

**SPEEDWAY HIGH SCHOOL
STUDENT HANDBOOK
2010-2011
Pursuit of Excellence**



**SPEEDWAY HIGH SCHOOL
5357 W. 25th Street
Speedway, IN 46224
www.speedway.k12.in.us**

**Principal
Timothy D. McRoberts**

**Assistant Principal
Jon D. Acton**

Telephone (317) 244-7238

TABLE OF CONTENTS

	Page
Foreword	6
Board of Education	6
Human Dignity Policy	6
Mission Statement, Beliefs & Student Outcomes	7
Speedway Public School Offices	8
2010-2011 School Calendar	9
School Events for 2010-2011	10
 SECTION I GENERAL INFORMATION	
A. School Residence	11
B. Title IX and Section 5041	11
C. Part Time Enrollment	11
D. Local Liaison for Homeless Children and Youth	12
E. Policy on Wellness	12
F. Confidentiality of Records	14
G. Withdrawal	17
H. Appropriate Dress	18
I. School Closings/Delay	19
J. Inclement Weather	19
K. Safety Drills	19
L. Textbook Assistance	20
M. Textbooks and Classroom Paper Fees	20
N. School Hours	20
O. Cafeteria	21
P. Lost and Found	21
Q. Opportunity to attend SHS	21
R. Emancipated Students	21
S. State Testing	22
T. Parent Concerns	22
U. PowerSchool	22
V. Public Display of Affection	22
W. Cell Phones & Other Electronic Devices	23
 SECTION II HEALTH SERVICES	
A. Immunization Policies	24
B. Medication Maintenance & Distribution	26
C. Medical Emergency Forms	26

SECTION III ATTENDANCE POLICIES & PROCEDURES

A. Absences	28
B. Truancy	29
C. Results of Unexcused Absences	30
D. Early Dismissal of Individual Students	30
E. Tardy to School	30
F. Tardy to Class	30
G. Requesting Make-up Assignments	31
H. Make-up Policy	31

SECTION IV DISCIPLINE POLICIES & PROCEDURES

A. Student Misconduct	32
B. Habitual Disobedient	36
C. Bullying	36
D. Possessing a Firearm or Destructive Device	37
E. Possessing a Deadly Weapon	39
F. Unlawful Activity	39
G. Notice Regarding Cell Phones	40
H. Legal Settlement	40
I. Suspension Procedures	40
J. Expulsion Procedures	41
K. Alternative to Expulsion Program	42
L. Other Disciplinary Actions	42
M. Assignment to Alternate Ed Center	43
N. Guidelines for the Alternate Education Center	43

SECTION V HIGH SCHOOL

A. Enrollment	44
B. Definition of Terms	45
C. Cheating/Plagiarism	45
D. Enrollment & Graduation Requirements	46
E. Attendance Requirements for Graduation	47
F. High School Level Correspondence Courses	47
G. Honor Roll	47
H. Grading Scale and Honor Points	48
I. Incompletes	48
J. Report Cards	48
K. Summer School Credits	49
L. Class Rank	49
M. Valedictorian and Salutatorian	49
N. SPARC	49
O. Attendance at Social Activities	49

P. Chaperones	50
Q. Telephone	50
R. Books and Clothes Lockers	50
S. Book/Gym Bags	50
T. Student Parking Tags	51
U. Parking Lot Areas - Student & Faculty	51
V. Parking Lot Regulations	51
W. Closed Campus Lunch	52
X. Flowers/Balloons	52
Y. Work Permits	52
Z. Promotion	52
AA. Student Organizations	52
BB. Organizations Not Sponsored by School	53
CC. Class Dues	53
DD. Clubs	53
EE. National Honor Society	54
FF. Athletic Eligibility & Code of Conduct	54
GG. Weight Rooms	56
HH. Cheerleaders	56
II. Drug Testing	57
JJ. ISTEP / Graduation / Waivers	61
KK. Firecrackers and Smoke Devices	62
LL. Pesticide Application Notice	62
MM. Home Prepared Food	63
NN. Access to Electronic Information	63
OO. Gaming Activities	66
PP. Copyright Laws	67
QQ. AHERA Notification	67

Speedway High School Song

*Speedway, our dear old Speedway,
Oh, Speedway, we're all for you!
We will fight for the Brown and Gold
And the glory of our dear school.
Never daunted, we shall never falter;
Through the battle, we're tried and true.
Oh, Speedway, our dear old Speedway,
Oh, Speedway, we're all for you!*

(Sung to the I.U. fight song)

School Colors: Brown and Gold

Nickname: Sparkplugs - "Plugs"

2010-11 Class Officers

Student Council

President: Lavonna Thomas

Senior Class

President: Joe Lewis
V. President: Ariel Dryden
Rep: Kenisha Gordon

Junior Class

President: Casey Miller
V. President: Jordan Daghe
Rep: Josh Man

Sophomore Class

President: Austin Anglea
V. President: Haily Merritt
Rep: John Lamb

FOREWORD

This book is provided to every family who has a student enrolled in Speedway High 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 curriculum, and the board of education, is 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 pm 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.

**SPEEDWAY HIGH SCHOOL
MISSION STATEMENT**

It is the mission of Speedway Schools to inspire and prepare students to embrace the responsibilities of today and the possibilities of tomorrow.

BELIEFS

We believe:

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

STUDENT OUTCOMES

Upon graduation, our students:

- ...will demonstrate moral, emotional and intellectual maturity.
- ...will make wise decisions by applying critical thinking skills.
- ...will be prepared to meet the demands of technology.
- ...will demonstrate competency in subject areas.

**SPEEDWAY SCHOOLS
SCHOOL OFFICES**

Superintendent's Office
5335 W. 25th St.
Speedway, IN 46224
(317) 244-0236

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

Speedway High School
5357 W. 25th St.
Speedway, IN 46224
(317) 244-7238

Timothy D. McRoberts
Principal
Jon D. Acton
Assistant Principal

Speedway Junior High School
5151 W. 14th St.
Speedway, IN 46224
(317) 244-3359

John W. Dizney
Principal
Eric C. Rosebrough
Assistant Principal

Carl G. Fisher Elementary
5151 W. 14th St.
Speedway, IN 46224
(317) 241-6543

Kathryn K. Richards
Principal
Kevin M. Bourke
Assistant Principal

Arthur C. Newby Elementary
1849 N. Whitcomb St.
Speedway, IN 46224
(317) 241-0572

Anthony V. Gagliano
Principal

James A. Allison Elementary
5240 W. 22nd St.
Speedway, IN 46224
(317) 244-9836

Jay L. Bedwell
Principal

Frank H. Wheeler Elementary
5700 Meadowood Dr.
Speedway, IN 46224
(317) 291-4274

Brenda L. Wolfe
Principal

**SPEEDWAY PUBLIC SCHOOLS
2010-11 School Calendar**

First Day of School for Students	August 10
Labor Day (no school)	September 6
Fall Vacation	October 21, 22
Thanksgiving Vacation	November 25, 26
Winter Vacation - end of the day Semester ends	December 17
Professional Development Day (no school)	January 3
Return to school after Winter Vacation First day of second semester	January 4
Martin Luther King, Jr. Day (no school)	January 17
Professional Development Day (no school)	February 18
Presidents' Day (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	May 25
Teacher Professional Day	May 26
Graduation	May 26

**SPEEDWAY HIGH SCHOOL
2010 - 2011 School Events**

July 28	Registration grades 11-12 8:30 am - 3 pm
July 29	Registration grades 9-10 8:30 am - 3 pm
July 30	Registration all grades 5:00pm – 7:00pm
August 9	Freshmen Orientation
August 9	Staff Development
August 10	Students' first day
September 1	Open House - 6pm
September 14,15,16	GQE testing
September 17	Homecoming
October 6	National Honor Society Banquet - 7 pm
October 8	End of first quarter
October 11	Fall Choral Music Concert
November 10	Fall Sports Awards
November 18 & 20	Fall Musical
December 8	Music Dept. Christmas Concert
December 17	End of first semester
January 22	Financial Aid Night
January 28	Spirit Night
March 14	Winter Sports Awards
March 8, 9, 10	GQE Re-testing
March 11	End of third quarter
March 17 & 19	Spring Play
April 26	Artfest / Choir / Band Concert
April 30	Prom
May 4	Music Honor Night
May 5	Top Ten Dinner
May 19	Honor Awards Night
May 20	ICC Banquet
May 23-25	Final Exams
May 25	Students' last day
May 26	Commencement

Dates subject to change

SECTION I General Information

A. School Residence

1. Provisions for legal residence of a student are in accordance with IC 20-8.1-6.1-1.
2. A student whose parent(s) or legal guardian(s) moves from residence in Speedway to a residence outside of the city limits of Speedway during the school year must make arrangements with the principal for transfer no later than the end of the current semester.
3. The School Town of Speedway does not accept tuition or educational guardianship students.
4. Proof of residency will be required and home visits may be made to verify residency.
5. According to Indiana Code 20-8.1-5.1-23, regardless of residency, a student who is under suspension or expulsion or who has withdrawn to avoid expulsion may not be permitted to enroll.

B. Title IX and Section 504

The School Town of Speedway is committed to equal opportunity. It is an Equal Opportunity - Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment and/or educational opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination of such bias 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 Bock, Director of Curriculum, 5335 W. 25th St., Speedway, IN 46224 or phone (317) 244-0236.

C. 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 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.

D. 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 the junior high and high school levels.

E. Policy on Wellness

It is the policy of the School Town of Speedway to maintain an environment that promotes 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 grade 12 shall receive nutrition education that provides the knowledge at an age appropriate level

needed to adopt healthy habits and lifestyles. Nutrition education shall reinforce this program.

PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

Students shall receive regular, age appropriate physical education. The physical education shall be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle.

Students shall be given the opportunity to engage in physical activities on a regular basis in schools that are safe, supervised and well maintained. Whenever 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, and calorie and sodium levels in food.

OUTREACH TO STUDENTS AND FAMILIES

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

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 AND EVALUATION

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

F. 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, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, hair and eye color, dates of attendance, degrees and 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.

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)

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

- Religious practices, affiliations, or beliefs of the student or parents;
- Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of

- Any other protected information survey, regardless of funding;
- 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 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

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

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

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

pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

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

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

- 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.
- 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.

- 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**

G. 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.

H. Appropriate Dress

Speedway Schools are concerned with 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. Keeping this in mind, the following guidelines have been set. School administration will make a final decision as to what is inappropriate dress for school. A student may be sent home to change clothes.

- No clothing with alcohol, tobacco, drug related and/or sexually suggestive messages.
- No cut-off shirts. All tops must have sleeves.
- No exposed cleavage, backs or midriffs.
- Shorts, skirts and dresses must be at the knees.
- All pants and shorts must be worn at the waist (specifically no sagging) and may not drag under student's feet as they stand or walk. Clothing must be at the waist whether shirts are tucked in or out. School may provide zip ties to students who need assistance in adhering to policy.
- All clothing items must be free from holes and adornments (chains, spikes, etc.)
- No house slippers or pajama pants.
- No coats/outerwear will be permitted in classrooms.
- Blankets are not to be carried or used within the building.
- No scarves, headscarves (except with prior administrative approval), bandanas, hoodies pulled up, or hats are to be worn in the building. **Remove them upon entering building and leave them off until leaving the building. Violators will have items confiscated and returned at the end of the school day.**
- Tattoos must be covered.
- If clothing or accessory is deemed to cause a disruption, students may be asked to remove or change the clothing/accessory.

The following consequences are established for students who violate the dress code:

1 st offense	After School Detention (ASD), parents notified
2 nd offense	In School Suspension (ISS), parents notified
3 rd offense	Out of School Suspension (OSS) Three days
4 th offense	Out of School Suspension (OSS) Five to Ten Days, Expulsion Investigation

I. School Closings and Delays

School closings are governed by the following policy:

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

In case of a two hour delay, the school day will begin at 10:00 am. If the schools are closed by the superintendent, you will receive that message from the local radio and television stations around 7:00 am.

J. Inclement Weather

As a general principle 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 decision 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" school work missed during absence.

K. Safety Drills

Each month the school has a fire drill as mandated by law. These drills give students practice in evacuating the building in a safe and orderly manner.

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.

L. 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.

The paper fee, lab fees and activity fees are not included in textbook assistance; therefore, it should be paid even if textbook reimbursement is secured. Specific information and the application is available from the building principal. This form must be filed prior to September 10th or 30 days after enrollment.

M. Textbooks and Classroom Paper Fees

Students are issued textbooks by their classroom teachers. Students are charged a text rental fee based upon the cost of the textbook 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 available classroom paper as needed for regular class work.

Checks should be made payable to Speedway Schools. A \$15.00 fee will be assessed for all returned checks. Speedway Schools will not accept checks from anyone after the second returned check. Partial refunds will be made to those who move away in the first twelve weeks of each semester. Fees for the year are due at preregistration. They will be considered overdue after October 1, unless a time payment plan has been approved. Fees for students enrolling after the start of school will be due upon enrollment unless a time payment plan has been approved. Collection of overdue fees will be made through a collection agency. All associated fees incurred will be charged to the parent/guardian of the student.

N. School Hours

The tardy bell rings at 8:00 am. Dismissal is at 3:20 pm. The office is open 7:45 am – 3:45 pm.

O. Cafeteria

All students will eat their lunch in the cafeteria. Students may bring their own lunch, or they may purchase lunch in the cafeteria. Students are not permitted to order food to be delivered during lunch. Food may be brought to students for lunch from parents/relatives, but will be delivered from the main office to the student. **No consumption of food, drink, or candy will be permitted outside of the high school cafeteria. Students are not to have open food or beverage containers anywhere in the building other than the cafeteria. Faculty and staff members have been instructed to confiscate any food or open beverage containers. Students are not allowed to leave the cafeteria during lunch time without permission of staff members.**

School sponsored candy sales will be conducted in the cafeteria at the following times: before 7:50 am, during the lunch periods, and after 3:20 pm. Candy is not to be sold in any other location in the building during the school day.

Breakfast items will be available in the cafeteria each morning from 7:30 am until 7:50 am. No food will be sold after the 7:50 am bell.

P. Lost and Found

Items found in the school should be turned in to the high school office. Lost items may be claimed by their rightful owners.

Q. Opportunity to attend Speedway High School - Residence

A student must complete their junior year as a legal resident of Speedway to have the opportunity to attend SHS as a senior. If a student moves after the completion of their junior year, they may still attend SHS the following school year. Students who move prior to the end of their junior year will be required to attend the school of their new residence.

R. Emancipated Students

The School Town of Speedway, regardless of a student's age, only recognizes a student as emancipated from the care and direction of their parent / legal guardian in matters pertaining to school when the student has met all of the following four conditions as stated in IC 20-26-11-4:

A student is emancipated when the student:

- (1) furnishes the student's support from the student's own resources;
- (2) is not dependent in any material way on the student's parents for support;
- (3) files or is required by applicable law to file a separate tax return; and
- (4) maintains a residence separate from that of the student's parents.

Until all four conditions listed above are established and recognized by the school corporation, the student remains under the care and direction of their parent / legal guardian in all matters pertaining to school.

S. State Testing

The Graduation Qualifying (GQE) Exam will be September 14, 15, 16 and March 8, 9, 10 for students in the class of 2011 who have not passed the GQE. All students enrolled in Biology, Algebra 1, and English 10 will also take the core subjects Graduation Exam at the conclusion of the course or required remediation.

T. Parent Concerns

Parents are partners in educating children. Teachers and staff will make every effort to communicate with you. All schools have voice mail and email systems. Please don't hesitate to contact us if we can help.

If there are any concerns regarding classroom issues, please contact the classroom teacher first. All other concerns should be directed to the building principal or assistant principal.

U. PowerSchool for Parents

Parents and students are encouraged to monitor student academics by using *PowerSchool*. *PowerSchool* is a program that allows parents and students to view a student's grades, attendance, academic progress and to receive school updates and general information on-line. PowerSchool can be accessed through the Speedway School's website at www.speedway.k12.in.us. This site is password protected. Passwords can be obtained by calling SHS at 244-7238.

V. Public Display of Affection

The actions of couples during the school day must be socially acceptable. Necking, embracing, or petting is not socially acceptable

school behavior and **will result in a student/parent conference, an In-School Suspension, an after school assignment or a suspension from school.**

W. Cell Phones and Other Electronic Devices

Students are **NOT** allowed to have cell phones or other electronic devices such as (CD players, IPODS, PDA's, Blackberry's, Bluetooths, hand held video games, etc) during school hours from 8:00-3:20. These items are not to be turned on, seen, heard or used during the school day. If the student chooses to bring an electronic device to school for use before or after school, the item should be placed in the student's assigned locker. The school and administration are not responsible for these items if they become lost or stolen. Failure to adhere to this rule will result in confiscation of the student's electronic device. Due to the increased use of electronic devices in school which includes school and classroom disruptions, electronic bullying, and cheating on tests, the following consequences have been put into place.

- 1st offense – Item confiscated, verbal warning, parent/guardian picks up item
- 2nd offense – Item confiscated, After School Detention (ASD), parent/guardian picks up item.
- 3rd offense – Item confiscated, In School Suspension (ISS) for one day, parent/guardian picks up item
- 4th offense – Item confiscated, Out of School Suspension (OSS), days to be determined, Expulsion Investigation for insubordination

The school and administration are not responsible for these items if they become lost or stolen. We recommend they be left at home.

SECTION II Health Services

School nurses service all Speedway schools. In an emergency, the Speedway Rescue Squad or an ambulance will be called. It is important we have up-to-date information on the medical emergency card completed at the time of enrollment. 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, health screenings, emergency care, individual and group health education, referral to clinics and doctors, and monitoring of chronic conditions.

A. Immunization Policies

Speedway Schools has planned a school health program to protect students' health and to enable each student 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 high school students:

- 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 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of polio vaccine by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age).
- 2 doses of measles (rubeola)vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 dose of rubella (German Measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval *or* written history of disease. Parental history of chickenpox disease is acceptable proof of immunity.

- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

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

Indiana law requires that each year parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18).

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

Symptoms of meningococcal disease often resemble the flu and can include a sudden fever, rash, headache, nausea, and stiff neck, making the diseases 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 11-12 years old. For teenagers, immunization is recommended at the high school entry and incoming college freshman.

Two vaccines are available to prevent this infection. Menactra is licensed by 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 any additional questions or concerns, contact your school nurse.

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

your understanding and cooperation in carrying out the school health program.

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

B. Medication Maintenance and Distribution

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 the student only with the written permission of the student’s parent.

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 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. Indiana state law also requires these regulations.

C. Medical Emergency Forms

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

We request that you help us keep the information on the card current throughout the year.

SECTION III Attendance Policy and 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 cannot be captured even if the student copies the notes from a missed class. Every absence, excused or not, interrupts the student's understanding of the material being presented and weakens his/her opportunity for success in the classroom.

The student, parent or legal guardian, and the school must cooperate to work within the school's philosophy of education where school attendance is concerned. Additionally, students must be encouraged to exercise self-discipline within the framework of the stated policy. The framework itself must be flexible enough for educationally sound exceptions.

In an effort to improve student performance by improving student attendance, the following policy will be enforced:

1. The school assumes that a student who is unable to attend his/her last four (4) periods of the day due to illness or injury is unable to participate in extracurricular activities the same day.
2. Parents will be notified by mail after the fourth day of absences of each semester.
3. A parent conference with the principal or his designee may occur after the seventh day of absences of the semester.
4. A student may be suspended pending an expulsion meeting after the tenth day of absences of the semester. The principal will consider individual circumstances.

A. Absences

To help maintain accurate records of absences, the parent/guardian should call the high school office (244-7238) prior to 9:00 AM on the day of the absence. When reporting an absence, the parent/guardian should give the following information:

1. Their name and relationship to the student.
2. The student's name.
3. The reason for the absence.
4. The date of the absence.

If the office is not notified of the absence by 9:00 AM, the school may make an effort to contact the parent's/guardian's home or place of employment to establish the reason for the absence.

If the home or work phone number changes, please inform the school in order to update medical emergency records.

Indiana Code 20-33-2-14,15,16,17 provides that students shall not be recorded as absent 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 for the following reasons as excused:

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 educational 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. A request will not be approved if:

- required testing is occurring;
- it is during summer school; or
- the student does not have a 97% attendance rate.

Assignments may be completed and submitted by the due date established by the teacher. Credit earned will be given without penalty, if approved.

All absences count against the attendance limits. There are no “cut days.”

College Visits:

Students may be eligible to take two (2) college visitations during their **junior** year and two (2) college visits during their **senior** year.

Students may use these days under the following conditions:

1. The student's attendance is in good standing.
2. The student fills out a college visitation form in the guidance office and returns the form signed by a college admission representative.
3. The student receives approval from administration in advance of the visit.

B. Truancy

Truancy is defined as; 1) leaving the school building without permission, 2) leaving or cutting class without permission, or 3) Parent/guardian unaware student is not at school or the student refuses to attend.

Truancies are unexcused. The following consequences are established for students with truancies:

- 1st offense - after school detention
- 2nd offense - alternate education for one day, parent contact
- 3rd offense - out of school suspension for one day, parent contact, driver's license invalidated
- 4th offense - Student may be suspended pending expulsion. The Principal will consider individual circumstances.

C. Results of Unexcused Absences

A student can receive a maximum of 50% on work turned in as a result of an unexcused absence. Repeated absence can result in low grades, which will interfere with academic progress.

D. Early Dismissal of Individual Students

Sometimes it may be necessary to leave school during the day. Request for early dismissal from school should be made by note or a telephone call to the school office by a parent or legal guardian. The student will be issued a pass which will excuse him/her to report to the office and sign out. If he/she returns to school during the day, he/she should report to the office, sign in and get a pass to class.

Never leave the building during the day without signing out or return without signing in with the office.

E. Tardy to School

It is the obligation of a public school and to its community to teach proper citizenship and good work habits; therefore, a student should be on time to school and to class if he/she is to take full advantage of all the opportunities offered by the school. Tardiness is disruptive to the school process and is considered to be a serious matter. **A student is tardy to school or class if he/she is not in his/her seat when the tardy bell starts to ring. Any student who is tardy unexcused to school must report to the cafeteria for first hour. If a student is habitually late to school, they may be removed from the class with no credit given.**

F. Tardy to Class

Tardies are tracked during the entire school day and accumulate for the semester. Any student tardy to class must report to the principal's office for a tardy slip. The following consequences are established for students with multiple tardies:

- | | |
|------------|--|
| 5th tardy | after school detention |
| 10th tardy | alternate education for one day |
| 13th tardy | alternate education for one day |
| 15th tardy | out of school suspension for one day, parent notification or student may be suspended pending expulsion. The principal will consider individual circumstances. |

G. Requesting Make-up Assignments

Upon their return to school, **students are responsible** for checking with teachers about what needs to be made up and when the work must be completed.

H. Make-up Policy

1. All written make-up work, i.e., tests, quizzes, themes, etc. will be made up during class, or after school.
2. Students failing to make up work at the designated time will receive a zero (0) for work missed.
3. Students will have one day of make-up for each day missed.

SECTION IV Discipline Policies and 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:

1. 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.

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

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

GROUND FORS SUSPENSION OR 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.

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, 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.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, 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. 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.
26. 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.
27. 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.
 28. Sending, sharing, viewing or possessing pictures, text messages, emails, or other materials of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
 29. Violating any student conduct rule the school building principal establishes and gives publication of it to all students and parents.

B. Habitual Disobedient

IC 20-30-8-2

Upon a student receiving an 8th cumulative disciplinary referral, (other than tardies/attendance) during a school year, the student will be suspended 5 days Out of School Suspension (OSS). Upon receiving a 9th disciplinary referral, student may be recommended for expulsion.

C. Bullying

1. 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.
2. 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.
 3. 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.
 4. 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.
 5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 6. 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.

D. 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.

E. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. 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.

G. 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.

H. 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.

I. Suspension Procedures

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges.
 - b. a summary of the evidence against the student, if the student denies the charges,
 - c. opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as is reasonably possible.
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.

J. Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel, or
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or student's parent/guardian 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 charge(s) against the student. The student or parent/guardian 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 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. 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 Trustees of the School Town of Speedway shall not hear appeals of its expulsion officer's student due process case determinations.

K. Alternative to Expulsion Program

In certain cases the school may offer a suspension with community service as an alternative to expulsion.

L. Other Disciplinary Actions – IC 20-33-8-25

Other disciplinary actions which may be taken by the principal include, but are not limited to, counseling with students, holding conferences with parents, administering corporal punishment, assigning additional work, assigning up to a maximum of 120 hours of community service, referring a student to the juvenile court, changing class schedules, requiring students to stay after school, restricting extracurricular and co-curricular activities, (Social Probation), and making assignments to the Alternate Education Center or to after-school detention.

Disciplinary actions which may be taken by teachers include, but are not limited to, counseling with students, holding conferences with parents, assigning additional work, and requiring students to stay after school.

M. Assignment to the Alternate Education Center (In School Suspension)

Speedway High School initiated a program of disciplinary procedures which will permit uninterrupted school attendance but will allow the disruptive student to be removed from the traditional classroom and placed in a special classroom environment. A student who violates school policies or rules may be assigned to the Alternate Education Center.

Every effort will be made for students who are assigned to the Alternate Education Center to continue their educational program. Any student who refuses to cooperate with this assignment may be given up to a ten day off-site suspension. The student will then be required to complete the original Alternate Education assignment after the off-site suspension has been completed. Therefore, parents' support for this program will be solicited for those students who may refuse this assignment. This program is a positive move to control student behavior and to decrease the number of off-site suspensions.

N. General Structure and Guidelines for the Alternate Education Center

Rules

1. You will be graded in the ISS room on a behavior rubric. During the course of the day if you accumulate 5 negative marks you will be removed from ISS and placed in Out of School Suspension. Upon returning to SHS you will serve two additional days minimum in the ISS room. (Length of time in ISS to be determined by administration)
2. ISS will be served from 8:00 am to 3:20 pm in the ISS room.
3. Students are responsible for bringing all books, and school related materials.
4. No talking unless answering a question directed to you by the ISS teacher.
5. No electronic equipment of any kind is allowed. Any and all electronic equipment will be taken and turned over to the main office.
6. No sleeping in ISS. If you have completed all assignments, the ISS teacher will provide supplemental work.

Agreements

1. Students will turn in completed work to the ISS teacher. Assignments will be placed in teachers mailboxes at the conclusion of each school day.
2. If a student fails to utilize ISS to complete assignments, the student will be assigned an additional day in ISS on the next available school day.
3. Two bathroom breaks will be allowed during the school day, one in the morning, and one in the afternoon. Exact times will be determined by the ISS teacher.

Lunch will be taken between A and B lunch. Students may go through the lunch line, but will take their lunches back to the ISS room, or remain in café under supervision.

SECTION V High School

A. Enrollment

1. Enrollment is for both semesters of the school year. Preferential course changes will not be allowed. Students should plan their schedule for the entire school year and will be required to continue on that schedule until the end of the year. Final enrollment must have been completed on or before Friday June 4, 2010. Schedule changes are not permitted after this date.
2. A number of students each year underestimate the demands of classes in which they enroll and request changes in their schedules. Students should investigate the requirements before final enrollment. Often it is not the demands of any certain class, but the combination of classes taken which creates problems. Students should also allow time for extracurricular as well as outside activities.

- Speedway High School, along with ten other school districts, participates in a vocational education program Area 31 Career Center located at Ben Davis High School. Eleventh and twelfth grade students, with parents' written consent, may apply for a half-day vocational program.

The vocational programs available are:

Aerospace Engineering	Fire Science
Automotive Service Technology	Health Occupations
Aviation Flight Technology	Heating & Air Conditioning
Aviation Maintenance Technology	Interactive Media
Aviation Management Technology	Landscape Management
Building Trades	Law Enforcement
Business Technology Lab	Machine Tool Technology
Cadet Teaching	Medical Assisting
Cisco Network Academy	Pharmacy Tech
Collision Repair Technology	Pre-Occupations
Computer Repair & Network Ad.	Printing
Cosmetology	Project Lead the Way
Culinary Arts	Radio Broadcasting
Dental Assisting	Tractor Trailer Driver Training
Early Childhood Education	TV Broadcasting
Electronics	Web Design
Emergency Medical Services	

B. Definition of Terms

- One Credit in Class Work
A credit in class work represents one semester of course work in a single subject.
- Subject Field
A subject field includes all classes related to a single general field. For example, all classes that have to do with the study of arithmetic or mathematics are referred to as the mathematics subject field; likewise, all classes that have to do with the science of biology, physics, chemistry, etc. are referred to as the science subject field

C. Cheating - Plagiarism

Cheating is defined as affecting the perception or assessment of one's academic achievement through illegitimate means. Plagiarism is the active or tacit representation of another's writing or ideas as one's own. While students are encouraged to seek help from parents, authorities, reference materials and other students, they are expected to complete

assignments themselves. It is the position of Speedway High School that cheating and plagiarism are serious violations of academic ethics. Students who are found to cheat or plagiarize academics may suffer academic and disciplinary consequences.

Each department within SHS has adopted a cheating/plagiarism policy. Check each department's web page for specifics.

D. Enrollment & Graduation Requirements

- Students are required to enroll in 7 courses per semester each year as follows:

<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
Math	Math	Math	Math
Geography	U.S. History	Psych/Econ	US Government
Biology	Science	Science	Science
English	English	English	English
PE/ Career Info	Health/PE	3 Electives	3 Electives
2 Electives	2 Electives		

**Please see the Curriculum Guide (www.speedwayschools.org) for Graduation Requirements of each diploma program.*

- Scheduling Guidelines:

- Students will be required to enroll in at least 4 core subjects each semester.
- Students who fail English are allowed to proceed to the next level as they retake a failed course. At the end of the school year, students in math and science who earn a semester grade less than a "C" will be reviewed by the department to determine if appropriate proficiencies have been mastered. Some students may be required to repeat the course to develop proficiencies essential to success at the next level.
- Senior students who have completed all course work offered in a specific academic area at SHS and are on course to earn an Academic Honors Diploma, may request a conference with school officials to explore the option of pursuing enrollment in the SPAN program at IUPUI.

3. Requirements for Graduation:

- a. The Principal may waive requirements if a student has moved from a district where the availability of course work was limited.
- b. Seniors fulfilling all credit requirements who pass the GQE will be issued diplomas at commencement.
- c. Seniors fulfilling all credit requirements who do not pass the GQE, but who do meet appeal requirements, will be issued diplomas at commencement.
- d. Seniors fulfilling all credit requirements who do not pass the GQE and who do not meet appeal requirements will receive a certificate of completion at commencement.

E. Attendance Requirements for Graduation

Each student will be required to attend eight semesters of high school.

F. High School Level Correspondence Courses

High school level coursework is available through correspondence courses offered by various colleges and universities. In addition, online courses are available through providers such as the Central Indiana Educational Service Center (CIESC) or the Indiana Online Academy (IOA). Interested students should see their guidance counselor for more information about course offerings and registration procedures.

G. Honor Roll

The Regular Honor Roll:

A student shall be eligible for the regular honor roll for any nine-weeks grading period provided the student earns at least a grade of "C" or better in each of his classes and earns a grade point average of 2.9 or better for the grading period.

The Superior Honor Roll:

A student shall be eligible for the superior honor roll for any nine-weeks grading period provided the student earns at least a grade of "B" or better in each of his classes and earns a grade point average of 3.5 or better for the grading period.

To figure grade point average, add the honor points and divide by the number of credits.

EXAMPLE OF HOW TO FIGURE G.P.A.

	CREDITS	GRADE	HONOR POINTS
Honor Class	1	A	5
Regular Class	1	A	4
Regular Class	1	B	3
Regular Class	1	B	3
Regular Class	1	C	2
Regular Class	1	C	2
Regular Class	1	C	2
Total Credits	7		21

21 divided by 7 = 3.0 G.P.A.

H. Grading Scale and Honor Points

GRADE	SCALE	REGULAR COURSES	HONOR/AP COURSES
A	95-100	4.0	5.0
A-	93-94	3.7	4.7
B+	90-92	3.3	4.3
B	87-89	3.0	4.0
B-	84-86	2.7	3.7
C+	81-83	2.3	3.3
C	78-80	2.0	3.0
C-	75-77	1.7	2.7
D+	72-74	1.3	2.3
D	69-71	1.0	2.0
D-	66-68	.7	1.7
F	65-0	0.0	0.0

I. Incompletes

Students who receive an Incomplete grade for a nine-week and/or semester grade, have two weeks to complete their work. After two weeks, all Incomplete grades that have not been assigned a grade will be changed to Failed.

J. Report Cards

Report cards are mailed home following the end of each nine-week grading period.

K. Summer School Credits

A student seeking summer school credits must have a prior authorization of the principal or counselor for the credits to apply toward graduation requirements.

L. Class Rank

Class rank will be determined at semester by each student's G.P.A.

M. Valedictorian and Salutatorian

Senior class valedictorian and salutatorian will be determined by class rank at the end of the seventh semester.

N. SPARC – Speedway Pride Attitude Respect Character

Character Education and Community Service will be pushed into the daily culture of Speedway High School. Students will have the opportunity to earn "Plug Bucks" for positive behavior and attitude; awarded by SHS faculty and staff. Daily prizes, weekly drawings, and year end grand prizes will be awarded to students who participate in the SPARC program.

O. Attendance at Social Activities

Social activities of classes, including all school and after ball game dances should be limited in attendance to one guest per student. (This is to limit the total number of students a sponsor might be expected to chaperone.)

Social activities of student organizations should be held on school property unless special permission is granted by the administration (an example is the Junior-Senior Prom). Student organizations limited in membership may hold meetings in the home of one of the members or sponsors.

A student who is unable to attend his/her last four (4) periods of the day due to illness or injury is unable to participate in extra curricular activities the same day.

P. Chaperones

All evening events must be chaperoned by at least one female and one male staff member. This is to permit proper supervision of restrooms.

Q. Telephone

The telephones in the school office are to be used to conduct school business. Students should ask permission to use the office phones. Students are **NOT** allowed to use phones in teachers' classrooms.

Students will not be called to the telephone except in cases of emergency. Calls will be taken from parent(s) or guardian(s), and the student will be given the message or told whom he/she should call.

R. Books and Clothes Lockers

Each student will be assigned a locker and a lock. Students are NOT permitted to share lockers. Students will be charged \$6.00 for each lock that is lost.

THE SCHOOL RESERVES THE RIGHT TO SEARCH ANY LOCKER IT DEEMS NECESSARY. THE SCHOOL RETAINS OWNERSHIP OF ALL LOCKERS AND MERELY EXTENDS THEIR USE TO STUDENTS FOR THEIR CONVENIENCE.

Physical education lockers will be assigned by physical education and swim instructors. A charge of \$6.00 will be made for all lost P.E. locks.

S. Book Bags/Gym Bags

To promote a safe, unobstructed environment, to encourage self-discipline and organization, and to control food and drinks in the classrooms, bags that contain books may be brought to school but must remain in lockers during the school day. **ANY bag capable of containing a text book will be considered a book bag, and school personnel have the responsibility to take the bag and send it to the office.** Gym bags must also remain in lockers during the school day unless students are moving to and from the physical education class.

Consequences for violations:

1st offense – Item confiscated, student picks up at end of the day.

2nd offense – Item confiscated, parent/guardian picks up bag

3rd offense – Item confiscated, bag may be picked up at end of the semester.

T. Student Parking Tags

In order to drive to school, students must submit a completed parking application and \$10 to the main office. Applications for parking tags will be available during summer registration and in the main office throughout the school year.

U. Parking Lot Areas - Students and Faculty

The parking area north of the divider strip and south of the south central and southwest entrances is reserved for staff members.

Students who drive to school may park in any of the marked parking lanes directly south of the sidewalk and the divider strip. Parking lanes directly south of the southeast entrance and the music department are reserved for band marching practice. The speed limit is 20 miles per hour in the parking areas.

The parking area north of the building is reserved for faculty, parents, and visitors. This driveway is one-way east. Students are not to park in this area without permission.

V. Parking Lot Regulations

1. Students will park only in the areas noted in the preceding paragraphs.
2. Students must have parking tag visible in the front window of the registered vehicle.
3. Students' vehicles may be taken from the student parking lot only when the student has been excused from class.
4. Students are not permitted in the parking lot during the school day.
5. Indiana highway laws and regulations will be observed while driving on school property.
6. Students who fail to abide by these rules may lose the privilege of driving and parking on school property, or face an off-site suspension or an Alternate Education Center assignment.
7. The school reserves the right to search all vehicles it deems necessary that are parked on school property.

W. Closed Campus Lunch

Students are not allowed to leave the SHS campus for lunch. Individual requests for special occasions must be made by phone or note to SHS Administration prior to leaving. Any student leaving campus without permission will be considered truant.

X. Flower - Balloons

Flower and Balloon deliveries will not be delivered to students classes. Students will be notified to pick up items from the main office at the end of the school day. Please make arrangements for flowers and balloons to be delivered to your child at home or other location. Deliveries brought to the school will be held in the main office until after school for pick-up. In addition, students are not to bring balloons or flowers to school for self, or other students.

Y. Work Permits

Information regarding work permits may be obtained in the Counseling Office. Students cannot fail more than two classes in order to obtain a work permit.

Z. Promotion

Students' progress toward graduation will be reviewed on a yearly basis.

However, the record of any junior who has earned less than thirty-two (32) credits AND who has not successfully mastered proficiencies in core courses will be reviewed at the end of the junior year to determine whether the student is eligible for senior standing and enrollment in senior-level coursework.

AA. Student Organizations

1. All student organizations of Speedway High School other than class organizations must first receive recognition and approval from SHS Administration and remain subject to its rules and regulations.
2. Class organizations are subject to student council rules and regulations.
3. All student organizations must have an adult sponsor who is a staff member of Speedway Schools.

4. The sponsor, or sponsors, must be present at all class organization meetings, and activities.
5. All meetings and special activities must be approved by the principal.

BB. Organizations not Sponsored by School

Student groups or organizations not sponsored by the school should abide by the following regulations:

1. Make no effort to control school elections, school honors, selections of school groups or teams, or any other school activities.
2. Make no use of the school building, grounds, or other school facilities for their regular or special activities.
3. Post no written notices or posters upon school bulletin boards or any other school property.
4. Use no fund-raising sales or activities, which have any direct or indirect relations to school activities.
5. Understand that no information, news items, nor paid advertising shall be printed in any school publications.

It shall be unlawful for the pupils in any of the elementary or high schools of this state to form secret societies, fraternities, or similar organizations in such schools; and the board of school commissions or board of trustees of any school town or city, and the trustee of any school township, and the superintendent of any school are hereby required to enforce the provisions of this act by suspending or, if necessary, expelling a pupil in any elementary or high school who refuses or neglects to obey such rules or regulations or any of them.

CC. Class Dues

1. Class dues will be determined in a fall class meeting. Need and budget will dictate the amount.
2. All class dues must be paid for every year in order to be eligible to attend the Junior-Senior Prom.

DD. Clubs

Key, Spanish, Student Council, National Honor Society, Chess, Drama, International, Multi-Cultural, and the Fellowship of Christian Athletes are offered at Speedway High School as Clubs.

EE. National Honor Society

Membership in the National Honor Society (NHS) shall be honorary. Selection is based on scholarship, service, leadership, and character.

Candidates for membership shall have spent at least one semester in Speedway High School and shall be a member of the junior or senior class.

Candidates eligible for election into NHS shall have a minimum 3.6 (without rounding) G.P.A. after their fourth or sixth semester.

To meet the service requirement for membership, the student must have been involved in at least three service projects.

Out of school projects are also acceptable. Whether a student meets the qualifications of leadership and character shall be determined by a vote of the NHS Faculty Council. Full faculty input is sought and considered prior to this vote on selection.

In order to fill the service requirement for continued membership, students must have participated in a chapter service project. Also, each member has the responsibility for choosing and participating in an individual service project, which reflects his or her particular talents and interests.

Members who fall below the scholastic eligibility at the end of any semester shall be dropped from the membership roll. Members who fall below the required standards in character shall be brought before the NHS Faculty Council and a decision made by majority vote.

FF. Athletic Eligibility and Code of Conduct

Speedway High School, as a member of the Indiana High School Athletic Association, must certify the eligibility of all contestants participating in its interscholastic athletic program. The following sports are available to students of Speedway High School:

FALL

Football
Boy's Cross Country
Volleyball
Boy's Tennis
Girl's Cross Country
Cheerleading
Boy's Soccer
Girl's Soccer
Girl's Golf

WINTER

Wrestling
Boy's Swimming
Boy's Basketball
Girl's Basketball
Cheerleading
Girl's Swimming

SPRING

Baseball
Boy's Golf
Girl's Tennis
Boy's Track
Girl's Track
Softball

Participating in interscholastic athletics is a privilege and not a right, thus a higher standard of behavior is expected. Students may participate in more than one sport per season with the consent of the coaches of the sports involved. However, 100 athletic points are the most that can be earned in one season.

In order to represent Speedway High School in inter-scholastic athletics, you must meet the following standards:

A. INSURANCE EXCLUSION. Parents/Guardians will be financially responsible for all medical costs incurred in connection with the athletes' participation in all sports offered by the athletic program as stated in the Consent and Release certificate of the IHSAA. All athletes, as well as their parents or guardians, must be aware of the possibility of serious injury when they participate in a sports program. Sometimes the injury could be serious enough to have an altering effect on their quality of life.

B. CONSENT FOR PARTICIPATION. All participants must have a student, parent/physician certificate and a drug testing consent form on file with the principal, athletic director, and the coach before the first practice.

C. ENROLLMENT-SCHOLARSHIP. Student athletes must presently be enrolled in and passing, during the previous grading period, at least **five** full credit subjects. A student found scholastically ineligible at such time shall not participate in inter-school contests until he or she has regained scholastic eligibility at the end of the next grading period when report cards are issued. Scholastic eligibility at the end of a semester is based on semester grades.

D. AGE. Students whose twentieth birthday occurs on or before the day of the state finals in a particular sport shall be ineligible for that sport for the entire season.

E. AMATEURISM. All contestants must be amateurs (i.e., students shall not play under assumed names and not accept money or merchandise directly or indirectly for athletic participation).

F. OUTSIDE PARTICIPATION. A student who participates in an athletic contest on any other similar team during that same season in which they represent their school will become ineligible to compete on their high school team in that sport.

G. CONDUCT. Athletes, both in and out of season, on or off school property, are expected to exhibit better than the minimum standards of conduct, appearance and dress. Athletic training rules are in effect year round. If in the judgment of the principal, or his designee, an athlete: a) exhibits conduct that brings discredit to Speedway High School or the IHSAA or b) creates a disruptive influence on the discipline, good order, moral or educational environment at Speedway High School, then he/she may be suspended from athletic competition.

A complete list of Code of Conduct Rules plus additional information related to athletics is included in the Speedway High School Athletic Handbook.

GG. Weight Room

Rules as posted in the weight room:

1. No loitering. You will work or leave.
2. No food or drink allowed.
3. Return all equipment to its proper storage place.
(Do not leave plates on any bar. Return them to a rack when finished.)
4. You must have a physical on file to use the weight room.
5. Always use a spotter.
6. Only authorized persons, under proper supervision, are to be in this facility.
7. Students using the weight room before and after school will be included in the random drug testing pool.

HH. Cheerleaders

Varsity and reserve cheerleaders are selected in the spring of each school year to serve the following school year. Any student in the freshman, sophomore, or junior class (at time of the selection) who is scholastically eligible may be selected.

II. Drug Testing

Speedway High School utilizes random drug testing, reasonable suspicion drug testing, and portable breath instruments to provide a safe environment for all students.

Board Policy of School Town of Speedway - Random Drug Testing Policy

Any student who wishes to participate in extra-curricular / co-curricular activities or drive to or from school or any school related events **MUST** participate in the School Town of Speedway Drug and Alcohol Random Testing Program. Any student, who does not consent to enroll, will not be permitted to participate in such activities. Students enrolled in the School Town of Speedway Drug and Alcohol Random Testing Program will be subjected to a random chemical test to determine if the student has consumed or is under the influence of drugs or alcohol.

Students who do not drive to school or any school activities or participate in extra-curricular/co-curricular activities may voluntarily enroll in the School Town of Speedway Drug and Alcohol Random Testing Program.

ENROLLMENT PERIOD

Any student who drives to school, anticipates driving to school or anticipates participating in extra-curricular/co-curricular or any school related activities during the current school year **MUST** enroll in the School Town of Speedway Drug and Alcohol Random Testing Program as set forth below.

EXAMPLE: A student who anticipates participating only in a spring activity must enroll in the School Town of Speedway Drug and Alcohol Random Drug Testing Program during the initial enrollment period. He/she must be in the testing pool for the school year.

EXAMPLE: A student who anticipates receiving his/her driving license in the spring must enroll in the School Town of Speedway Drug and Alcohol Random Testing Program during the initial enrollment period. He/She must be in the testing pool for the entire school year.

1. Enrollment in the drug testing pool must be completed within FIVE school days, of the start of the current school year, or within FIVE days of a student's enrollment.

2. *Once enrolled in the School Town of Speedway Drug and Alcohol Random Testing Program the student will remain enrolled for the duration of their time at Speedway High School and Speedway Junior High. Parents/students will have the opportunity to change their enrollment status each year during the enrollment period.*

3. Student drivers must be entered in the pool before they receive a parking permit.

4. Enrollment in the pool after the deadline will be allowed with a negative test furnished at the parent/student expense.

5. Parental consent forms *for new students* at Speedway High School and Speedway Junior High will be signed *during the enrollment* procedure. Every new student must have a signed form on file indicating their choice of participation in the School Town of Speedway Drug and Alcohol Random Testing Program. New students must enroll in the program within five school days of starting school.

POSITIVE TEST RESULT PROCEDURE

No individual shall be expelled or suspended from school as a result of a positive test from the School Town of Speedway Drug and Alcohol Random Testing Program. No policy enforcement shall occur until the Principal or his designee has had a conference with the parents/guardians of the student.

FIRST POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities, and driving privileges for 42 calendar days.

2. Student and Parents meet with school officials within 7 days.

3. Enter a drug treatment / counseling program at parent/student expense.

4. Return to participation in extra-curricular / co-curricular activities and reinstatement of driving privileges upon:

a. Written agreement to be tested up to 3 times for 365 days at schools discretion.

b. Written agreement to provide a negative drug test at student/parent expense. A negative test result will allow the student to return to practice only within the 42 days.

c. Minimum time requirement is completed

5. Suspension will be carried over from one school year to the next.

SECOND POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities, and driving privileges for 365 calendar days.
2. Students and Parents meet with school officials within 7 days.
3. Enter a drug treatment / counseling program at parent/student expense.
4. Return to participation in extra-curricular / co-curricular activities and reinstatement of driving privileges upon:
 - a. Provide documentation of successfully complete a counseling / treatment program and shown to be non-dependent.
 - b. A student may not participate for 365 days.
5. Suspension will be carried over from one school year to the next.

THIRD POSITIVE TEST RESULT

1. Suspension from participation in extra-curricular / co-curricular activities and driving privileges for the remaining time they are a student at Speedway High School and Speedway Junior High.
2. Students and Parents meet with school officials within 7 days.

Failure to abide by the above procedures will be handled through the Speedway High School and Speedway Junior High School Discipline Code. Violations of this policy by a Junior/Senior High Student are cumulative for each respective school during the student's time at Speedway High School and Speedway Junior High School (grades 7-12).

TESTING FLOW CHART

1. Student names are entered into the data pool by assigned number.
2. The testing agency selects student names randomly by utilizing assigned numbers.
3. The testing agency will send numbers to Speedway High School and Speedway Junior High School.
4. School administrative staff will escort the student to the testing site for specimen collection by the testing agency or Principal's designee.
5. The testing agency will follow the chain of custody and test the sample.
6. A positive test screen will result in a second confirming test on the same sample by the laboratory.
7. The school administration and/or the testing lab will contact the parents with the results.
8. The school administration will review the test result with the parents and consequences for a positive test result will be applied.

Board Policy of School Town of Speedway - Student Drug Testing Based Upon Reasonable Suspicion

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

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

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

Reasonable suspicion may arise from the following:

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

A student who refuses to submit to a chemical test requested on the basis of reasonable suspicion will be considered to be in violation of the Speedway School rules against illegal drug and alcohol use. If a student is tested based upon reasonable suspicion and the student tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the Speedway School rules against illegal drug and alcohol use. A student determined to be in

violation of the Speedway School rules against illegal drug and alcohol use shall be suspended from school for up to ten days and may be recommended for expulsion from school for up to one school year.

Board Policy of School Town of Speedway - Use of Breath Test Instruments to Test for Alcohol At School Functions and Events

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

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

All students will be required to submit to a breath test before entering the school function or event.

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

JJ. MEETING THE GQE/GRADUATION EXAMINATION REQUIREMENTS FOR GRADUATION

The Class of 2011 will be the last class of Indiana students required to pass the math and English sections of the Graduation Qualifying Exam (GQE).

Students can meet the GQE requirement in one of three ways:

1. Pass both the math and English sections of the GQE.
2. Qualify for an Evidence-based waiver.

3. Qualify for a Work-readiness waiver.

Students graduating in the Class of 2012 or later are required to pass the Algebra I and English 10 Graduation Examinations.

Students can meet the Graduation Examination requirement in one of three ways:

1. Pass the Algebra I and English 10 Graduation Examinations.
2. Qualify for an Evidence-based waiver.
3. Qualify for a Work-readiness waiver.

KK. FIRECRACKERS AND SMOKE DEVICES

The prank of exploding firecrackers and igniting smoke devices in the building anytime is most dangerous. Such an act can result in serious personal injury and/or damage to the building.

If it can be determined those responsible for such acts, they will be reported immediately to the Speedway Police Department.

Those guilty of such an act can be prosecuted under the following act:
LEGAL REFERENCE: IC 22-11-4-14-2

A person who possesses firecrackers or other fireworks containing any explosive or flammable substance except as authorized by law, commits a Class A misdemeanor. Such misdemeanor is punishable by imprisonment up to one year and a fine up to \$5,000.

LL. PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. 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 in at least a 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.

MM. HOME PREPARED FOOD

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

NN. ACCESS TO ELECTRONIC INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

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

(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.

OO. GAMING ACTIVITIES

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

PP. COPYRIGHT LAWS

Both teachers and students are expected to abide by copyright laws. A copy of the law can be found in the library.

QQ. 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 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.



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Speedway High School

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