

# SPEEDWAY HIGH SCHOOL EXPECTATIONS

## **ATTENDANCE POLICIES AND PROCEDURES**

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

The dialogue between the teacher and the students in a classroom environment cannot be captured even if the student copies the notes from a missed class. Every absence interrupts the student's understanding of the material being presented and weakens his/her opportunity for success in the classroom. It is equally important that children be on time to start the day.

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 fifth day of absences of each semester.
3. A parent conference with the principal or his designee may occur on the tenth day of absences.
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. Absence**

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

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

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

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

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

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

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

1. Death in the immediate family – parent verbal or written explanation before the absence or upon return to school.
2. Medical, dental, court, and other required appointments – parent verbal or written explanation must be provided prior to the appointment and a signed statement from the doctor, dentist, etc., upon return to school.

3. Personal, illness/Injury – verbal or written notice must be made to the school office before 9:00 a.m. each day the student is absent.
4. Major religious holiday – parent or religious institution must provide verbal or written explanation before the event or upon return to school.

**Prearranged Absences:**

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

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

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

**B. Truancy**

Truancy is defined as; 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 junior high and high school students with truancies:

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|-------------------------------|--|
| <b>1st offense</b>            | After-school detention   |
| <b>2nd offense</b>            | Alternate education for one day, parent contact  |
| <b>3rd offense</b>            | Alternate education for one day, parent contact  |
| <b>4<sup>th</sup> offense</b> | Out of school suspension for one day, parent contact   |
| <b>5th offense</b>            | Student may be suspended pending expulsion.<br>The Principal will consider individual circumstances. |

**C. Habitual Truant**

1. A “habitual truant” is a student who has ten or more absences in one school year that are unexcused or without a parental request filed with the school.
2. The School Board must report any student who is at least 13 but less than 15 years old who is determined to be habitual truant to the bureau of motor vehicles states and as such may not be issued an operator’s license or learner’s permit until he or she is 18 years old. (IC 20-33-2-11).
3. Any student who is at least 13 but less than 18 years old who was not issued an operator’s license or learner’s permit under Part B. is entitled to the review to determine whether the student’s attendance record has improved to the degree that the student may become eligible to be issued an operator’s license or learner’s permit. (IC 20-33-2-11)

**D. Results of Truancy**

Elementary and Junior High students may receive a partial credit for daily work in each class during truancy or suspension. High School students can receive a maximum of 50% on work turned in as a result of an unexcused absence. Students may be required to make up tests and other cumulative assessments missed outside regular school hours.

**STUDENT USE OF ELECTRONIC DEVICES**

This policy is designed to apply to all electronic devices (cell phone, CD player, iPod, iPad, laptop, e-reader, videogame, MP3, etc.) and is designed to teach students how to use technology appropriately.

Students also have responsibility to keep their electronic devices secure if they choose to bring such devices to school. The school is not responsible for lost or stolen items.

Students are permitted to have electronic devices in school; however, during the school day electronic devices may only be used:

- in the cafeteria during the student's assigned lunch period;
- in the hallways during passing periods;
- in a manner that is not disruptive; and
- in the classroom for educational purposes only after specific approval by the principal: signature of teacher/principal.

**REMEMBER: IN THE CLASSROOM, CELL PHONES OR OTHER ELECTRONIC DEVICES, MUST NOT BE VISIBLE, HEARD OR BE USED AT ANY TIME WITHOUT DIRECT PERMISSION FROM THE TEACHER. ANY VIOLATION OF THIS POLICY WILL RESULT IN THE CELL PHONE OR ELECTRONIC DEVICE BEING CONFISCATED BY THE CLASSROOM TEACHER.**

Students **may not use** electronic devices:

- to invade the privacy of another person, including the taking of photos or videos (1) in private areas such as locker rooms, bathrooms, or dressing areas or (2) at any other time without the permission of any person who might be photographed or videoed.

Any use contrary to that set out above will be subject to the following consequences which may also include immediate disciplinary actions if criminal codes are violated:

- **1st offense**—After school detention, parent/guardian contact
- **2nd offense**—Item confiscated, after school detention, parent/guardian pick up
- **3rd offense**—Item confiscated, Alternative Education, parent/guardian pickup
- **4th offense**—Item confiscated, out-of- school suspension (days to be determined), possible expulsion investigation for insubordination.

## **APPROPRIATE DRESS**

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

During the school day, students will not be permitted to wear headbands, bandanas, hoodies pulled up or hats of any kind in the building. Coats are not to be worn in the building. Clothing with alcohol, tobacco, and drug related or sexually suggestive messages are inappropriate. **SHIRTS AND TOPS MUST HAVE SLEEVES THAT COVER THE SHOULDERS AND REVEAL NO EXPOSED CLEAVAGE, BACKS, OR MIDRIFTS. CUT OFF SHIRTS ARE NOT PERMITTED.** Students will not be permitted to wear house slippers. **SHORTS, SKIRTS, AND DRESSES MUST BE NEAR THE KNEES (THESE ITEMS MUST BE WITHIN 5 INCHES FROM THE KNEE).** Pants must be worn in a dignified manner and completely cover the underclothes. Tattoos that are distracting must be covered. If clothing or accessory is deemed to cause a disruption, students may be asked to remove or change the clothing/accessory.

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

