

Handbook Policy Amendment (rev 7-2023)

****Please read the following amendments carefully. Initial each section and sign at the bottom.****

5.20 Cell phone and Smartwatch/band policy:

If the cell phone is used without permission or is found to not be powered off (dings, rings, etc.) during school hours or is found to be anywhere other than in the student's bookbag, the following will occur:

- **First offense:** The cell phone will be collected and given to the campus principal. At the end of the school day, the teacher who collected the cell phone will meet briefly with the parent/s to provide details of the infraction and to return the cell phone to the parents. A behavior infraction will be recorded in FACTS.
- **Second offense:** The situation will be handled just like the first offense; however, in addition, the student will lose the privilege of having a cell phone on campus for two weeks. A behavior infraction will be recorded in FACTS.
- **Third offense:** The situation will be handled just like the first offense; however, the student will lose cell phone privileges for the remainder of the school year. A behavior infraction will be recorded in FACTS.

Smartwatches/bands are not permitted. A smartwatch is defined as *an extension of a smartphone that enables one to check notifications like texts, emails, and social media, among other health-centered features like sleep tracking, step counting, etc. (croma.com~Nov 4, 2022)* If a student is found to be wearing a smartwatch/band, the policies stated above will apply. Smartwatches/bands and cell phones will be treated as one device.

_____ (initial here)

4.9 Dress Code:

Dress Code for boys and girls in all grades (K - 12) on both campuses:

- **LOOSE**-fitting athletic shorts and joggers. (Joggers are defined as baggy athleisure pants that fit tightly at the ankles. Fabric may include cotton, fleece and polyester. Lycra joggers are not permitted.)
- All female students who desire to wear leggings as pants must wear tops that fall completely below the buttocks. Top must hang at the appropriate length throughout the day.
- Shorts and skirts/dresses may not be shorter than a dollar bill's width above the knee.
- All pants containing holes must have holes that are at the knee or lower. **Pants with holes above the knee are not permitted.**

If a child is found to be in violation of the dress code, the child may be given the opportunity to change clothing if he/she has attire at school. Otherwise, parents will be called to bring a change of clothes.

The student will wait in the office until parents arrive on campus. Student drivers will be required to wait for a parent to bring appropriate clothing as well. This wait time will be recorded as an **unexcused absence** for any class that is missed and will count toward the 10 absences for that class.

Students who violate the dress code more than three times will receive one day of suspension.

_____ (initial here)

5.3 Attendance:

Students must be present during the school calendar days to earn credit for the classes in which they are enrolled. SPCS allows **10 TOTAL absences** per school year (**excused and unexcused -- combined**). Any day beyond the 10 (excused or unexcused) will have to be made up through attendance recovery immediately following the 10th day at the convenience of the attendance supervisor. A per diem charge will apply for attendance recovery.

Policy change for Early Dismissal/Release/Tardies: Leaving at 11:30 will be coded as an early out (EO). Three early outs (EO) will convert to one absence. Three unexcused tardies will also convert to one absence.

Explanation of codes AE, AU, ME, and HB:

AE -- A student misses school due to a doctor appointment, death in the family, illness, or due to an unforeseen emergency. To be counted as excused, the school must receive a note from the parent/guardian or a doctor's office within three days of the student's returning to school. If the note is received per policy, the child may complete any missed assignments.

Please note, preapproval for planned absences (family trips/vacations/mission trips) must be secured through administration at least two weeks prior to any known absence. Students are required to make up ALL missed assignments, and teachers MUST be notified upon absence approval to ensure adequate time to prepare. This is the responsibility of the parent and/or student.

Additionally, appointments for dental, eye, orthodontist, therapy, well check, physicals, etc... will count as **absent excused** if a note from the doctor's office is brought in within three days of the student's returning to school. However, **this absence will count toward the 10 allowed for the school year.**

AU -- The student returns to school with no note from parent/guardian OR the absence was not due to death, illness, doctor appointment, or an unforeseen emergency. A planned absence that is not preapproved is also recorded as AU. In this case, the student may not make up his/her work. A zero will be recorded for **all** missed assignments.

ME -- Medically excused applies ONLY to situations where a medical professional has written the child out of school due to illness/procedure/surgery/prolonged recovery for a period of one to 10 days. He/she will have the amount of time he/she missed to make up all missed assignments if a valid doctor's note is provided at the time of release. These absences will not count toward the student's 10-days IF all work is completed and submitted in a timely manner.

HB – Students may be coded as HB (Homebound) in extreme situations where a time longer than 10 days is needed for recovery or physical therapy. The extended time must be requested by a medical doctor on office letterhead. In this situation, students will be required to continue classes “virtually” through Google Classroom. These absences will not count toward the student's 10-days IF the student is virtually present each day and submits his/her work daily.

_____ (initial here)

I have read and understand the amendments to the cell phone/smartwatch, dress code, and attendance policies as stated above. Further, I understand that the amendments stated above do not pertain to all policies stated in the handbook and that it is, therefore, my responsibility to read and to abide by all policies stated in the SPCS Parent/Student Handbook.

Printed Student Name

Date

Printed Parent/Guardian Name

Parent/Guardian Signature