

To: Dr. Steve Pegram, Superintendent
From: Mr. Michael Flax, Principal
Date: 1 May 2015
Re: CAC/SFTJH Proposal for Handbook Changes

The following items are being proposed as changes to our current building handbook for 2015-2016. I would ask the board of education for approval of these changes.

Pages 16-17 – Dress Code: We would like to replace the current language with the following proposal. No items have been added or altered, with the exception of length of shorts or skirts, but the language for the entire dress code has been reformatted.

Current Language:

Dress Code -

We are proud of our students at the Carbondale Attendance Center and Santa Fe Trail Junior High and want them to dress in a manner that reflects this pride. Students are expected to dress in a manner that does not distract themselves, other students or faculty, engage in dress or grooming practices that endanger the safety or health of the student or that disrupt any portion of the learning process. This is to aid in the development of habits which will enhance all students' employability in a wide variety of work environments. To meet this goal, students are not to:

1. Wear clothing or jewelry expressing coarse, suggestive or disrespectful slogans.
2. Wear clothes, belts, jewelry, or other items that display emblems of, or advertising for, cigarettes, alcoholic beverages, drugs, gang symbols, occult symbols or other items not allowed at school.
3. Wear wallet chains, chains worn as belts, or studded or spiked jewelry as they present a safety issue.
4. Wear clothing with excessive holes, pajamas, or house slippers.
5. Have any jewelry in facial piercings other than earrings during the instructional day.
6. Wear biker's shorts, midriff tops, spaghetti straps, sleeveless shirts cut low under the arms, shirts that expose undergarments, or backless or see-through shirts.
7. Wear shorts or skirts that are not long enough to, or have holes in clothing that do not, appropriately cover the student. Spandex leggings/yoga pants must be covered by sweater or shirt long enough to appropriately cover the student or wear caps, bandannas, hats, sunglasses, rollerblades, or "heelies."
8. Wear pants that do not come up to the top of the hipbone or shirts that do not come down to the top of the hipbone.

Other issues or items that are deemed inappropriate for a work environment or are a distraction to the educational process as deemed by the administration will be dealt with on an individual basis. Modifications to the dress code may be made for certain student activities or

student groups as determined by the building administration. The building administrators will address violations of the dress code.

Proposed Language:

Dress Code

We are proud of our students and want our students to dress in a manner that reflects that pride. Our dress code is designed to minimize distractions, keep students safe, and avoid disruptions to the learning process. We also hope adhering to a dress policy will raise our students' awareness to what is acceptable in the workplace.

CLOTHING, SHOES

All clothing and shoes (including those worn in Physical Education) should be in good repair, appropriate for daytime wear, and cover students appropriately. There should be no undergarments showing at any time, and midriff should never show.

The following are **not acceptable** dress for school:

- items that express obscene, discriminatory, abusive slogans or display logos for drugs, alcohol, cigarettes, gangs, occult symbols, etc.
- clothing such as pajamas, robes, and slippers
- items with excessive holes, particularly if they expose undergarments
- shorts and skirts that are not covering a student appropriately, especially those that are shorter than the student's fingertips when the arm is at rest at student's side. Shorts such as biker shorts are prohibited.
- yoga pants and spandex leggings unless a student is wearing a long top that covers to the same length as mentioned above for shorts and skirts.
- spaghetti straps, midriff, off-the-shoulder, backless, see-through, and racer back tops, as well as sleeveless shirts with low cut armholes exposing undergarments and shirts with excessive holes.
- wheeled shoes (wheelies)
- saggy jeans and shorts (pants should be up at all times and not exposing undergarments)

ACCESSORIES

The following is **not acceptable** dress for school:

- chains, studs, or spiked jewelry
- facial piercings/jewelry on the face with the exception of earrings
- head coverings unless for religious purposes
- sunglasses unless medical reason

As styles change, this list may be updated to include other items that are deemed inappropriate, dangerous, or distracting to the education process. The building administration is in charge of the dress code policy and will deal with violations of the dress code. Questions regarding specific items of clothing will be deferred to the building administration, which will use their discretion in rulings on the appropriateness in the school setting. Modification of the dress code may be made for student activities.

Page 25 – Homework/Late Work/Makeup Work – The policy on makeup work was not consistent in two places in the handbook. The change to this policy is to bring the two into agreement.

Current Language:

HOMEWORK/LATE WORK/MAKEUP WORK

Each classroom teacher may assign meaningful homework according to the needs of each child. Homework that is assigned is expected to be completed. While assignments every night may not be required, students are expected to spend time outside of school improving those skills learned in school.

Parents should give teachers adequate advanced notice when they plan to pick up homework for a child who has been absent. This notice allows the teacher time to get assignments ready and keeps classroom interruptions to a minimum.

It is expected that all classroom assignments will be completed by the assigned due date, unless that child has an excused absence. Reasonable deadlines will be set for those with an excused absence, as per Board of Education policy. If deadlines are not met, the student's grade may be lowered 50 percent for their earned grade. After five days late the student will receive a zero, and the assignment will be recorded as missing.

All teachers will supply make-up work assignments at the first opportunity in cases of excused absences. Credit will be given for all such make-up work completed in a timely manner.

The district reserves the right to determine whether or not credit will be granted for make-up work resulting from unexcused absences. After consultation with the appropriate teachers, the building principal will make such a determination subject to possible review by the superintendent.

Proposed Language:

Each classroom teacher may assign meaningful homework according to the needs of each child. Homework that is assigned is expected to be completed. While assignments every night may not be required, students are expected to spend time outside of school improving those skills learned in school.

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All teachers will supply make-up work assignments at the first opportunity in cases of excused absences. Credit will be given for all such make-up work completed in a timely manner.

Work missed when an absence is unexcused or during an out-of-school suspension must be made up, but credit will not be received.

SFT SUBSTANCE ABUSE POLICY - change

Deletion on the drug testing part. We don't ask for prescription information. (Page 34)

12. The Psychomedics Lab uses a liquefying method to process hair samples. Hair samples taken from areas of the body other than the scalp (which retain drug traces for longer periods of time) may be used. To help ensure valid test results, students taking prescription medications and/or any supplements will write the names of any and all medications or supplements they are taking on the envelope that will be sent to the lab.

District office also updated Mission Statement, District Beliefs, Student Records policy, and language regarding possible use of breathalyzer adopted by BOE mid-year.