

South Spencer School Corporation Elementary Student Handbook 2020-2021

ROCKPORT
ELEMENTARY

LUCE
ELEMENTARY

ALL STUDENTS ~ ALL THE TIME

South Spencer School Corporation	
Rockport-Ohio Township Elementary	Luce Elementary
200 South 6th Street, Rockport, IN 47635	1057 N., Co. Rd. 700 W. Richland, IN 47634
Principal - Rick Hunt	Principal- Cheri Adams
Phone - 812-649-2201	Phone - 812-359-4401
Fax - 812-649-9185	Fax - 812-359-4465

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Foreword

On behalf of the administration, teachers, and staff of Rockport and Luce Elementary Schools, welcome to the 2020-2021 school year! At South Spencer Schools, we believe that education is a partnership that thrives only with the support of every staff member, the involvement of every parent/guardian, and the commitment of every student. We also understand that communication is of utmost importance in establishing a successful home-school partnership.

In an effort to educate our school community, we have created this handbook to inform you on important policies and practices required by the State of Indiana, and approved by the South Spencer School Corporation Board of Trustees. Please take time to review and familiarize yourself with the information contained within the handbook, as it will serve as a valuable reference in seeking answers to commonly asked questions. Should a specific situation not be addressed in this handbook, the matter will be handled on a case-by-case basis taking into account current law, best practice, and other resources that apply to the matter under consideration.

As the school year progresses, please know that additional information and dates will be provided through social media, e-newsletters and School Messenger, and posted on our school websites. Likewise, this handbook is available on the South Spencer School Corporation website and paper copies will be available to elementary families upon request.

Please be advised that due to the COVID-19 pandemic, some policies in this document may have been adjusted to ensure the safety and wellbeing of all staff and students. Any changes in policy are captured in a separate document that outlines all COVID-19 specific policy changes and procedure changes. This document will be available on our corporation website.

We look forward to a very rewarding and engaging school year with you, and are counting on each school community member to become an integral part of our schools' success.

Your Partners in Education,



Cheri Adams, Principal, Luce Elementary



Rick Hunt, Principal, Rockport Elementary

This handbook was approved and adopted by the South Spencer School Corporation Board of School Trustees on July 13, 2020.

**South Spencer Community School Corporation
Vision Statement**

All Students ~ All the Time

Mission Statement

Rockport Elementary	Luce Elementary
To achieve the vision of South Spencer School Corp, Rockport Elementary will prepare our students to become independent lifelong learners by enacting a learning environment which supports the whole child, is focused and directed by teachers, and supported by home and community.	To achieve the vision of South Spencer School Corp, Luce Elementary will prepare our students to become independent lifelong learners by enacting a learning environment which supports the whole child, is focused and directed by teachers, and supported by home and community.

Student Motto

Rockport Elementary	Luce Elementary
Be safe, be respectful, be responsible, be the best me I can be, be a Rockport student!	Be Amazing, Be Awesome, Be YOU!

Contact Information and Communication

South Spencer Schools work hard to foster an environment of communication among students, parents, staff, administrators, board members and the wider community. If parents have a question or concern about their student, please contact the child's teacher. All of our staff members have email accounts and in-classroom telephones with voicemail. Contact information is listed on the district website and on each school website. **It is very important that parents keep current phone numbers, emails, and emergency contacts listed with the school and your child's teacher.** Contact the school immediately if any contact information changes. This is critical in ensuring communication can be made on your child's progress, school events and information, and in the event of an emergency or health related situation.

Board of Education

The Board of Education serves as the governing system for providing a free, public education as required by state law for children in the South Spencer School Corporation. The Board typically meets once a month, and meetings are open to the public. Meeting locations rotate between schools to allow community members a chance to see the great things happening at each school location. The SSSC School Board meeting schedule, tentative meeting agendas, minutes of previous meetings, policies and names/contact information of Board Members are posted on the SSSC website on the "School Board" link (<http://www.sspencer.k12.in.us>).

The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the SSSC Elementary Handbook represents the legal and formal policies that guide activity within the South Spencer School Corporation.

District Leaders

Name	Position	Phone
Rutherford, Richard	Superintendent	812-649-2591
Schipp, Dean	Director of Technology & Facilities	812-649-2591
Davis, Melissa	Treasurer	812-649-2591
Wallis, Angie	Deputy Treasurer	812-649-2591
Jaggers, Jane	Food Services Director	812-649-4801
Meredith, Shelly	Director of Transportation	812-649-4456
Bush, Jim	High School Principal	812-649-9157
French, Scot	Middle School Principal	812-649-2203

Building and Other District Staff

Contact information for building-level and other district staff is available on the SSSC website, as well as on the school web pages. You may also contact your school or the Corporation Office at 812-649-2591 for additional information.

Contacting Your Child's Teacher

In the event that parents/guardians need to contact a teacher, they are instructed to call or email the teacher directly. Please note, however, that telephone calls to elementary classrooms will be forwarded directly to voicemail between the hours of 8:00 am and 3:00 pm. Therefore, your call/email will be returned at the staff member's earliest convenience. **If an emergency situation or time-sensitive change of transportation occurs, please contact your school's main office by 2:00 pm. Changes in transportation are required to be sent in a note from the parent. Only emergency changes will be accepted by phone.**

Parent and Community Partnerships

The South Spencer School members recognize and respect the critical role all parents/guardians and families have in the education of their sons and daughters. Our educators know that the most accurate predictor of student achievement in school is the extent to which parents/guardians and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community. SSSC is committed to developing good working relationships with parents/guardians and families in order to improve student achievement, to strengthen school learning environments, and to promote positive relationships within the community.

Required Background Check for Volunteers

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each SSSC building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Tutors / Classroom Helpers (PTO parties/room parents) / Library Helpers
- Field Day / Walk-A-Thon Volunteers / Volunteer Coaches
- Book Fair Sales

During the school day, all visitors and volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-Disclosure Acknowledgement Form and have successfully completed a Criminal History Background Check. Necessary background check paperwork is available on the SSSC website at the Essentials / Student & Parent Forms and Documents links and should be submitted well in advance of the intended volunteer date to assure approval process can be completed.

Depending on the level of interaction you may have with students, volunteers may also be required to receive the state mandated confidentiality/bullying training. IC 20-33-8-13.5

Visitors

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which may be scanned against the National Sex Offender Registry. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, social workers, administrators and all other staff members so that we may best serve everyone. Staff may not be able to meet with you if there has not been an appointment scheduled. Visitors other than parents/guardians must be pre arranged and organized through the main office. Please note, to help ensure the best and least disruptive learning environment, visits to the classroom during the instructional day may not be allowable during certain periods of testing or instruction.

Parent Teacher Organization (PTO)

PTO events are a major part of the "life" of our schools. They provide a variety of special opportunities for our students and your participation is extremely important. Volunteers are needed in different capacities throughout the year, many of which occur outside the school day. Please refer to your school's website, the PTO Facebook page, or main office for information regarding the PTO, meeting times, and related activities. We look forward to working with you! Your school and your child will be glad you did!

Elementary Calendar and School Hours

School Calendar

The master calendar for the school year is posted on the SSSC website and the school calendar of events will be updated and posted throughout the school year. Please check our school website for calendar events.

School Times

The following times constitute the school day for Rockport Elementary and Luce Elementary.

	Normal Schedule	2-Hour Delay
Entry Bell and Breakfast Served	7:30 AM	9:30 AM
Tardy Bell*	8:00 AM	10:00 AM
Dismissal	3:00 PM	3:00 PM

After School Departure Time

All students are to leave school at 3:00 PM, unless prearranged with the teacher and/or principal. No student should be in the building unless participating in an activity supervised by a teacher or parent/guardian. If a student is to stay for such an activity, a note must be sent to the classroom teacher indicating this change to the child's typical dismissal plan. Children without such notes will be sent home on the bus, or follow their usual dismissal procedure. Parents/Guardians picking up students who have finished with after-school activities should follow the dismissal procedure set up by each club/activity.

Emergency School Closing

Occasionally school is closed due to severe weather or other unforeseen circumstances. On days when the weather is bad, the road conditions are checked early each morning. If it is determined that conditions warrant closing school for the day announcements will be made via the School Messenger System and are made by local TV and radio stations.

Radio Stations - WBNL 101.7 FM Boonville, WYNG 103.3 FM Evansville, WAXL 102.3 FM Santa Claus, WBKR 92.5 FM Owensboro

TV Stations - WTVW Channel 7 (FOX), WFIE Channel 14 (NBC), WEHT Channel 25 (ABC), WEVV Channel 44 (CBS)

In case of early dismissal from school during inclement weather, parents are urged to have a plan. Please discuss with your child what arrangements you have for your child if school should dismiss earlier than usual.

Rockport Elementary Before School Walking Club and After Care

Rockport Elementary offers a before school Walking Club. Students should not arrive before 7:00 A.M. From 7:00 A.M. until 7:30 A.M. students may be dropped off to join our Walking Club. Walking Club is a before school option for students to get a bit of exercise before starting the day. Students who join the Walking Club are expected to walk with the group. On all days the weather permits, Walking Club will be outside. Drop off for the walking club is in the rear of the building at door 11 (the side facing Lincoln Ave.)

The Boys and Girls Club provides After Care at Rockport Elementary for any student who registers with their program. The fees are very reasonable. Students must be 6 years old to attend the Boys and Girls Club afterschool program. The student must be registered before they stay for After Care. You may inquire more about this service through the school office.

Luce Elementary Before and After School Care

Luce Elementary After School program will run Monday through Friday from 3:00-5:00 p.m. This year we will be offering Before School Care for an additional \$10.00 per week. Students may arrive at school at 7:00 a.m. Students must be registered to attend before they come in the morning and/or afternoon.

Arrival and Dismissal Procedures

Drop off and Dismissal Procedures

Parents who are transporting their children should pick up a number from the school office to display on the front windshield when picking students up at the end of the day.

Any student who does not take their regular bus or ride home must first bring a permission slip from their parent (i.e. riding bus to different address, going home with another student, etc.) Students must bring note to the office to receive a bus pass to give to the driver of the bus.

If it is necessary to pick up a child early, a parent or guardian must come to the school office to sign the student out. The student will come to the office to be dismissed. Also, any student who arrives after 8:00 A.M. must be signed in at the office by a parent to receive a tardy slip before allowed in his/her classroom.

Each school has specific areas for drop off and pick up for car riders.

Rockport Elementary -

Drop Off - Students being transported in cars are to be dropped off and picked up in the rear of the building at door 11 (the side facing Lincoln Ave.) Enter the drop off line through the entrance off of Lincoln Ave. You will see the Rockport Elementary school sign at that entrance. Pull to the curb area and let your child out of the car. Please DO NOT PASS cars in front of you in the line. This is a serious safety concern.

Pick Up - Enter the pick up line through the entrance off of Lincoln Ave. The line often crosses Lincoln Ave so please do not "cut" in line by entering straight from Lincoln Ave. Also, please do not stop on Lincoln to wait to enter the line. Please join the line on Seminary St. Stay in line and pull to the curb area near the awning on the north end of the building. There will be colored dots on the sidewalk indicating pickup spots. Please wait at a spot until your child comes to you. Please DO NOT PASS cars in front of you in the line. This is a serious safety concern. Please do not block this pick up area by parking your vehicle along this route.

Luce Elementary -

Student Drop off and Pick Up is in the rear of the building and traffic is ONE way. Please display your number in the front windshield when picking up your child.

Change of Plans/Transportation

Please plan ahead. Changes in transportation or end of the day arrangements must be verified by a written note from a parent or guardian or by physically coming to school to change plans. Phone calls will no longer be accepted. These two methods of verification are the safest and most reliable. A phone call will be accepted ONLY in a true emergency situation.

School Bus Policies

The safe transportation of our student body is a major priority of the South Spencer School Corporation. The School Bus Discipline Plan is designed to promote safety on our school buses at all times. Every passenger is expected to fully cooperate with the driver and to obey all rules and regulations of the South Spencer School Corporation. All students should behave appropriately and safely while riding on a school bus. No students will be allowed to stop drivers from doing their job or prevent other students from having safe transportation. Parents/guardians are encouraged to insist that their children conduct themselves in a respectful and safe manner, boarding, or exiting the bus. School bus transportation is a privilege. It is not mandated by Indiana Law. Students who ignore safety rules or engage in disrespectful activities may lose their riding privileges. In the event a student is suspended from riding a bus, the parent shall be responsible for transporting the child to and from school.

Student Responsibility on the School Bus

1. Students shall load and unload the bus in a safe and orderly manner.
2. Students shall be seated in their assigned seats immediately upon entering the bus.
3. Students may not stand, kneel, or move from place to place while the bus is moving, and must remain seated until the bus comes to a stop.
4. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
5. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
6. Eating and drinking are not permitted on the bus.
7. No windows or doors will be opened or closed except by permission of the driver.
8. Students shall be waiting at their boarding stations when the bus arrives. Drivers are not expected to wait for students.
9. Students shall follow the instructions of the driver at all times.

Consequences for Failure to Obey School Bus Rules

1. Verbal Warning - The driver will state specifically the desired behavior and the consequences for not complying and will take appropriate action to ensure the safety of the passengers. In addition, the driver is advised to document all student misbehaviors and contact parents for assistance prior to suspending bus privileges.
2. Conference (Principal & Student) - The driver will fill out the Bus Conduct Report and personally report the incident to the Principal, who will meet with the offending student. The Bus Conduct Report will be mailed to the parents and driver.
3. Conference (Principal, Student, Parent, & Driver) - The driver will fill out the BusConduct Report and personally report the incident to the Principal. A final warning letter requesting a conference will be sent to parents/guardian by the Principal. The Bus Conduct Report, requesting a conference, will be sent to the parents of the offending student by the Principal. A copy will be sent to the driver.
4. Short-term Suspension of the Bus Riding Privileges - The driver will fill out the Bus Conduct Report and personally report the incident to the Principal. The driver has the authority to suspend the bus riding privileges of a student for one day. The Principal may increase the period of suspension, depending on the severity of the misconduct. Parents must be notified by the Principal or Bus Driver prior to any suspension becoming official.
5. Long-term Suspension of Bus Riding Privileges - The driver will fill out the Bus Conduct Report and personally report the incident to the building Principal. The Principal may initiate a longer term suspension, up to a semester or an entire year. Again, parents must be notified by the Principal prior to the suspension becoming official

Note: The Principal may move directly to Steps II, III, IV, or V for serious offenses such as fighting, vandalism, blatant defiance/disrespect, etc.

School Bus Incident During the Last Week of School

If an incident requiring disciplinary action occurs during the last week of the school year, the Principal has the following options:

1. Impose in-school suspension during summer vacation, in lieu of suspending bus riding privileges; or
2. Delay bus suspension until the beginning of the new school year.

Safe Travel Plan

The South Spencer County School Corporation has created a safe travel plan for protecting the welfare of students and adults alike during inclement weather conditions. No exceptions will be made without verification from the South Spencer County School Corporation Transportation Department.

School delays will normally be a two (2) hour minimum, and announced over the local radio and television stations. If your child is normally picked up at 7:30 A.M., he/she would be picked up at 9:30 A.M. or earlier when a two hour school delay is in effect.

All route buses will travel state roads, city streets, and paved county roads that are cleared of snow and ice by the county and state highway departments for "Main Snow Routes." Buses will not travel on any road with a single lane. Students are requested to meet the school bus at the nearest intersection of a cleared road, transfer point or school to be transported to their appropriate building.

School buses will not travel on any roadway covered with water more than 3 inches deep or if the driver is unable to see the roadway through the water.

School bus drivers will use their own judgment when transporting students in foggy conditions and may choose the option not to travel until the condition has improved.

Severe weather warnings will be acted on by the nature of the situation.

NOTE: Some students may not be provided bus transportation to school due to the unsafe conditions of certain roads and pick-up locations.

Breakfast and Lunch Program

Children need healthy meals to learn. South Spencer School Corporation offers healthy meals every school day. Students may participate in the breakfast and lunch program that is operated in accordance with federal, state, and local laws and health guidelines. Parents may pay by the week or in lump sum increments.

Your children may qualify for free meals or for reduced price meals. Please contact the school office or go to the SSSC website under Food Service Menus & Documents to find out more information on meal assistance.

Daily prices for breakfast and lunches and other important information about our meal program will be posted on the SSSC website under Food Service Menus & Documents

Charging Policy for School Lunches South Spencer County School Corporation

Students may charge no more than 10 days without payment being made. Ala carte items cannot be charged at all. This includes drinks, seconds, or extras. Your child will need to bring a lunch from home until charges are paid. If necessary, the cafeteria will provide them with a sandwich, fruit, and milk for lunch at the price of a \$1.00 until charges are paid. We do not wish to embarrass your child/children, but we must operate a cafeteria and be fiscally responsible for its finances.

Snacks and Beverages

In accordance with the SSSC Wellness Policy, South Spencer School Corporation will provide and allow foods and beverages that support proper nutrition and promote healthy choices in vending machines, school stores and concession stands, or as school fundraisers and classroom celebrations. Foods available to students must meet Approved Nutrition Standards based on the nutrition standards of the Institute of Medicine (2007).

Because of government mandates, choices of beverages are limited at school. The choices are: water, milk or 100% juice. If a student brings a beverage to school for lunch or snack, it will need to be one of the previously mentioned beverages.

Procedures for Student Lunch/Meal Accounts

All cafeteria purchases are to be prepaid before meal service begins. There are several ways to add money to a student's lunch account:

- Students can bring their lunch payments in and give it to their teacher or the cafeteria manager at breakfast.
- Money can be put on a student's lunch account online through Harmony.
- Parents can mail payments to the Food Service Director's office at:

South Spencer Food Service
1142 N Orchard Rd
Rockport IN 47635
ATTN: Jane Jagers

All money sent to the school should be placed in an envelope or baggie with the students full name, teacher's name, and the purpose of the funds (Ex. John Smith, Mrs. Jones, Money for lunch account.)

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Spencer County School Corporation has posted its policy on the SSSC website in the Food Service Menus & Documents section.

School Programs

Textbooks, Online Resources and Learning Materials

Teachers representing all grade levels and educational areas participate in the evaluation and selection of curricular materials that best meet our students' diverse learning strengths and needs. Students are instructed in literary appreciation, reference, and study skills by their classroom teachers and the media specialist. Students are provided reference materials for school subjects and assignments, books and magazines for recreational reading, and devices for listening and viewing. We are very fortunate to have extensive classroom and media center libraries to share with our students. Accordingly, students are expected to properly care for all school property as well as the property of their classmates and teachers. If books, materials, or other school resources are damaged or lost by a student, his/her parents/guardians are responsible for repair or replacement.

Textbook Fees

Textbook rental fees are to be paid during enrollment days. Students are responsible for books that are assigned to them for the current school year. Replacement cost will be assessed for lost or damaged books. A list of fees for each year are available in the school office.

Textbook and Meal Assistance

An application for meal and textbook assistance is available at each school building. If you would like to apply, please complete and return the application to the school building. Please note that parents/guardians will be required to reapply each year to be considered for textbook and meal assistance. Eligibility determination will be communicated in writing to applying parents/guardians. This is a confidential process.

Character Development

South Spencer Schools believe that our students benefit from developing character as well as academic skills. True character development is the hinge upon which academic excellence, personal achievement, and authentic citizenship depend. It calls forth the very best from our students, faculty, staff, and parents.

Rockport and Luce school community members will exemplify the virtues in which safety, responsibility and respect are regularly expected, modeled, taught, and celebrated as an integral part of the curriculum and the daily operation of the school. SSSC further expects each school to work in partnership with family and other community organizations to bring about improved student achievement, safe and orderly school environments, and citizens who are contributing members of society.

Title I

Title I is a supplemental federally funded grant that provides additional resources to schools with state-specified poverty qualifications. The funding is meant to help students who are failing or at risk of falling behind academically. The funding provides supplemental instruction for students who are economically disadvantaged or at risk for failing to meet state standards. Students are expected to show academic growth at a faster rate with the support of Title I instruction.

Response to Instruction (Rtl)

Classes and small groups are organized to remediate or to help prevent later remediation on the basis of ILEARN achievement, IREAD-3, NWEA (Northwest Evaluation Association) standardized assessment predictors of achievement on ILEARN, and teacher recommendation. These classes and groups may run before, during, or after the school day. SSSC informs and consults parents/guardians at the earliest possible date when student participation in Response to Instruction (Rtl) and/or ILEARN Remediation and Preventive Remediation classes/groups is recommended. Students who are at risk of not meeting standardized assessment or ILEARN standards in language arts and/or math may also be invited to participate in such activities.

High Ability

South Spencer School Corporation updates yearly goals for our high ability students through each school's leadership team. This diverse committee, represented by staff, parents, and community members, is given the challenge to meet the needs of these students by:

- Planning activities and ensuring high ability students in grades K-12 are given appropriate educational experiences.
- Distributing staff development materials to every school. These materials give teachers the opportunity to develop and implement appropriately differentiated instruction in each academic subject based on the latest research.

Technology as a Learning Tool

The use of technology in our schools follows two tracks. The first is the use of technology for the business of conducting school. This entails an effective student management system, a platform for ongoing professional development, communication within the school and corporation, communication externally to stakeholders (most importantly parents and guardians), teacher and administrative planning and business, and the use of technology to enable data driven decisions. It can also be a powerful professional development tool, providing a virtual learning platform for staff.

The second track is the use of technology as a tool in the classroom by enhancing lesson delivery, engaging students, providing more productive student learning opportunities, and offering opportunities for student enrichment and remediation.

Technology is embedded in all areas of our school and academic programs. Each classroom is equipped with:
Teacher computer and Chromebook

- Document camera
- Smart Board
- Classroom computers
- 1:1 I pads in grades K-2
- 1:1 Chromebooks in grades 3-5
- Integrated technology instructional tools including:
- Google Classroom
- GoMath
- IXL
- Study Island

Other technology within the building that supports learning:

- Computer lab
- Video broadcasting system for relaying live and recorded video messages (ex. Student Morning News program)

Field Trips

Field trips are activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Any student who violates school rules may lose the privilege to go on field trips. All school expectations for student conduct continue while on trips.

Standardized Testing

ILEARN

ILEARN was new for the 2018-19 school year and replaces ISTEP+ as our state-wide measurement of student achievement. ILEARN measures student achievement according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses: English/Language Arts (Grades 3-8), Math (Grades 3-8), Science (Grades 4 and 6), Social Studies (Grade 5). This is an online computer adaptive test that is administered toward the end of the spring semester in a single testing window.

Northwest Evaluation Association (NWEA)

Students in grades K-5 take the NWEA tests each fall, winter, and spring. This computerized test creates a personalized assessment experience by adapting to each student's learning level as the student progresses through the test. Scores are used to determine readiness levels and growth.

IREAD-3 (Indiana Reading Evaluation and Determination)

The IREAD-3 assessment was developed by the Indiana Department of Education in accordance with Public Law 109. This law requires all third grade students to be assessed in reading foundational skills. Students are required to meet third grade proficiency before moving on to fourth grade. State law mandates retention for students not meeting proficiency.

If a child is being considered for retention, the following action should occur:

1. Parents of any child whose promotion is in consideration will be notified well in advance of any actual decision regarding the possibility of promotion/retention. Final determinations are to be made before the beginning of the following school year.
2. A parent-teacher conference should be held whenever the retention of a child is being considered.
3. The school principal has the legal responsibility for student classification, and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

Report Cards and Progress Reports

Report cards will be sent home after each nine-week grading period. Progress reports will be e-mailed or sent home midway through each grading period to keep parents aware of their child's progress. Parents may call the school at any time to set up a conference with a teacher regarding their child's progress. Open communication is encouraged throughout the school year.

Parent-Teacher Conferences

The academic success of a student is shared by students, parents/guardians, and the school. While formal parent/teacher conferences take place periodically during the school year, all SSSC teachers and staff are strongly encouraged to hold conferences with students and parents whenever it appears useful and appropriate. Because teachers are responsible for student groups throughout the day, it is best to pre-arrange conferences by scheduling an appointment. A teacher may not be able to meet if the visit is not pre-arranged.

Attendance

The Indiana Compulsory Attendance Law (IC 20-33-2) compels all children of legal school age to attend public school or its equivalent every day unless legally excused. In accordance with IC 20-33-2-26, South Spencer County school officials will make every effort to ensure that all children attend school as required under this chapter. If an enrolled student is not in compliance with the Compulsory Attendance Law, SS Schools will notify the proper authorities.

Absences

When a student is ill or cannot attend class, the parent or guardian is expected to contact the school by 9:00 AM. On the student's return to school, he or she should bring a written excuse stating the reason for the absence, the date of the absence, and the signature of parent or guardian.

Excused Absence

- Illness verified by note from a parent/guardian
- Illness verified by note from a physician
- Family Funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)
- Pre-arranged absences (maximum of 3 days per school year). Whenever a proposed absence is requested in written form at least one week in advance, parents must discuss it with the principal. The purpose and length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. Up to three days may be excused if the student has not missed more than 5 days of school (per year).
- Required religious observances
- Exceptions designated in law (IC 20-33--2-14 to 20-33-2-17.7)

Make Up Work – All Absences including Suspensions

When the absence is unexcused, the student/parent has the obligation to ask for make-up work. This may include the actual class work assigned during the student's absence, or an alternate assignment that covers the same material.

It is the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher. Make-up assignments or tests shall be made available to students after any absence. It is the student's responsibility to find out the assignments and make up the work within the period of time designated by the teacher. Teachers shall inform the students of the amount of time allotted for completing make-up work after an absence. The general rule will be extending the same number of days in which the student was not present at school to make up the work. (There may be exceptions including those noted below). If students meet the teacher's requirements, they shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension. If the student does not meet the requirement communicated by the teacher they will receive a zero for the work.

Note:

- When a student is absent/ suspended for three or more days, the parent/student needs to make an effort to obtain available assigned work from the school/ teacher. The teacher(s) will make every effort to get available work ready for pickup. Unless approved by the teacher, all work provided in advance or during the absence is expected to be returned on the day the student returns to school.
- South Spencer School Corporation grants schools the authority to deny credit for work missed during unexcused absences and out- of- school suspensions. The teacher may deny all make-up privileges to students should the parent/student fail to follow the guidelines listed above or when the Principal determines circumstances warrant this action.

Potential Attendance Problems / Excessive Absences:

- Three Days of Unexcused Absence - (Warning) Written notice to the parent from the principal or designee that includes communicating the possibility of a referral to the Spencer County Attendance / Truancy Court upon the 6th combined absence.
- Upon the eighth (8th) unexcused or excused absence per semester or the tenth (10th) unexcused or excused absences for the school year, a student and parent will be required to meet with the principal or school counselor/school social worker to help the student improve their attendance. The school, student, and parent will enter into an attendance contract to correct attendance problems.
- Additional unexcused absences may result in legal remedies decided upon by the school in conjunction with the Spencer County Attendance / Truancy Court.
- Should a student be absent for 10 or more unexcused absences for non-documented medical or legal reasons, the principal /designee will determine whether the process of expulsion from school should be initiated for habitual truancy
- Truancy – all school discipline sanctions will apply with any Truancy including the first.

NOTE: Habitual Truancy - May result in legal remedies being sought against student and parent including referral to the Spencer County Attendance / Truancy Court. Also, any habitual truant, thirteen (13) or fourteen (14) years of age, will be identified in a list submitted to the Bureau of Motor Vehicles and may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is eighteen (18) years of age. A periodic review (at least once each school year) of the student's attendance record will be conducted by school officials to determine whether this probation will continue.

Tardiness:

- A warning letter after 3 unexcused late arrivals or tardies / possible Attendance / Truancy Court Action upon the 5th unexcused Tardy.
- Upon the 5th unexcused late arrivals or tardy, referral to Truancy Court may be made and/or an attendance improvement plan as outlined above may be required. Also, regular school sanctions listed in the discipline sections of the handbook may also be used.

General School Guidelines and FAQs

Change of Address, Telephone, or Custody

It is very important that we have each student's correct address and phone number in the office. It is also important that we have on file an emergency number or two of a relative, friend, or neighbor that you authorize us to contact in case of an emergency in which you cannot be reached. It is essential for you to notify us if there is a change of address or telephone number during the school year. In the event the legal custody of the child changes, please inform the school immediately and provide us with the appropriate documentation. For the child's protection we must be notified concerning who may or may not pick up children from school when the custody changes.

Dress Code

Students are encouraged to take pride in their appearance and to wear clothing appropriate to both the school setting and weather conditions.

- Tight fitting or extremely short apparel is inappropriate for school. Shorts, dresses, and skirts should approach the knee in length (mid thigh or longer).
- No backless, midriff, tank tops, halter-tops or spaghetti strap shirts are to be worn.
- For safety, flip-flops cannot be worn.
- All sandals must have a strap around the heel.
- The wearing of apparel that has any writing, printing, symbols, or pictures that is judged to be immoral, lewd, vulgar, or is suggestive and/or implies drugs, alcohol, violence, or other subjects disruptive to the normal operations of the school or which interferes with the educational process is prohibited.
- No hats or head covering in the building except for designated special occasions.
- Hair paint/coloring that is disruptive to the education process is not permitted except for designated special occasions. Clothing and/or hair should not detract from the educational process.
- Students should dress for the weather and the season. Weather conditions often change rapidly, and when it may be warm in the morning it can be very cold later in the day. We intend to go outside for recess as much as weather permits. Also, there are times during drills or emergency procedures when we must go outside even in inclement weather. Shorts should not be worn between Nov. 1 and April 1.

Students found in violation of these rules will be required to change into more acceptable attire even if this requires calling a parent or guardian to have a change of clothing brought to the school.

Electronic Devices and Other Restricted Items in School

Toys, cell phones, and electronic games are strongly discouraged at school. The children are at school to learn and these items detract from that process. These items will be collected if they are brought to school. Skate boards are not allowed. Toys are not to be brought to school. Electronic devices such as game devices, cell phones, tablets, iPods, etc...should never be seen or heard while at school. These items should be placed in the student's backpack before he/she enters the school, and should not be taken out until he/she has left the building for the day.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct”, it is important for parents and students to be aware of the legal consequences should this occur in the South Spencer School Corporation.

Lost and Found

There is a lost and found located in each school building. Please check this area periodically to reclaim items that have been misplaced. Labeling your child’s clothing and belongings helps in the return of items that have been lost. Unclaimed lost and found items will be donated to charity at the end of each marking period.

Birthday Celebrations

In order to comply with the current wellness policies and to minimize interruption to instruction, birthday treats are not allowed. Do not send in balloons or flowers to school because of possible allergies and also because of the distraction they may cause. Birthday invitations can be distributed at school only if there is an invitation for every member of the class.

Classroom Celebrations

If you bring in food for a class celebration, they must be store-bought items with product ingredient labels, rather than homemade ones, that are in compliance with our Wellness Policy and help our students who have life-threatening allergies. The elementary schools have also created a Safe Snack list to use for classroom parties. Please refer to this when planning a classroom party. School offices have a copy of this for your reference.

Health and Wellness

Allergies / Peanut Free Policy

SSSC serves children that have possibly life threatening peanut/tree nut allergies, and cannot be exposed to or ingest any peanut products. This means that these students may not touch or eat the following: peanuts, peanut butter, peanut oil, peanut flour, peanut protein, all nuts. **SSSC Elementary Schools are PEANUT FREE.** Please do not send peanut butter sandwiches or crackers for lunch with your child, or other products containing peanuts. Also, the cafeteria no longer serves peanut butter, or any products with nuts. Please realize that these children have a severe allergy which could be fatal. We are asking that you read ALL food labels before sending any food to school with your child. We are also asking that you talk with your child about the importance of not sharing their personal snacks. We thank you in advance for your cooperation. It will take a team effort to create a safe environment.

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While SSSC staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school building principal and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects his or her educational performance. If the student’s allergy(ies) are the only concern impacting the student’s ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. An IHP, including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. Appropriate accommodations are determined by the student’s case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student’s parent(s) or guardian(s), and/or the student’s private medical provider. If the student’s medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE. The committee or team’s determination is a highly individualized process and no “standard” accommodation shall be mandatory for all

students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a “peanut-free” lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents are allergen-free
- There may be designating zones as allergen-free (such as a “peanut-free” table in the cafeteria or a “peanut-free” classroom) with well-posted signs. (RE is a peanut-free school)
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
- Enforcing “no eating” policies on bus

Corporation Wellness Policy

South Spencer School Corporation will provide and allow foods and beverages that support proper nutrition and promote healthy choices in vending machines, school stores and concession stands, or as school fundraisers and classroom celebrations. Foods available to students must meet Approved Nutrition Standards based on the nutrition standards of the Institute of Medicine (2007).

Celebrations- Cakes, cupcakes, cookies, and other non-nutritional snacks are not allowed. Beverage choices are bottled or tap water, milk, or 100% juice.

Excerpt from Board Wellness Policy 8510:

D. Classroom Celebrations

1. Classroom celebrations will focus on activities (i.e., giving free time, extra recess, and music and reading time) rather than on food.
2. Classroom celebrations that include food will be limited to one per month. Food items must meet the approved nutrition standards, as stated by the Institute of Medicine.
3. Schools shall inform parents/guardians of the classroom celebration guidelines as stated in the handbook or on the school website.

The above information serves as notification. Thanks for your help.

Rules for Medications Given at School

The school nurse is aware that there are circumstances and disabilities when children require medication during school hours. South Spencer School Corporation requires the regulations listed below before medication can be given to a student at school.

All controlled substance prescriptions including all ADD/ADHD medications must be signed in by the parent to the school nurse or office staff in your child’s school. Please refer to the school website or contact the school office for the school nurse hours.

1. All medication must be brought to school directly by the parent. Medication May Not be sent to school with the student. It must be in its original, unopened container. The Medication Request and Authorization form must be filled out and turned in before the student will be allowed to begin taking any medication during school hours. No expired medication will be accepted. Prescription medicines must have a current pharmacy label with the student's name and instructions printed on it. The pharmacy will give you a second labeled bottle for dividing the medication upon your request.

2. Written permission from the doctor must be submitted at the onset of prescription medication use, for any changes, and when the medication is discontinued. The Authorization for Medication/Physician Statement form is available on the school website or can be picked up in the school office.

3. All controlled substance medications, such as Ritalin, Adderall, etc. will be counted when brought to the school and when the medication is discontinued with the school nurse or designated school employee and the parent. Narcotic Pain Medication will not be administered at school.
4. Your child should not come to school on narcotic medication for pain management as these medications may cause dizziness, lightheadedness, and sedation which make it difficult for your child to function safely and effectively in school.
5. Nonprescription medicines or over the counter medication must have the student's name written or taped on the container. It must be in its original, unopened container. Written permission with specific instructions from the parent must be sent with the medication. Permission forms are available at the schools. (On the school corporation website you can access printable forms by clicking on the Forms link.)
6. Aspirin/Aspirin Containing Medication and Herbal/Homeopathic Medication will not be administered by school personnel without a prescription due to the risk of Reye's syndrome and/or lack of FDA approval.
7. All medication must be turned in to the office. The medication will be stored in a locked cabinet in the nurse's office.
8. All medication must be administered by a designated school employee. The student must come to the office to take his/her medication regardless of what type of medication it is.
9. Students are not allowed to carry any medication with them unless the following conditions are met:
 - The student's parent has completed the Authorization for Medication Form and is on file in the school office.
 - The doctor states in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement must be filed annually with the school office.
10. When the student's medication bottle is empty (for those taking daily medication), the school will send it home for you to get refilled. Please do so right away so your child does not go without needed medication.
11. If the student is on an antibiotic that is given three (3) times daily, please give this to your child at home. For example you can give them the medicine before school, after school, and at bedtime. Remember all antibiotic prescriptions should be taken until they are completely gone.
12. It is the parents' responsibility to pick up remaining medication by the end of the last day of the school year. All medication must be picked up by the student's parent or an individual who is at least eighteen (18) years of age, and designated in writing by the student's parent to receive the medication by the end of the last day of school. Any medication not picked up by the end of the last day of the school year will be discarded by the school nurse.

Pain Management in the School Setting

Often times, students will require pain management when returning to school after dental surgery, orthopedic injuries, or other surgeries. Students should be able to manage their pain with acetaminophen or ibuprofen as prescribed by their physician before returning to school. With the parent permission form completed either Tylenol or Ibuprofen may be administered according to the manufacturer's suggested dosage by the school nurse or designated school Employee.

A physician's order is required for any of the following:

- a dosage that differs from the manufacturer's suggestion.
- If the student is to receive Tylenol more than 2 times a week.
- If the student is to receive Ibuprofen more than 2 times a week

Tylenol

Indiana State Law requires parental permission for your child to take Tylenol at school. Under the standing orders of the medical Advisor, Acetaminophen (generic form of Tylenol) may be given with Parent's authorization. Acetaminophen may be administered by mouth for symptoms 33 of toothache, dental discomfort, menstrual cramps, simple headaches, and minor joint pain. Students may not receive Acetaminophen for colds or chronic pain, under the standing order. Complaints such as these require a written order from the student's private physician/provider. Acetaminophen will only be given between the hours of 10:00 AM & 1:00 PM. Your child will not be given a dose in excess of the recommended dose on the package without a physician's order, regardless of parental request. Per the Standing Order of the Medical Advisor: Only one dose will be administered during the school day up to twice in one week. If the student continues to be uncomfortable, the parent/guardian will be contacted regarding the necessity of a medical evaluation. A written physician order from the student's private physician will be required if the student is to receive Acetaminophen more than twice a week. The Tylenol Permission Form is available in the school office.

Narcotic medication will not be administered at school

For your child's safety, he/she should not be returning to school on narcotic medication for pain management. Narcotics including but not limited to Percocet, Percodan, Oxycodone, and Codeine, are used for the treatment of moderate to severe pain. These medications may cause dizziness, lightheadedness, and sedation which make it difficult for your child to function safely and effectively in school. Driving and operating machinery is also not recommended because these medications cause drowsiness which makes it difficult to attend to the task at hand. Students have impaired concentration and attention to school work while under the influence of narcotic medications.

Meningococcal Disease and Vaccine Information

Beginning July 1, 2005, a new law requirement went into effect. This law requires schools to distribute materials to students, parents, and/or guardians concerning Meningococcal disease and vaccines. We have included some useful websites and information regarding Meningococcal disease and vaccines, but recommend contacting your health care provider for specific instructions regarding your child.

1. Indiana State Department of Health <http://www.in.gov/isdh/healthinfo/meningoccal%20disease.htm>
2. The Center for Disease Control and Prevention
 - 2.1. http://www.cdc.gov/nip/vaccine/mening/mening_fs.htm
3. Indiana Department of Education Student Services, School Health
 - 3.1. <http://www.doe.state.in.us/sservices/sn.htm>
4. Academy of Family Physicians
 - 4.1. <http://www.aafp.org>
5. Academy of Pediatrics
 - 5.1. <http://www.aap.org>

Control of casual-contact communicable diseases and pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Immunizations

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations should be directed to the school nurse.

Use of Pesticides

SSSC is committed to providing a safe environment. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. For information regarding pest control, please contact the school office, and the name and phone number of a specific contact person will be provided. SSSC will provide notice of planned pesticide applications to parents who have requested advanced notice during the student registration process. Unless an emergency is declared, SSSC will give notice at least forty eight (48) hours prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information. In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

Information Regarding Rights and Privacy

Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult students (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations. A parent or adult student has a right to:

1. inspect and review the student's education records within forty-five (45) days after receipt of a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
2. request amendments if the parent or adult student believes it is inaccurate or misleading or is otherwise in violation of any rights of students."
3. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law.
4. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. file a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
6. obtain a copy of the Corporation's Policy 8330 on student records.

Other rights granted to students and parents:

1. The right to due process for any disciplinary acts subject to the Indiana Code.
2. The right to a smoke-free, drug-free and weapon-free environment subject to the Indiana Code.
3. The right to convene a meeting of the school's instructional support team to address specific learning difficulties a student may be experiencing in addition to those rights accorded by Article 7, and Section 504, and the Americans with Disabilities Act.
4. The right to initiate prayer and religious meetings subject to Federal and State Statutes.

Directory Information

The South Spencer School Corporation designates the following items as Directory Information: a student's name, school email, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, hair and eye color, dates of enrollment/transfer/withdrawal/graduation, degrees and awards received, most recent previous school attended, photograph and videotape not used in a disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose directory information to any individual, other than a for profit organization, even without a parent's prior written consent.

Parents may refuse to allow the school to disclose any or all directory information upon written notification to the school district by the end of the first week of the school year.

Non-Discrimination Policy and Grievance Procedures

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self worth.

As such, the Board of School Trustees does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

Complaint Procedures

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

In accordance with Federal and State law, students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Federal and/or State law pertaining to discrimination in education.

In addition, students will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights or the Indiana Civil Rights Commission, as well as a concurrent criminal complaint with the law enforcement agency having jurisdiction in the Corporation.

Child Abuse/Neglect Reporting / Missing Child Reporting

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services and the building principal.

Students enrolling in South Spencer Schools must have reliable proof of age such as, but not limited to, a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.

Disciplinary Procedures and Student Due Process

SSSC intends to provide learning experiences that will enable students to develop to their full potential. It is necessary to establish a total environment for this learning to occur. Self-discipline is a major aspect of that learning environment. Self-discipline is best defined as the control exhibited in an individual's behavior, both action, reaction and physical/verbal, so that the civil rights and dignity of others are protected. Situations when the behavior of any student disrupts, in some way, the learning environment for others, require discipline procedures initiated by classroom teachers and/or administrative personnel. These discipline procedures will be employed throughout the school in order to maintain the educational environment. Discipline procedures shall be administered fairly, with respect for the dignity of all persons involved, and without anger, malice or prejudice. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents, teachers, administrators and others and are not meant to be punitive measures.

Each elementary has established core expectations for each area of the day and each setting within the school. These are woven into School-wide Expectations matrix that are posted throughout each building. Having a few simple, positively stated expectations facilitates the teaching of behavioral expectations across school settings. It is expected that students adhere to each of the expectations and procedures established by these policies.

The following list of violations is provided as an aid in the communication of our expectations and obligations to the student body to insure a proper school atmosphere, and is not all inclusive (IC 20-33-8-10):

- Tardy to class or school
- Unprepared for class
- Violation of the technology acceptable use policy
- Class disruptions / Insubordination, inappropriate behavior and/or distraction to the educational process
- School bus violations
- Leaving class or school grounds without permission
- Failure to comply with directions of school personnel
- Obscenity
- Fighting
- Bullying or Harassment (sexual, racial, ethnic, verbal, physical and/or emotional), (severe cases will be considered for suspension or expulsion)
- Forged documents/cheating
- Possession or use of tobacco products on school property or at school activities
- Interfering with orderly school operation by any means
- Gang activity
- Use of an electronic paging device, cellular phone or any other electronic message device
- Possession, use of firecrackers, smoke bombs, etc.
- Theft
- Drugs / Alcohol, possession, use or under influence
- Vandalism
- Possession of, use, or threatened use of a weapon
- Possession of firearm is grounds for immediate expulsion
- Threats to students or staff
- Failure to report information to administrator regarding potential dangers related to school

If a student has not met the school expectations and his/her obligation to insure a proper school atmosphere, the school may initiate discipline procedures to support a correction of the is behavior. Repeat offenders will have more severe penalties. School discipline procedures may include:

- Verbal correction/warning
- Parent contact

- Time out within the classroom or time out in a team member's classroom
-
- Completion of a "think sheet" or written apology by the student
- Change seating assignment
- Parent-teacher conference
- Confiscation of items that disrupt the educational process
- Behavior contract
- Detention
- In school timeout or suspension
- Out of school suspension
- Expulsion

Possession of a Firearm

No student will possess, handle or transmit any firearm on school property. The following devices are considered to be a firearm as defined in IC 35-47-1-5:

1. any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. the frame or receiver of any weapon described above
3. any firearm muffler or firearm silencer
4. 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.
5. 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 in any barrel a bore of more than one-half inch in diameter.
6. 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.

The penalty for possession of a firearm is up to ten (10) days suspension and recommendation for expulsion from school for one calendar year (IC 20-33-8-16). The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The Superintendent will notify the county Prosecuting Attorney's office when a student is expelled under this rule. The grounds for suspension and expulsion listed above apply when a student is:

1. on school grounds, immediately before, during and immediately after school hours and at any other time when school is being used by a school group
2. off school grounds at a school activity, function, or event
3. traveling to or from school or a school activity, function, or event

Harassment and Bullying Policy

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students

against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- 1.1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
- 1.2. has a substantially detrimental effect on the targeted student's physical or mental health;
- 1.3. has the effect of substantially interfering with the targeted student's academic performance; or
- 1.4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to Principal/Designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying Principal/Designee. This report may be made anonymously.
4. Principal/Designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
5. Principal/Designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
9. 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 bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. 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.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

Policies Related to Use of Drugs, Alcohol, and Tobacco

The SSSC school administration believes maintaining an environment that is safe, free from substance use/abuse, and conducive to learning is an important goal for the school and the community. Students are not permitted to possess, use, or sell drugs, alcohol, or tobacco products on the school premises at any time, at any school sponsored activity, or when a student is travelling to and from school. Students violating this policy are subject to suspension or expulsion from school in accordance with due process.

Employees of the school corporation must report to the building principal any drug violations of which they have personal knowledge and which occur on school property or within 1000 feet of school property. The principal will report the violation to the proper law enforcement agency.

In order to protect students, the Board prohibits the use and/or possession of tobacco by administrators, professional and support staff, visitors, and students at all times within any facility owned or leased or contracted for by the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board also prohibits the use and/or possession of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Corporation, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

We recognize our responsibility to address drug and alcohol problems in the school. We believe that parent(s), guardian(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 corporation is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal whenever such help is needed.

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.

Suspension and Expulsion

SUSPENSION FROM SCHOOL: Disciplinary action whereby a student is separated from school attendance for a period up to ten (10) days and which does not constitute an expulsion. The student is not to attend or participate in any school activity or function during the time of this suspension. It is the responsibility of the student to obtain assignments from their teachers no later than the day they return to school. No credit will be given for makeup work. Test and special projects (lab, speeches, etc.) may be made up for credit immediately upon returning. (IC 20-33-8-7, IC 20-33-8-14, and IC20-33-8-15) 4.

EXPULSION: A student is suspended by the principal for a period exceeding ten(10) days and a Due Process Hearing is requested by the principal. The student may not participate or attend any school activity or function during the time of the suspension. (IC 20-33-8-3, IC 20-33- 8-14, and IC 20-33-8-15)

SUSPENSION PROCEDURE

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

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

EXPULSION PROCEDURE

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

- The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - legal counsel
 - 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.
- An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- 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.
- At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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.

South Spencer County School Corporation Student Technology Acceptable Use Policy

Introduction

South Spencer offers students access to electronic information, Internet and email. With access to the Internet and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SS has taken reasonable precautions to restrict access to inappropriate materials, which do not serve a legitimate educational purpose. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this technology. Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and hallways. Therefore, general school rules and the guidelines for behavior set forth in the student handbook apply. The acceptable use guidelines for the Internet are set forth below. Noncompliance with these guidelines or the use of the Internet to violate any school rules or rules set forth in the student handbook shall result in disciplinary action, up to and including, suspension and expulsion.

No Privacy Guarantee

School district personnel have the right to access information stored in any user directory, on the current user screen, or in electronic mail. They may review files and communications to maintain system integrity and ensure that individuals are using the system in accordance with District policies and guidelines. Students should not expect files stored on District servers or through District provided or sponsored technology services to be private. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a District computer or a District-provided network account.

Student Responsibilities for Internet/Network Use

Students will have access to the resources of the Internet/Network provided they comply with the rules and restrictions established by this policy and any policy, procedure, regulation, or other rule established by the District.

Each student and student's parent or guardian must annually sign the student handbook and/or the Student Technology Acceptable Use Policy acknowledging receipt and acceptance of the terms of this policy.

Students are responsible for their own behavior when using the Internet, consistent with the educational purpose outlined in this policy.

Students, parents/guardians, and employees of the District are jointly responsible for ensuring the educational value of the information and resources which are accessed, stored, and published.

As a condition of my right to use the Internet/Network, I understand and agree to the following:

1. I will use computing resources lawfully and respectfully.
2. I will not use the Internet to create, distribute, access, or obtain information that:
3. Is harmful or prejudicial to others; for example, materials which are defamatory or libelous (knowingly writing something that is untrue about another person which causes that person harm),
4. Is pornographic, obscene, or sexually explicit;
5. Constitutes bullying (including cyberbullying) or harassment or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
6. Threatens immediate harm to the welfare of the school community or to any individual;
7. Discriminates against any segment of the student body or interferes with another's individual rights;
8. Encourages or abets unlawful activity.
9. I will not use the Internet for illegal activity, including the violation of copyright laws.
10. I will not use the Internet to intentionally cause damage to hardware, software, or data.

11. I will not use the Internet to create or share computer viruses.
12. I will not use the Internet to gain or attempt to gain access to restricted material or systems.
13. I will not use the Internet for gambling.
14. I will not use the Internet for commercial activities, product promotion, or political lobbying.
15. I will not bypass the District's security controls or web filter.
16. I will not use the Internet to maliciously attempt to harm or destroy the data of another user.
17. I will not use the Internet to disrupt the efficient operation and/or educational programs of SS.
18. I will not use the Internet to otherwise violate school rules, the student handbook, or District policies.
19. I will use computing resources safely and responsibly.
20. I will not share access to my login account or use another person's account.
21. I will not share my password.
22. I will not give out my name, picture, address, email, or any personally identifying information online.
23. I will not clear my web-browser history because I understand that school employees will view the Internet history to ensure that I am not violating this user agreement or any other District or school rule by my use of the computer.

While at school:

24. I will use the Internet and other computer resources for academic activities only; unless otherwise instructed by school personnel.
25. I will only play educational games authorized by school personnel;
26. I will not download games, applications, software, or music unless instructed by my teacher.
27. I will follow the guidelines for printing set by my school.
28. I will only access chat rooms, bulletin boards, blogs, or post to an Internet site when given permission by school personnel.
29. I will not use multi-user games unless instructed by my teacher.
30. I will use computing resources in a manner that respects the intellectual property of others.
31. I will not install, store, or distribute unauthorized copyrighted software or materials.
32. I will submit work that I have created myself or that I have created as part of a group project. If I borrow or copy materials from other sources, I will properly cite those resources.

Disclaimers on the Use of the Internet:

1. Neither the District nor its employees are responsible for any damages incurred as the result of the use of the Internet, including but not limited to the loss of data stored on the Internet/Network, or the loss of personal property used to access the Internet.
2. The District is not responsible for unauthorized financial obligations incurred through the use of the Internet.
3. The Internet security is designed to allow access to selected areas by designated users only; however, the Internet administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other users should not expect that files or other information stored using school devices or accounts will be private.
4. The District is not responsible for the accuracy, nature, or quality of information gathered through Internet access.
5. District employees may utilize social networking sites for instructional, administrative, or other work-related communication purposes if they obtain permission for such a site from the Superintendent/designee; develop the site in accordance with any guidelines developed by the Superintendent/designee (including granting access to the site to school/District technology staff); monitor and manage the site to promote safe and acceptable use; and observe confidentiality restrictions concerning the release of student information under state and federal law. By signing this form, parents are giving permission for their child to become "friends" with such District-approved social networking sites.

Hardware Use

1. Students who attend South Spencer may be issued an electronic device at the beginning of each school year.
2. The Principal shall provide notification to parents/guardians whose child is eligible to be issued an electronic device before the beginning of the school year containing information relating to that program/device.

3. Each student and student's parent or guardian must annually sign the student handbook and/or Student Technology Acceptable Use form acknowledging receipt of this policy.
4. The restrictions set forth above for the Internet apply in their entirety to District-issued devices, even when the devices are used outside the district network.
5. To protect students and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
6. The rental cost of the device is approved by the board annually and is charged as a textbook fee. In the event the device is accidentally damaged, parents/guardians will be responsible for repair costs up to \$100 for the first instance and the entire amount for all other damages after that first instance. An insurance option will be made available but it is not mandatory. If damage is intentional or the student shows negligence, parents/guardians will be responsible to the school for the entire cost of the device. Further disciplinary action may be taken by the school. In the event the device is damaged, the device must be returned to the District so that the District can make any necessary repairs. If the device is lost, this event should be immediately reported to the District. If the device is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District. Parents/guardians and student are responsible to the District for the total replacement cost of the device which is lost or stolen, while the device is in the possession, custody, or control of the student.
7. Students and parents/guardians may not attempt any repairs/services on the device and damaged hardware must be returned to the District for repair/service.
8. Remote software or configuration changes that are necessary for maintenance, security and to ensure that only authorized software is installed on the devices may be sent out. Such software maintenance may involve the correction of an altered code or programming and, in some cases, may remove files if the files are deemed to be a threat to the operation or security of the network or are stored in unauthorized software. No notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will attempt to notify the student prior to remotely accessing his/her device.
9. The device has a limited amount of storage for apps and files. Student owned materials will be removed if storage space becomes an issue.
10. Students may not permit individuals other than school personnel to use or access the device.
11. Students may not share their District-issued power cords.
12. The device is at all times the property of the District and the student has no right to disable or modify any hardware or installed software. Apps may be installed by the student as long as the app meets an educational need.
13. Students shall not remove District labels or tags from the device nor shall they add stickers, labels, or other markings to the device or case.
14. If the device comes with a protective case, the device must remain in the protective case at all times. Only South Spencer staff should remove the case if there is a problem. Do not purchase a different case. Lost cases and/or charging cables will be replaced at the student's expense.
15. The school owned device is deemed to be in the custody of the student from the time the student receives the device until it is returned to the designated school representative. If the device is lost or stolen, parent/guardian and student shall immediately advise the Principal/designee of the incident and provide all relevant information.
When a device is reported lost or stolen, the District may utilize Internet Protocol tracking if available.
16. The device must be returned at the end of the school year, on the date of withdrawal from a SS school, or upon request by a school administrator. The student must return the device to the District in the same condition that it was originally provided to the student, ordinary wear and tear excepted. Failure to return the student-issued device in accordance with these stated conditions may result in disciplinary action and/or prosecution for all applicable crimes to include, but not be limited to, grand larceny.
17. The device may be reimaged/erased during the summer. All information/apps stored on the device will be wiped clean for the new school year.
18. The District retains the right to review any material sent, mailed, or accessed through a District-owned device or District-provided network account. School district personnel have the right to inspect all material stored on a

District-owned device. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using a District-owned device or a District-provided network account.

19. If the school determines that the student failed to adequately care for the District's device or violates District rules or policies, the District shall impose appropriate consequences. If the District determines that the student acted with intent to damage the District's property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.
20. Students will use the district owned device and will not be allowed to connect their own device to the network unless permitted by school administrators. If a student is permitted to connect a personal device to the SS network, all rights to privacy on this device are waived when the device is on school property and the device may be managed and controlled by a school owned software management solution.

Consequences for Violations of the Student Technology Acceptable Use Policy

Students are responsible for following the guidelines and rules set forth in the Student Technology Acceptable Use Policy.

Violations of these policies may result in one of the following disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges*
- Restriction of District-Issued device Use Privileges**
- Short Term Suspension
- Intermediate Suspension
- Court Referral/Criminal Charges
- Alternative School Placement
- Expulsion

If a violation of the Student Technology Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Internet while at school, and/or under teacher supervision and/or access to certain Internet categories.

**If a student's District-Issued device privileges are restricted, this means that for the period of the restriction, the student may only use his/her device while at school and under teacher supervision.

The following rubric is not meant to be all-encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.

Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned device privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.

Examples of Level I Offenses:

1. Sharing passwords
2. Plagiarism
3. Bypassing District security controls
4. Defacing computers (e.g., stickers, markers)
5. Removing District labels or tags
6. Repeated failure to charge battery

7. Clearing web browser history
8. Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)
9. Commercial or Political Use
10. Accessing chat rooms, bulletin boards, or blogs without teacher permission
11. Posting information online without teacher permission
12. Failure to Follow Teacher Directives
13. Failure to Be Polite and Courteous

Examples of Level II Offenses

1. Downloading, posting, or distributing materials that:
 - a. Are harmful or prejudicial to others (ex. defamatory or libelous)
 - b. Are pornographic, obscene, or sexually explicit, or profane (e.g. music)
 - c. Are Illegal (e.g. copyrighted materials)
 - d. Reference weapons, alcohol, guns, drugs, or gangs
 - e. Constitute gambling
 - f. Are restricted
2. Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames
3. Intentionally destroying hardware or software
4. Engaging in theft
5. Engaging in any illegal activity
6. Harming or destroying another user's data
7. Creating or sharing a computer virus
8. Disrupting the network or the educational process

Best Practice Guidelines for Use of the Internet and Electronic Device

1. Do not attempt to gain access to the internal electronics or repair the device. If your device fails to work or is damaged, report the problem to the office as soon as possible. You may be issued a temporary unit or other materials until your device is working properly or replaced.
2. Always keep track of your device and take reasonable precautions to keep it safe. Never leave unattended unless it is secured in a locked location.
3. Never remove the device from the District provided case.
4. Do not place the power cord or adapter against the screen in your backpack. This will cause the screen to break.
5. Plug the charging cable in the correct port. Make sure the right side is up when connecting the charging cable.
6. Do not use the device on your lap with the charging cable connected. You may damage the charging port.
7. Never place any items on the device.
8. Do Not apply liquids to the device screen. The screen can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the screen. Use of unapproved cleaners may remove the protective film covering the face of the screen.
9. Never throw a book bag that contains the device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
10. Never expose the device to long term extremes in temperature or direct sunlight.
11. If you notice that your device is working slowly or functioning in a strange or abnormal way, report it to the Technology Center in your building.
12. Remember to charge your device each night.
13. Do not leave the device in a vehicle.
14. Do not eat or drink while using the device or have food or drinks in close proximity.
15. Do not allow pets near your device.
16. Do not stack objects on your device.
17. Do not check the device as luggage at the airport.
18. Do not share your device with others.
19. Keep your device out of reach of babies and young children.

20. Use email safely.
21. Do not open, forward, or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Center in your building.
22. Do not open email attachments from someone you don't know – it may be a virus or a malicious program.
23. Never respond to emails that ask you for personal information, your user name, or your password.
24. Think before you write and send an email
25. +. Be polite and courteous at all times.
26. Do not pass on chain letters. They often contain links to viruses or are scams themselves.
27. Use the Internet safely.
28. Do not go to inappropriate/questionable websites or click on links that you do not recognize because this may trigger spam or a computer virus attack.
29. Be polite and courteous on the Internet. Do not use offensive language such as curse words or insults.
30. Remember that once any text or photo is placed online, it is completely out of your control, even if you limit access to your page. Anything posted online is available to the world.
31. You should not post information, photos, or other items online that could embarrass you or others.
32. Do not post personal information, such as your address, phone number, date of birth, class schedule, your whereabouts, or your daily activities. You could be providing this information to online predators.
33. Remember many potential employers and colleges and universities now search the Internet to screen applicants.
34. Saving information.
35. It is recommended that you save/backup any important files. Your student folder will be maintained for the entire school year. At the end of the school year, all student folders will be erased.

ACKNOWLEDGEMENT OF RECEIPT OF THE

**South Spencer School Corporation Elementary Student Handbook and the
Student Technology Acceptable Use Policy**

Student's Name: _____

Student's School: _____

As the parent/guardian of _____, I have read and understand the South Spencer School Corporation Elementary Student Handbook and the terms of the Student Technology Acceptable Use Policy.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

As the student, my signature indicates that I have read or had explained to me and understand the South Spencer School Corporation Elementary Student Handbook and the terms of the Student Technology Acceptable Use Policy and I accept responsibility for abiding by the terms and conditions outlined and for using these resources for educational purposes.

Student Name (please print): _____

Student Signature: _____ Date: _____

South Spencer County School Corporation
P.O. Box 26
Rockport, Indiana 47635
Ph. 812-649-2591
FAX 812-649-4249