student must be passing all classes based on 6 weeks grades. This determination will be made on the day report cards are issued. It is our intent to enforce academic standards, at the same time give deserving students an opportunity to raise their grades as quickly as possible. A student that has lost athletic eligibility can regain his/her eligibility by passing **all classes** at the three-week interim report period.

Spots will not be kept open for students who have lost their eligibility in sports that "cut" athletes from their rosters. Students who have lost eligibility may continue to practice with the team only at the coach's discretion.

Sportsmanship Code: We welcome all visiting teams as our guests. We will accept all decisions of the officials. We do not utter abusive or irritating remarks or attempt to rattle an opposing player. We applaud opponents who make good plays or show good sportsmanship. We strive to win fairly without boasting and lose without excuses. We ask all players and fans to help us live up to the code...may the best team win.

Athletic Participation: In order for an athlete or cheerleader to participate in an event for Speedway Junior High School, he/she must not be absent due to injury or illness after 12:00 noon of the day of the event. Students **physically** unable or unwilling to participate in P.E. class activities will not be eligible to participate in an athletic contest or practice on that day. Athletes serving either in-school or out-of-school suspension will not be eligible to participate on the day of the suspension. The coach may decide to extend a suspension to include athletic contests following a school suspension.

Sixth grade students will be eligible to participate in cross-country, golf, wrestling, swimming, softball, and track. They must meet all academic requirements and have a properly completed physical. They must provide their own transportation to the practice site.

### **D. Media Center**

The media center is open from 8:15 A.M. to 3:30 P.M. Students may check out materials, but they are responsible for the care of those materials.

### **E. Bulletin Boards**

The various bulletin boards throughout the building are for announcements and displays. Students are not to place anything on a bulletin board, which has not been approved by a teacher or principal.

### **F. School Clubs, Groups, And Performing Groups**

Science Club, Social Studies Club, Student Council, FCA, Academic Pursuit, musical performance group and yearbook are among the activities and clubs offered at Speedway Junior High School.

Other clubs and organizations may be formed throughout the year with faculty sponsorship. Academic eligibility to participate in clubs and groups will follow the same guidelines as the athletic policy.

### **G. Telephones And Cell Phones**

The telephones in the school office are to be used to carry on school business. Students should ask permission to use them only in cases of real necessity. Students will not be called to the telephone except in cases of emergency. Calls will be taken from parent(s) or guardian(s) and the student will be given the message or told whom he/she should call.

Cell phones **must** be turned off during school hours. Cell phones will be confiscated if they are seen or heard.

Students may use classroom phones only at the direction of the teacher for official school business.

### **H. Convocations**

Occasional convocations offer many educational benefits. Good manners on the part of the students will go a long way toward making the assembly a success. It is appropriate to applaud enthusiastically if you enjoy a program, but yelling, whistling, or foot stomping is in poor taste. Students who do not display the expected courtesy may be removed from future convocations.

### **I. Lockers**

Each student will be assigned a lock and a locker. Students may not share lockers and may not change lockers without office approval. **A charge of \$6.00 will be made for all lost locks.**

The school reserves the right to search any locker it deems necessary. The school retains ownership of all lockers and merely extends their use to students for their convenience.

Physical Education lockers will be assigned to students by physical education instructors. **A charge of \$6.00 will be made for all lost P.E. locks.**

### **J. Care Of School Property**

Students who deface or damage any school property shall pay in full for damages, and may also receive some additional appropriate punishment.

### **K. Detention**

Students may be detained after school by a teacher for tardiness or misconduct from 3:25- 4:00 pm.

### **L. Bicycles**

Students who ride bicycles to school are to park them in the racks provided on the south side of the building. Students should provide and use padlocks for their

bicycles. Helmets should be worn by all students riding a bicycle. Motorized bikes and mopeds are not allowed.

### **M. Visitors To The Junior High**

With only a few exceptions, students are not permitted to bring visitors to school with them during school hours. All visitors must sign in with the principal.

### **N. Home Prepared Food**

The Indiana Code, Section 118 states that no home prepared food may be served in a licensed food service facility. Schools are considered licensed food service facilities.

### **O. Computer Use**

SJHS utilizes computers in both a laboratory and individual classroom setting. While we promote student usage of the computer, we must also regulate and supervise the usage. The following guidelines will assist in efficient usage of the computer resources. Additional guidelines will be developed by individual classroom teachers and lab supervisors.

1. Students may not load programs onto the local hard drive or file server.
2. Students may not run programs from a disk that they bring from home or any other outside source.
3. Students may not attempt to access programs, files, or directories that are not intended for their use.
4. Students using a computer login other than their own may face disciplinary consequences.

### **P. Access To Electronic Information**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

The School Town of Speedway is pleased to offer its student's access to the Internet and related telecommunications services. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning. In making decisions regarding student access to the Internet, the School considers its own stated educational mission, goals, and objectives.

Electronic information research skills are now fundamental to the preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

The School expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources will be structured in ways which point students to those resources which have been evaluated by appropriate staff prior to use.

While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing School-provided Internet access must first have the permission of and must be supervised by the School's professional staff. Students utilizing School-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Each user account includes a home directory and access to various shared directories located on school servers. This limited storage space is provided for user files that are created and used in direct relation to academic pursuits. Images, music, games and other programs that are not being used in class or on a class related assignments are not allowed and may be deleted without notice.

The purpose of School-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the School. Access is a privilege, not a right. Access entails responsibility.

**Network Etiquette and Guidelines** -Students and other users are expected to and shall abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite, do not get abusive in your messages.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the systems do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do not reveal your personal address or phone numbers, or those of other students or colleagues.
- Do not respond to any inappropriate message. If you see an inappropriate message, inform a teacher or staff member immediately.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of School-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, or sexually explicit language;
- to violate any local, state or federal statute or regulation;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission;
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- To access, upload, download, or distribute music or games.

Computer Trespass, IC 35-43-2-3 Sec. 3

(a) As used in this section:

"Access" means to:

- (1) approach;
- (2) instruct;
- (3) communicate with;
- (4) store data in;
- (5) retrieve data from; or
- (6) make use of resources of; a computer, computer system, or computer network.

"Computer network" means the interconnection of communication lines or wireless telecommunications with a computer or wireless telecommunication device through:

- (1) remote terminals;
- (2) a complex consisting of two (2) or more interconnected computers; or
- (3) a worldwide collection of interconnected networks operating as the Internet.

"Computer system" means a set of related computer equipment, software, or hardware.

(b) A person who knowingly or intentionally accesses:

- (1) a computer system;
- (2) a computer network;
- (3) any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor.

*As added by P.L. 35-1986, Sec. 3. Amended by P.L..29-2001, Sec. 1.*

Any violation of the School's policy and rules may result in loss of School-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The School makes no express or implied warranties of any kind for the Internet access it is providing. The School shall not be liable or have any responsibility for any injuries, damages, or expenses of any kind or nature arising directly or indirectly out of School-provided Internet access, including without limitations:

- loss of data resulting from delays or interruptions in service;

- the accuracy, nature or quality of information stored on School diskettes, hard drives or servers;
- the accuracy, nature or quality of information gathered through School-provided Internet access;
- personal property used to access School computers or networks or for School-provided Internet access; and
- financial obligations incurred by any student or user of School-provided Internet access.

While the School's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the School institute technical methods or systems to regulate students' Internet access those methods could not guarantee compliance with the School's acceptable use policy. That notwithstanding, the School believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

The school does not allow privately owned hardware or software to be connected to its network. Students are discouraged from bringing such hardware or software into the school. In the event a student brings privately owned hardware or software to school, or uses school property, to access any network outside the school's control the student may be subject to school discipline and the school accepts no responsibility for the actions of the student or for the information accessed by the student.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parents or guardians would be liable.

The Corporation recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, and how to respond when subjected to cyber bullying.

The School makes this policy available upon request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use. The School reserves the right to amend this policy at

any time without prior notice and to take actions not expressly addressed in this policy as the School, in its discretion, may deem appropriate.

### **Q. Board Policy on Student Drug Testing Based Upon Reasonable Suspicion**

The Board of Education believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the School Corporation and the community. The Board recognizes its responsibility to address drug and alcohol problems in the schools. The Board believes that the parent(s) and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. The Board believes that parents want to know when their children are using drugs or alcohol.

The Board of Education authorizes Speedway Schools to require any student to submit to a chemical test of the student's breath, saliva, and/or urine on the basis of "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance (as defined by Indiana law) while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function, or event: or
- Traveling to or from school or a school activity, function, or event.

Reasonable suspicion may arise from the following:

- A student's behavior, physical appearance, and/or odor, indicating the possible use or influence of alcohol, marijuana, or any controlled substance.
- A student's possession of drug paraphernalia, alcohol, marijuana, or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. (Any such report will be investigated by the administration and will be substantiated by other indicators of reasonable suspicion, if deemed necessary.)

A student who refuses to submit to a chemical test requested on the basis of reasonable suspicion will be considered to be in violation of the Speedway School rules against illegal drug and alcohol use. If a student is tested based upon reasonable suspicion and the student tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the Speedway School rules against illegal drug and alcohol use. A student determined to be in violation of the Speedway School rules against illegal drug and alcohol use shall be suspended from school for up to ten days and may be recommended for expulsion from school for up to one school year.

Adopted: January 7, 2008

**R. Board Policy on the Use of Breath Test Instruments to Test for Alcohol At School Functions and Events**

The Board of Education believes that maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the School Corporation and the community. The Board recognizes its responsibility to address drug and alcohol problems in the schools. The Board believes that the parent(s) and the school must work together to educate, encourage and support students in an attempt to prevent their illegal use of drugs and alcohol. The Board believes that parents want to know when their children are using drugs or alcohol.

The Board of Education authorizes Speedway Schools to utilize breath test instruments for the purpose of determining if a student has consumed an alcoholic beverage or is under the influence of an alcoholic beverage at school functions or events both on and off school grounds under the following conditions:

- All students will be required to submit to a breath test before entering the school function or event.
- If a student refuses to submit to a breath test, the student will not be allowed to attend the school function or event.
- If a student takes the breath test and the test does not indicate a presence of alcohol, the student may enter the school function or event.
- If a student takes the breath test and the test indicates a presence of alcohol, the student will not be allowed to attend the school function or event. The parent(s)/guardian of the student shall be immediately notified of the results of a positive breath test.

Adopted: January 7, 2008

**SECTION VI**  
**COPYRIGHT LAWS**

All students and staff members are expected to abide by copyright laws. A copy of this law can be found in the school library.

**AHERA NOTIFICATION**

The Asbestos Hazard Emergency Response Act (AHERA), 763 Subpart E - Asbestos Containing Materials in Schools, requires all schools to notify workers, occupants, legal guardians, and parent organizations of the availability of Asbestos Management Plans, the location of the plans, and when the plans may be reviewed.

Please be advised that the School Town of Speedway's Asbestos Management Plans are located in each individual school building. Interested persons may view them anytime during regular school hours. A copy of all building plans is located in the Superintendent's Office, 5335 W. 25th Street, Speedway, IN 46224. They may be viewed anytime during regular office hours, 8:00 A.M. until 4:00 P.M., Monday through Friday.

Questions concerning the management plan should be directed to Randall A. Smith, Director of Facilities, at (317) 244-0236.

**PESTICIDE APPLICATION NOTICE**

Periodically throughout the year, it may be necessary that pesticides will be applied to external and internal areas of the school building and grounds. If you wish to be given a notice of such applications, please notify the principal of the building. You will be given a form to fill out and will be notified of any pesticide application with at least a 48-hour advanced notice. Pesticide application will not be done when children, staff members or any other people are present in the area that is to be sprayed.

**LOCAL LIAISON FOR HOMELESS CHILDREN AND YOUTH**

The School Town of Speedway designates the **Home School Advisor** at the elementary school levels to serve as the Local Liaison for Homeless Children and Youth, and designates a **School Counselor** to serve as the Local Liaison for Homeless Children and Youth at the junior high and high school levels.