

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). 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.

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 learn.
- in giving students equal opportunities to learn.
- in students assuming responsibility for their learning.

Fisher Elementary - Mission Statement

Carl G. Fisher Elementary School, in partnership with family and community, is dedicated to the individual excellence of our children. The faculty and staff provide a safe, nurturing environment, which promotes learning as a lifelong process and enables each child to become a caring, confident, productive citizen of an ever-changing diverse world.

Newby Elementary - Mission Statement

Arthur C. Newby Elementary School fosters a climate of achievement. We recognize and expect quality student performance. Respect and responsibility are modeled on a daily basis. Communication and interaction among staff, parents, and community are key elements to our success. The school provides a safe, academically challenging, and caring environment to promote life-long learning skills.

Allison Elementary - Mission Statement

The school community of James A. Allison Elementary will provide a safe and supportive educational environment. Each student will master the grade level standards. Each student will be empowered to achieve his/her personal best. Each student will be prepared for an ever-changing and diverse world.

Wheeler Elementary - Mission Statement

The community and staff of Frank H. Wheeler Elementary will ensure opportunities for all students to grow in academic areas, problem solving skills, communication skills, self-discipline, and citizenship. It is our goal to develop positive, contributing members of society through family, community, and school.

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

5357 West 25th Street
Speedway, IN 46224
Telephone: 244-7238
Timothy D. McRoberts, Principal
Jon D. Acton, Assistant Principal

Speedway Junior High

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 the day for Winter Vacation (Semester End – 89 Days)	December 17

Professional Development Day (Make-Up Day for Inclement Weather)	January 3
Return to School after Winter Vacation	January 4
Martin Luther King Day (No School)	January 17
Professional Development Day (No School) (No School – Make-Up Day for Inclement Weather)	February 18
Presidents’ Day (No School) (No School – Make-Up Day for Inclement Weather)	February 21
Spring Vacation	March 28 – April 1
Return to School after Spring Vacation	April 4
Last Day for Students (Semester End – 94 Days)	May 25
Professional Development Day (No Students – Make-Up Day for Inclement Weather)	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*

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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 School Town 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. Registration Process

Parent(s) or Guardian should call the school for a registration appointment. Parents should provide proof of residence, the child's state certified birth certificate, immunization records, the child's Social Security card, and custody papers, if applicable. The documents will be copied. Students will be admitted to class by no later than 8:05 a.m. the day following completion of the registration process.

C. 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
Patti S. Bock, Director of Curriculum
5335 W. 25th Street
Speedway, Indiana 46224
Telephone: 317-244-0236

D. 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.

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.

Notification of the Family Educational Rights and Privacy Act (FERPA): 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.

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

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 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 are 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

E. 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. School records will be forwarded when the new school requests them. Release forms may be required before records are sent to a new school.

F. 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, bandanas, hoods or hats of any kind in the building during the school day. Clothing with alcohol, tobacco, drug related and/or sexually suggestive messages are inappropriate. Students will not be permitted to wear spaghetti straps, halter-tops or tank tops nor expose cleavage, backs, or midriffs. No house slippers or pajama pants will be permitted. Shorts, skirts, and dresses must be near the knees. The administrators will direct students to change their clothing if it is deemed to be inappropriate or against the mission of the school.

Pants must be worn in a dignified manner and completely cover the underclothes. Coats are not to be worn in the building. While rubber soled athletic shoes are recommended for daily wear, they are required for physical education class. When there is a question, the judgment of the school administrators will be final.

G. School Closings & 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 there is a two-hour delay, school will begin at 10:00 a.m. The **Alternate Kindergarten Schedule** will have morning kindergarten meeting from 10:00 a.m. to 11:50 a.m. and afternoon kindergarten meeting from 1:00 p.m. until 2:50 p.m. **Morning preschool classes will not meet.** Students enrolled in AYS will begin AYS at their regular time and remain in that program until school begins.
- If weather becomes severe towards the end of the school day, parents will receive notification of any after-school cancellations (i.e. tutoring, sports practice, etc.)

If the Superintendent closes schools, you will receive that message from the local radio and television stations around 7:00 a.m. If you hear "Speedway Schools are closed," then please do not send your child to school. 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. Also, parent and students must remember the student's responsibility to "make-up" schoolwork missed during absence.

H. Safety Drills

Each month the school has a fire drill as mandated by law. These drills give the children practice in evacuating the building in a safe and orderly manner. Safety and orderliness are stressed as important as speed during these 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. One man-made occurrence per semester is practiced, as a lockdown drill, to help ensure that students and staff are adequately prepared for additional potential emergencies. Appropriate emergency procedures are reviewed at least annually and are detailed in the Crisis Management Manual of Speedway Schools, a copy of which is maintained in each classroom and the office.

I. 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 grades K-12 who meets 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. Specific information and application is available from the building principal. The paper & lab fees are not included in textbook assistance; therefore, it should be paid even if textbook reimbursement is secured. This form must be filed prior to September 13th or 30 days after enrollment.

J. 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.

	<u>BOOK FEE</u>	<u>PAPER FEE</u>	<u>FEE TOTALS</u>
Kindergarten	\$70.00	\$10.00	\$ 80.00
Grade 1	\$119.00	\$20.00	\$139.00
Grade 2	\$104.00	\$20.00	\$124.00
Grade 3	\$ 91.00	\$20.00	\$111.00
Grade 4	\$ 84.00	\$20.00	\$104.00
Grade 5	\$100.00	\$20.00	\$120.00
Grade 6	\$105.00	\$20.00	\$125.00

Payment may be made by cash, money order, check, Visa, or MasterCard. 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 1st or 30 days after enrollment, 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.

K. School Hours

Kindergarten:

Morning Classes: 8:05 a.m. to 10:45 a.m.

[Students need to be picked up promptly at 10:45 a.m.]

Afternoon Classes: 12:10 p.m. to 2:50 p.m.

Full Day Class: 8:05 a.m. to 2:50 p.m.

Grades 1-6:

First Bell is at 7:55 a.m. & Tardy Bell is at 8:10 a.m. [Pupils should not arrive before 7:50 a.m.]

Dismissal will be at 2:50 p.m.

Office Information: The elementary school offices are open from 7:45 a.m. to 3:45 p.m. If a call to a student is necessary, please leave a message and we will see the student receives it. If you need to talk with a teacher who is not available at the time you call, please leave your name and number and the teacher will return your call. You may also call the voice mail absentee line 24 hours a day to leave a message. The school will provide a list of voice mail numbers.

L. Breakfast / Lunchroom

Breakfast will be served from 7:55 a.m. to 8:05 a.m. A hot lunch program is available for those who elect to stay and eat at school. Parents need to send a permission slip to school so that a child may go home for lunch. Students are not permitted to go to area restaurants during this time without adult supervision and parental permission.

M. Lost and Found

There is a "Lost and Found" at every school, where children may place found items or search for lost items. Children should turn in any valuables found to the school office for safekeeping. Please mark all outer garments such as coats, sweaters, gym shoes, sweatshirts, hats, boots, and gloves with the child's name. It will help to identify items to return.

N. Visitors

With only a few exceptions, students are not permitted to bring visitors to school with them during school hours. All visitors must check in at the front office.

O. Parent Concerns

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

P. 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.

SECTION II Health Services

Our nurse helps us to promote good health, to prevent the spread of disease, and to identify health problems early. She also helps in areas of substance abuse, health counseling, emergency care, 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 card completed. The school nurse and/or a designated teacher meet with our fourth grade students to discuss human growth and development. If you have concerns about this, please contact the school nurse or your child's principal.

A. Immunization Policies

The 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 elementary students.

All Students Enrolled in Kindergarten:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the fourth birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV (inactivated polio vaccine) or OPV (oral polio vaccine). The 4th dose must be administered on or after the 4th birthday, and at least 6 months after the previous dose. (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday, and at least 6 months after the 2nd dose).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 3 doses of hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose).

- 2 doses of varicella vaccine (chickenpox) on or after the first birthday and separated by 3 months *or* physician written documentation of history of chickenpox disease, including month and year of disease.

All Students Enrolled in Grade 1:

Immunization requirements are the same as Kindergarten, **except only 1 dose** of varicella (chickenpox) vaccine on or after the first birthday *or* physician written documentation of history of chickenpox disease, including month and year of disease is required.

All Students Enrolled in Grades 2-5:

Immunization requirements are the same as Kindergarten, **except only 1 dose** of varicella (chickenpox) vaccine on or after the first birthday *or* written history of disease. Parental history of chickenpox disease is acceptable proof of immunity.

All Students Enrolled in Grade 6:

- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP); pediatric diphtheria-tetanus vaccine (DT), or tetanus-diphtheria (Td).
- 4 doses of any combination of IPV (inactivated polio vaccine) or OPV (oral polio vaccine) by age 4-6, or 3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the fourth birthday.
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of mumps 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.
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 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, 1st, 3rd and 8th grades. Hearing screenings are given to pupils in the 1st, 4th, 7th and 10th 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 parent/guardian is 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 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. If medication must be administered at school, it is strongly encouraged that parents bring their child's medications to school and not send them with the child.

Medications to be administered at school will be kept in a secured location at all times. The person or persons at each school designated to distribute the medications will be the persons responsible for keeping the 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. Any exceptions must be approved by the school principal and health care professional. 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 also 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.

Student's 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 immediately. If you note an unlisted number, we will treat it as confidential information. We request that you help us keep the information on the form current through the year.

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.

Nutrition Education: Students in pre-kindergarten through 12th grade 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.

Physical Education & 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.

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.

Outreach to Students & 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.

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.

Monitoring & 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 & Procedures

A student's attendance is essential to learning – learning that entails 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.

To help maintain our records for absences, (e.g., illness, injury, communicable disease, funeral, etc) please call the school office by 9:00 a.m. every day your child is unable to attend school. If the principal's office is not notified of the absence, then 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 the 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.

Upon five consecutive days of absence, a doctor's excuse may be required.

- After ten days of absence the parent will need to contact the building principal for each additional absence and a doctor's excuse may be required. Without a doctor's excuse the absences will be treated as unexcused. Repeated absence can result in low grades, which will interfere with academic progress.
- If home or work phone number changes, please inform the school in order to update medical emergency records.
- Perfect attendance recognition will be given to those students who have not been tardy or absent for the entire grading period. Exception for documented medical appointments for students: Students going to doctor appointments may be absent from school for a maximum of 2 hours with medical verification.
- Attendance recognition will also be given to students who have 1 or less absence or have 3 or fewer tardies.

A. Absences

To help maintain accurate records of absences, the parent/guardian should call the school office prior to 9:00 a.m. on the day of the absence. When reporting an absence, the parent/guardian should give the following information:

- Their name and the relationship to the student
- The student's name and grade in School Town Of Speedway
- The reason for the absence
- The date of the absence

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 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 Absence: Two days of absence for family or education reasons will be allowed without penalty. A written request must be received by the principal at least three days before the absence and may not always be approved. Assignments may be completed and submitted by the due date established by the teacher. Students are not permitted at school functions if they were absent from school. A request will not be approved if:

- Required testing is occurring
- It is during Summer School
- The student does not have 97% attendance rate

B. Truancy

Truancy is absence from school without the required documentation from the legal guardian or school notification within 24 hours of the absence. Students are rendered unverified and then unexcused if the legal guardian does not report the reason for absence to the school. If a student is truant more than five (5) times during the school year, he/she will be considered a habitual truant.

C. Early Releases

Early release from school is discouraged because it doesn't allow the child needed preparation time in class at the end of the day. However, if an early release 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 the student. Early release or absence due to contagious medical conditions will need documentation of treatment or to be checked by the nurse prior to readmission to school.

D. Early Dismissal

Should there be a scheduled early dismissal day, students will be dismissed at 12:10 p.m. following lunch.

E. Tardies

It is the obligation of a public school 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 considered to be a serious matter. Students are tardy to school or class if they are not in their seats or at other assigned school locations when the tardy bell rings. Students who are late to school must report to the office to receive an entry slip to class. Repeated tardies at school will result in a student penalty at the individual school.

F. Make-Up Work

Parents should make arrangements with classroom teachers to make-up any work missed by absence.

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 I.C. 20-33-8, administrators and staff members may take the following actions:

REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

1. A middle school, junior high, or high school teacher may remove a student from the teacher's 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. An elementary teacher may remove a student from the teacher's classroom 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.

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 school days.

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 C and Section D.

A. Grounds for Suspension and Expulsion

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

- a. 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);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

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, 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 education 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) injury to persons or damage to 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.

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, or 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 other than beverages, 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 of 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 an inflammable substance.
25. 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 other telecommunication device in a situation not related to a school purpose or educational function.
27. 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.
28. Violating any student conduct rule the school building principal establishes and gives publication of it to all students and parents.
29. 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.

Bullying

This rule applies when a student is:

- a. 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);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event;
- d. Using property or equipment provided by the school.

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. 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.

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. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

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.

Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a 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 a shotgun that 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 described 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 a destructive device: suspension up to 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.

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 may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

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.

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

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 Procedure

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 reasonably possible following the date of the 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 Procedure

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
 - 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 is 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 the 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 charges against the student. The student or parent will have the opportunity to answer the charges 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 expulsion 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.

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

Students in the Speedway Elementary Schools are expected to behave in an appropriate manner whether in school, at a school function, or coming to and from school. Respect, courtesy and good manners are expected at all times.

1. Disciplinary action 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 come in before or stay after school, restricting extra-curricular and co-curricular activities, suspension, and recommendation for expulsion. Disciplinary actions which may be taken by teachers include, but are not limited to, counseling with students, holding conferences with parents, assigning additional work, requiring students to come in before or stay after school, and having students lose all or part of a school privilege.
2. Care of Property - Students who deface or damage any school property shall pay in full for damages, and may also receive some additional appropriate consequence.

E. Personal Storage

Each student will be assigned a space/locker to store personal belongings. The school reserves the right to search this space/locker, if deemed necessary. The school retains the ownership of all storage/locker spaces and merely extends their use to

students for their convenience. Student storage is very limited, therefore, some book bags or other items may be deemed inappropriate at school.

F. Video Games, Electronic Devices, Personal Items

Students will not be permitted to bring portable stereos, CD players, radios, video games, beepers, portable phones, laser pointers or any other electronic devices to school. These are detrimental to an effective school environment. Only items related to classroom learning should be brought to school. Lost or stolen personal property will not be the responsibility of the school. Parents or guardians may request exceptions from the principal.

G. 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 ("School") 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 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, please 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.

SECTION V Elementary Schools
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A. Assignment of Pupils to Speedway Schools

Frank H. Wheeler Elementary School

All pupils in grades kindergarten through six who live on and north of 25th Street and west of Lynhurst Drive will attend the Wheeler School. All pupils living north of Road 136 and

east of Road I-465 to the east boundary of the Speedway Shopping Center will attend the Wheeler School. All pupils who live in the northwest section of the Coppertree Apartment complex in an area located north of West 22nd Street to Fair Oaks Drive and west of Fair Oaks Drive (including those pupils residing on the west side of Fair Oaks Drive) will also attend the Wheeler School at 5700 Meadowood Drive.

James A. Allison Elementary School

All pupils in grades kindergarten through six who live north of Road 136, except those assigned to the Wheeler School, will attend the Allison School at 5240 West 22nd Street.

Arthur C. Newby Elementary School

All pupils in grades kindergarten through six living north of the old railroad right of way south of Leonard Park and South of Road 136 from the west edge of Speedway east to and including those living on the west side of Lynhurst Drive north of 16th Street will attend the Newby School at 1849 N. Whitcomb Ave.

Carl G. Fisher Elementary School

All remaining pupils in grades kindergarten through six living south of Road 136 will attend Fisher School at 5151 West 14th Street, including students residing on the east side of Lynhurst Drive between 16th Street and Crawfordsville Road.

School assignments of elementary pupils may be adjusted after the opening day of school.

B. Policy on Transfers – Equalizing Elementary Enrollment

A parent/legal guardian may request that a student be transferred to the grade level classroom with the lowest current enrollment in the school corporation at the time of the request. This policy is intended to equalize enrollment in the elementary schools throughout the school corporation. In furtherance of the policy's limited intended purpose, the following conditions shall apply:

1. Requests for transfer under this policy must be based solely on class size.
2. Current class size shall be the only factor that school administrators consider in reviewing any transfer request under this policy. Class size shall be determined based upon the most current available information regarding class sizes within the school corporation.
3. A transfer request under this policy may only be made once each school year. Refusal by a parent/legal guardian to accept a granted transfer to the grade level classroom with the lowest current enrollment will disqualify the parent/legal guardian from making another request regarding the same student during the same school year.
4. The following procedures shall apply to requests for transfer under this policy:

At the beginning of each school year, children shall enroll in the elementary school in the district where they reside. Transfer forms will be available at the School Corporation Central Office and in the principal's office of each elementary school. Requests may not

be submitted until the first day of student attendance. Requests are submitted to the School Corporation Central Office.

1. Requests for transfers must be dated (day and hour) since transfers will be reviewed and granted on a first come–first served basis based upon lowest current class size of any school in the school corporation.
2. After the end of the first school week, all pending transfer requests will be reviewed in order of date and time received. As set forth above, all transfer requests will be reviewed based solely upon current enrollment figures for class sizes for all schools within the school corporation.
3. Upon review of each transfer requests, and permitted space is available, the student will automatically be granted transfer to the class with the smallest class size, regardless of which school, location, or neighborhood within the school corporation.
4. When a transfer request is granted, the parent/legal guardian will be contacted and asked to complete the acceptance/denial portion of the transfer form at the School Corporation Central Office. Students accepting approved transfers will begin attending the new school within four school days of receiving notification of approval.

Transportation for the students who transfer is the responsibility of the parent.

A transfer may not extend beyond the school year in which it was granted. A new request may be submitted for the following year under the provision outlined above.

C. Rules For Safety

Please familiarize your child with the following rules of safety:

1. Students walking or riding bicycles to school should cross only at intersections and corners designated by the school and the Speedway Police. Students should cross with a traffic light whenever possible.
2. Walk, when going to and from school, or when crossing streets. Running at these times is hazardous.
3. Play where it is safe. Do not engage strangers in conversation.
4. Respect private property.
5. Where there is no sidewalk, walk on the left-hand side of the street, facing traffic.
6. Obey all rules and laws pertaining to bicycle riding.
7. Respect and obey police and school patrol officers. They are working for your safety and are your friends.
8. Show proper respect for all community and school property.
9. Follow school dismissal procedures.

D. Bicycle Regulations

Bicycle permits are issued by the principal to pupils in grades 4-6. Permits are to be signed by parent or guardian and returned to the principal.

1. Bicycles should be parked and locked in the designated area.
2. Bike permits will be revoked if students are not following safety rules.

3. Students are required to wear a helmet.
4. No skateboards, scooters, or roller-skate shoes are allowed.

E. School Pictures

Individual and class photographs are taken during the school year. An announcement giving the date pictures will be taken and information regarding options for purchasing your child's picture will be sent home. Parents are under no obligation to purchase the pictures.

A yearbook for Speedway Elementary is made available in the spring. Students are under no obligation to purchase the book.

F. Mandated Statewide Testing for Educational Progress

Children in grades three, four, five, and six will be tested by a State Board of Education adopted test to meet minimum state standards. Students are tested for mastery of essential skills in the current grade level. Required statewide testing will be administered in March and April/ May of each year.

G. Reporting to Parents

Report cards are issued each nine weeks to communicate your child's progress. In addition, Midterm grades will be issued by the Friday of the fifth week of the grading period. The purposes of the reporting system are:

- to communicate your child's achievement effort and behavior
- to share your child's social, emotional, physical, and academic growth
- to enable your child to develop and maintain a positive self-image

Careful consideration of the information will help the parents recognize their child's achievement as it relates to his/her individual ability and effort in the class to which he/she is assigned. The reporting is a means to encourage two-way communication between the parent and the teacher. The card should be signed and returned each nine weeks. If there are any questions, please contact the child's teacher. Parents are encouraged to visit the school. Planned conferences with the teacher to discuss concerns are encouraged.

Parents and students are able to monitor student academics by using *PowerSchool*. *PowerSchod* 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 website. The site is password protected. Passwords can be obtained by calling the school office.

H. Honor Roll

Grading Scale: 93 – 100 = A, 84 – 92 = B, 75 – 83 = C, 66 –74 = D, 65 and below = F. Each nine weeks those students, grades 1-6, who exhibit academic achievement for the grading period will receive a ribbon in their report card. High honor roll can be achieved by earning a 94 or above average consisting of all A's and no more than one (1) B in the academic areas only. The regular honor roll can be achieved by earning an 88 or above average consisting of all A's and/or B's with no more than one (1) C in the academic areas.

I. Summer School

Remediation programs are offered in the summer for those students who fall below grade level attended. Students who are registered for summer school are expected to be present at all sessions. Poor attendance may result in retention. The attendance policy for summer school is the same as that for the regular school year.

J. Title I

Title I Parent Involvement Policy District Level

The Board of School Trustees endorses the parent involvement goals of Title I and encourages the regular participation by parents of Title I eligible children in all aspects of the program. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the word "parent" also includes guardians and other family members involved in supervising the child's schooling.

Pursuant to federal law, the corporation will develop jointly with, agree on with and distribute to parents of children participating in the Title I program a written parent involvement policy.

At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be presented to fulfill the requirements necessary to address the requirements of parental involvement.

In addition to the required annual meeting, additional meetings shall be held, at various times of the day and/or evenings, for parents of children participating in the Title I program. These meetings shall be used to provide parents with:

1. Information about programs provided under Title I;
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parent comments to the district level, if they are dissatisfied with the school's Title I program.

The parents of children identified to participate in Title I programs shall receive from the school principal and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

Each school in the corporation receiving Title I funds shall jointly develop with parents of children served in the program a "School-Parent Compact" outlining the manner in which

parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

*Legal Reference: 20U.S.C. 6318
Policy Adopted: October 7, 2008*

Title I School-Parent Compact Elementary School Level

Did you know that principals and teachers have learned...

- *Parent involvement* is a critical part of a quality education for any child?
- What a family *does to support an education* is more important than what your family income or education level is?
- **All** parents want the best education for their children?
- Most parents want to be more involved in their child's education, but many parents do not know how to become more involved?
- Most teachers feel that *parent involvement* is an important part of student achievement, but many teachers do not know how to help parents become more involved?

Families and schools must work together to help students achieve high academic standard, in a supportive and effective learning environment. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities, that we as partners, will carry out to support student success in school and life.

Staff (Teacher) Pledge

I agree to carry out the following responsibilities to the best of my ability:

- teach classes with an interesting & challenging curriculum that promotes student achievement
- set high-expectations & help every child be successful in meeting *Indiana Academic Standards*
- communicate frequently & meet annually with families about student progress
- provide opportunities for parents to volunteer, participate, and observe in my classroom
- participate in professional development opportunities that improve teaching & learning
- support the formation of partnerships with families and the community

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- be to school on time -- rested & prepared to learn
- follow class & school rules for safety
- communicate with my parents & teachers about school experiences
- limit my TV watching, video game playing, and Internet usage
- study and/or read daily

Family (Parent) Pledge

I agree to carry out the following responsibilities to the best of my ability:

- support my child to be in attendance at school on-time & ready to learn
- provide a quiet time & place for homework
- monitor TV watching, video game playing, and Internet usage
- regularly monitor my child's progress in school
- participate in decisions about my child's education & attend conferences
- communicate the importance of education & learning to my child

Date: _____

Teacher Signature

Student Signature

Parent/Guardian Signature

Title I School Parent Involvement Policy Allison, Fisher, Newby and Wheeler Elementary

Allison Elementary, Fisher Elementary, Newby Elementary and Wheeler Elementary intend to follow the parental policy guidelines in accordance with No child Left Behind Act of 2001. The following *School Parent Involvement Policy* will be distributed to parents of students participating in the Title I program in each Speedway School and updated periodically.

Convene an Annual Meeting

Offer flexible and convenient times to encourage parents of Title I students to participate in understanding Title I, Part A and inform parents of his/her right to be involved. Funds may be used to encourage attendance by providing childcare, home visits and other related services to parental involvement.

Parents are partners in planning, reviewing and improving programs/policies under Title I, Part A.

Parents will be Provided:

- timely information about the Title I program
- description and explanation of curriculum to be used
- types of academic assessment – *how student progress is measured and levels of proficiency students are expected to meet*
- opportunities for decision-making related to the education of his/her child
- materials and training on *how parents can improve his/her child's achievement*
- regular meetings if requested by parents

Each student participating in Title I, Part A will receive a *School Parent Compact*

Building Capacity for Parent Involvement:

- School staff will be educated in ways to build ties between home and school that includes responding to parent suggestions, concerns, etc. in reasonable and practical ways.
- Information related to school events, meetings and activities will be sent to parents in a language that parents are able to understand, to the extent possible.
- Ongoing community-based organizations will be encouraged to partner with the Title I schools. This includes collaborating with Head Start, Even Start, Preschools, etc.

K. Special Days

Parties: Small planned parties are held in the classroom on special holidays.

Birthdays: Each child's birthday will be recognized by his or her teacher and classmates.

Arrangements for bringing or sending commercially packaged treats for your child's class should be made with his or her teacher. Please do not send balloons or flowers to the school. These items will not be delivered to the classrooms.

Field trips: Speedway Parent - Teachers organization provides financial support for educational field trips for elementary students. All chaperones will be subject to a Criminal History check.

L. Speedway Parent – Teacher Association (SPT)

Speedway Parents Teachers is the parent-teacher organization serving grades K-12 in all Speedway Schools. SPT is building-based with a district organization for continuity. Some of the activities sponsored each year by the organization are:

- Room hosts and hostesses;
- Open Houses in each Speedway School
- High School Band Dinner
- Field Trips
- Safety Patrol Equipment

Speedway Parents Teachers organization sponsors fund-raising projects each year.

Proceeds from these have resulted in many generous gifts that have benefited students educationally. The organization elects officers, plans programs, and develops a budget.

There are regularly scheduled Board and business-program meetings. Your participation, membership, and support for the Speedway Parents Teachers Organization is encouraged and appreciated. Your family may join SPT by sending the yearly fees to school.

M. Sixth Grade Athletics

Sixth graders may participate in Junior High Athletics such as wrestling, swimming, cross-country, and track. The principal must certify them in order to meet academic requirements. All participants must have a properly completed physical and must provide their own transportation to the practice site.

N. Parents

Experience shows that when school and home are committed together toward mutual educational goals, children develop mentally and physically. Please help your child by sending him/her each day rested, happy, and ready to learn. We ask that you consider the following as a guideline and a commitment:

- I will talk with my child daily.
- I will praise my child's efforts and achievements.
- I will read or listen to my child read fifteen minutes each day.
- I will build self-discipline in my child's behavior.
- I will stress the importance of regular school attendance in my child.
- I will encourage my child to complete all homework assignments.
- I will communicate with my child's teacher(s) on a regular basis.
- I will attend parent-teacher conferences.
- I will participate in or attend at least three school functions this year.

O. 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 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.

P. ICPAC

Directory information will be released on sixth-grade enrollees to Indiana Career and Postsecondary Advancement Center (ICPAC) to provide students with college information.

Q. Pesticide Application Notice

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and ground. If you wish to be given notice of such pesticide 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 48-hour advance notice. Pesticide applications will not be done when children, staff members or any other people are present in the area that is to be sprayed.

R. Local Liaison for Homeless Children and Youth

The School Town of Speedway designates the **Home-School Advisor** at the elementary school 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 junior high school and high school levels.

S. Gaming Activities

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

T. 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.