

The Rebels of  
**SOUTH SPENCER HIGH SCHOOL**  
2019 - 2020

**STUDENT HANDBOOK**



**South Spencer High School**  
*"Home of the Rebels"*

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### **SOUTH SPENCER COUNTY SCHOOL CORPORATION BOARD OF EDUCATION**

Mr. Derek Allen  
Mr. Cevin Collins  
Mr. George Schwoeppe  
Mr. Melissa Middleton  
Mrs. Barbara Tuley

### **SOUTH SPENCER SCHOOL CORPORATION ADMINISTRATION**

Dr. Richard Rutherford, Superintendent	812-649-2591
Mr. Jim Bush, Principal	812-649-9157
Mr. Brad Feldmeier, Assistant Principal	821-649-9157
Mr. Matt Britton, Athletic Director	812-649-9157
Miss Sara Weinzapfel, Guidance Counselor	812-649-9157
Mr. Scot French, Middle School Principal	812-649-2203
Mrs. Cheri Adams, Luce Elementary Principal	812-359-4401
Mr. Rick Hunt, Rockport Elementary Principal	812-649-2201
Mr. Dean Schipp, Technology Director	812-649-9157
Mr. David Small, Maintenance Supervisor	812-649-4456
Mrs. Shelly Meredith, Transportation Supervisor	812-649-4456
Mrs. Jane Jagers, Director of Food Services	812-649-9157

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Each parent and student is responsible for knowing its contents. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks. If you have questions that are not addressed in this handbook please make contact with Mr. Bush or Mr. Feldmeier.

## **FOR YOUR PROTECTION**

South Spencer High School utilizes cameras in various locations on campus. Although we will not be able to see everything on the cameras, they will be used to the best of our ability for the safety of our students.

## **HIGH SCHOOL MISSION STATEMENT**

The mission of the faculty, staff, and administration of South Spencer High School is to provide a comprehensive quality educational program enabling students to become successful lifelong learners and contributors to society.

## **EQUAL EDUCATION OPPORTUNITY**

### **I. SPECIAL EDUCATION / ADA**

South Spencer High School provides a variety of special education programs for students identified as having a disability as defined by the IDEA. A student can access special education services only through the proper evaluation placement procedure. To inquire about the procedure, a parent should contact Sara Weinzapfel at 812-649-9157.

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact Sara Weinzapfel at 812-649-9157.

### **II. NON-DISCRIMINATION POLICY**

South Spencer School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, disabled conditions, or national origin, including limited English proficiency.

Education services, programs, instruction, and facilities will not be denied to anyone in the South Spencer County School Corporation as the result of his or her race, color, sex, disability condition, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the school at 812-649-9157.

Formal complaints regarding equal education opportunities can be made in writing to the School Corporation's Compliance Officer listed below:

Dr. Richard Rutherford  
321 S Fifth St.  
Rockport, IN 47635  
812-649-2591

## **PESTICIDE NOTIFICATION REGISTRY**

The Indiana Pesticide Review Board has regulations that impact how school corporations may use pesticides on school grounds. South Spencer County School Corporation follows these guidelines and we are inviting parents and guardians to join our Pesticide Notification Registry. By signing up for this registry, you will be notified at least 48 hours prior to a pesticide application at your child's school, subject to certain exceptions. If you would like to participate, please complete the required information located in "Corporation Forms" on the South Spencer webpage.

# SEXUAL HARASSMENT

## A. THE POLICY

1. It is the policy of R.A. to maintain learning and working environments that are free from sexual harassment.
0. It shall be a violation of this policy for any employee of SSCSC / RA to harass another employee or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

## B. DEFINITION OF HARASSMENT

### 1. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or
- b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
- d. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student.
- e. Such conduct is engaged in by volunteers and / or non-employees over which the school corporation has some degree of control of their behavior while on school property.

### 2. Unwelcome conduct of a sexual nature

- a. Conduct of a sexual nature may include verbal or physical sexual advances and / or comments regarding physical or personality characteristics of a sexual nature.
- b. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
- a. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### 3. Examples of Sexual Harassment

- a. Verbal harassment or abuse
- b. Repeated remarks to a person with sexual or demeaning implications
- c. Unwelcome touching
- d. Pressure for sexual activity
- e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and / or salary increase.

### 4. Specific Prohibitions

- a. Administrators and supervisors:
  1. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to

submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

2. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

b. Non-administrative and non-supervisory employees

1. It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to discipline actions, as described below.

## **DRUG FREE SCHOOLS**

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids or dangerous controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by state law, the corporation will also notify law enforcement officials.

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 or counseling office whenever such help is needed.

## **SCHOOL BEVERAGE GUIDELINES**

Drink choices are as follows:

- Bottled Water
- No or low calorie drinks
- 10 ounce 100% fruit juice
- Low fat and skim white milk or skim flavored milk up to 10 ounces
- At least 50% of beverages must be water and low or no calorie options
- All food items and beverages available to students between midnight and thirty minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans. including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fundraisers by student clubs and organizations, parent groups, or boosters clubs.

## **SCHOOL LUNCH PRICES**

The cost of breakfast is \$1.50.

The cost of lunch is \$2.50.

Adult lunch price is \$3.75.

Adult breakfast is \$1.75

During lunch, the students have the option of al carte. Those prices vary per item. Any questions, please contact Jane Jagers at [jane.jagers@sspencer.k12.in.us](mailto:jane.jagers@sspencer.k12.in.us) or 812-649-9157.

## **BOOKBAGS**

Students will be allowed to bring these into the building and they are to be placed in the student's locker. They are not to be taken to class. One exception is, bus riders may take their book bag to 7th period and leave in the hallway.

## EMERGENCY DRILLS

Periodic drills are required by law. Students are asked to observe the following procedures during drills:

- Do not run
- Listen for instructions (extensive information will be given by individual instructors during the school year)

## PROCEDURES FOR DRILLS

**Fire Drill:** The fire alarm will sound. Students will proceed in a quiet and orderly manner via a predetermined evacuation route to their designated area outside the school building.

**Disaster Drill:** Teachers will be notified and will instruct the students to go quietly to the shelter area and follow appropriate procedures for dealing with the disaster.

**Earthquake Drill:** Students will take cover under desks, tables or other heavy furniture. If outdoors, students will move away from buildings, utility poles and overhead wires.

## CONVOCATIONS / ASSEMBLIES

Convocations/Assemblies are scheduled periodically to enhance our curricular content. Students will be expected to conduct themselves at these events in a mature and courteous manner or they will be restricted from attending future programs. If a student or parent/guardian should find a specific program personally objectionable, the parent/guardian may request permission from the building level administrator for the student to be excused from this program.

## VISITORS

Drop by visitors will not be allowed on campus. Visitors with school related business must first stop by the main school office and sign in and sign out upon departure. The only time parents should be on the grounds is during drop-off and pick-up times. If for any reason a parent wishes to meet with administrative staff, they must first set up an appointment through the office.

In case of an emergency, all visitors must first report to the office and receive further instructions.

## SCHOOL BUS POLICY

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 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

- Students shall be seated in their assigned seats immediately upon entering the bus.
- Students may not stand, kneel or move from place to place while the bus is moving.
- Students are to remain seated until the bus comes to a full stop.
- Loud, boisterous, profane language or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
- Eating and drinking are not permitted on the bus.
- No windows or doors will be opened or closed except by permission of the driver.

- Students shall be waiting at their boarding stations when the school bus arrives. Drivers are not expected to wait for students.
- Students shall follow the instructions of the driver at all times.

## **CONSEQUENCES FOR FAILURE TO OBEY SCHOOL BUS RULES**

### A. 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 misbehavior and contact parents for assistance prior to suspending bus privileges.

### B. Conference: Assistant Principal and Student

The driver will fill out a 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 bus driver and parents/guardians.

### C. Conference: Principal, Student, Parent, and Driver

The driver will fill out the Bus Conduct Report and personally report the incident to 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.

### D. Suspension of the Bus Riding Privileges

The driver will fill out the Bus Conduct Report and personally report the incident to the building principal. The driver has the authority to suspend the bus riding privileges of a student for one (1) day. The principal may increase the period of suspension, depending on the severity of the misconduct. Parents must be notified by the principal, prior to any suspension becoming official.

### E. Long-term Suspension of the 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 school year. Again, parents must be notified by the principal, prior to the suspension becoming official. Note: The principal may move directly to student discipline guidelines Class I, II, III, or IV for serious offenses such as fighting, vandalism, etc.

## **Cell Phone Usage on School Buses**

Student Personal Communication Device usage (**Including CELL PHONE/CAMERAS**)

**Distracting behavior that creates an unsafe environment will not be tolerated on School Buses.**

Possession and/or use of a personal communication device (PCD) by a student while on a school bus is a privilege that may be forfeited by any student who fails to abide by the terms.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher/sponsor/advisor/coach.

No taking or sending pictures/video's or showing other students cell phones or iPads.

### Regular Route/Extra Curricular Trips

While cell phones and iPad or other personal Communication Devices will not be banned on the school buses, students will abide by the bus driver and the above rules of cell phone and iPad usage while on the school bus.

Students will be permitted to listen to music or play games on their cell phones or Chromebook **With** 1 earbud or headphone on at all times so they do not distract anyone and they can still hear the driver at all time in case of an emergency. Any complaints about cell phone or iPads, the student will be asked to turn them off and place in backpack.

- **First offense**, the driver will confiscate the cell phone or Chromebook and return them as the student exits the bus.
- **Second offense**, the driver will confiscate the cell phone or iPad and turn it into the school office and the parent will be required to pick it up.

## **STUDENT GRIEVANCE**

In the case involving a perceived grievable offense against a student by a professional staff member or any other employee of the South Spencer School Corporation, the grieved student will bring the grievance to the immediate attention of the building level administrator. At such time that a perceived grievable offense has been reported, the building level administrator will conduct a timely investigation. If the student is not satisfied with the results of the investigation that student may present the grievance to the Superintendent of Schools. If the student is not satisfied with the results of the investigation by the Superintendent of Schools, the student may request an audience with the Board of School Trustees for the purpose of presenting the perceived grievance. Any determination made by the Board of School Trustees will be considered final.

## **STUDENT RIGHTS OF EXPRESSION**

South Spencer recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Materials (including technology/social media) cannot be displayed or distributed if it:

- is obscene to minors, libelous, indecent, or vulgar
- advertises any product or service not permitted to minors by law
- intends to be insulting or harassing
- intends to incite fighting
- presents a clear and present likelihood of substantial disruption

Students who are unsure whether or not material they wish to display meet school guidelines may present them to South Spencer High School administration 24 hours prior to display.

## **STATE LAW**

Students are responsible for their conduct under all local, state, and federal laws. The fact that the law may not be mentioned in this handbook does not excuse the student from the consequences of his actions under the law. All local, state and federal laws are to be followed at all times.

## **SEARCH AND SEIZURE**

Students and parents / guardians should understand that in order to maintain a safe school environment, there will be occasional searches conducted on the premise of SSHS or at any school function location. These searches will be conducted according to Indiana Code and will include all lockers, vehicles, personal items, etc. that is deemed necessary. Canine search teams will also be utilized.

## **LOCKERS**

Students are assigned lockers by the guidance office. Students are responsible for the condition of their lockers and will be assessed a fine for any damage done to the locker. Food and drink are not to be kept in the locker. Lockers are subject to inspection by authorized school personnel. Students are not permitted to change lockers after assignments have been made. The school is not responsible for stolen or lost articles; however, if reported the school officials will



make every effort to retrieve stolen items. Students are not permitted to put a non-school lock on any locker. Locker searches may occur periodically as prescribed by law (IC 20-33-8-32).

- A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- A principal / designee may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may: At the request of the school principal / designee; and in accordance with the rules of the governing body of the school corporation; assist a school administrator in searching a student's locker and the locker's contents.

Students are responsible and will be held accountable for items in their lockers.

## **AUTOMOBILES**

Driving to school is a privilege. Students who fail to observe safe driving practices may lose their driving privileges. Vehicle searches may occur periodically as prescribed by law. Students must park their vehicles in the student parking lot on the northeast side of the building as directed by the principal. Students must obtain a parking permit in order to park on school property during the school day. Students will be charged \$4.00 (the cost of the permit) and this will be used as a deposit. When the student is finished and the permit is returned to the office the amount paid for the permit will be returned. Vehicles are to be locked. Once on the school grounds, students should enter the school without loitering in the vehicles or the parking lot. Vehicles not properly parked in a marked parking space may be towed. Students may not leave school grounds after arriving and may not go to their vehicle during the day without permission from the office. All student drivers arriving at school or leaving the school grounds will yield to school busses at all times. Students are responsible and will be held accountable for items in their automobiles.

All drop-offs and pick-ups of students must be done at the Main Entrance. Driving courtesies should be extended to faculty / staff arriving / leaving parking spaces.

## **CLOSED CAMPUS**

Students *must* stay on the school grounds from the time of their arrival until the completion of the school day. Any student leaving the school building must have permission. Any student who leaves the school campus without proper permission will face disciplinary action as outlined in the discipline code.

## **COMMONS AREA / CAFETERIA**

The commons area will be used as a cafeteria and for other group activities which lend themselves to this area. When used as a cafeteria, some guidelines of courteous behavior are:

- Eat only in the cafeteria or outside patio area.
- Leave tables and the surrounding area clean and orderly.
- Return tray and eating utensils to the return window.
- Remain in the commons area until the lunch period is ended unless authorized to go to the upper level gym, patio or media center.
- Food and drinks, other than water, are not permitted in the academic areas / hallways.

## **TEXTBOOK RENTAL**

The textbook rental fee is established on a per course basis and includes textbooks, workbooks, study papers and other consumable materials. Only textbooks are covered by free lunch / textbook program. Items not covered must be paid by the student. Textbooks are the responsibility of the students to whom they are issued and must be returned in good condition at the end of each quarter / semester. Students will be assessed fines for lost or damaged books. By including as many fees as possible in this textbook rental fee, parents / guardians should not have other fees to pay during the school year. Some classes will have additional fees due to projects the student undertakes during the year.

Parents / guardians are asked to pay or make arrangements to pay for the textbook rental fee during the registration of students before school starts. Free lunch applications are available during registration and must be submitted within four (4) weeks after the start of school.

## **WRITING CHECKS TO SSHS**

South Spencer High School will accept checks to cover the cost of textbooks, fees consumable items, lunches, etc. Checks must be written for the exact amount of the purchase. Students may not write a check and receive cash in return.

## **CHARGING POLICY FOR SCHOOL LUNCHES**

Students may charge no more than 10 days without making a payment. Ala carte items cannot be charged at all. This includes drinks, seconds, and 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.

## **FUND-RAISING**

All fund-raising by student organizations, teams or groups must be approved by the principal before they can proceed. Fundraising request forms may be picked up in the main office.

## **INSURANCE**

The Board of School Trustees is not generally responsible for injuries to children at school or at places under school auspices and cannot pay damages, hospital bills, or medical bills, regardless of the seriousness of the case. At the beginning of the school year, each family is given the opportunity to purchase supplemental student accident protection insurance.

## **LOST AND FOUND**

Lost or misplaced personal items should be turned into the office. Students should check with the main office personnel on any item(s) they feel may have been lost. All items that are turned into the office are kept for a six week period.

## **EARLY DISMISSAL**

Any student who leaves the school before the end of the regular school day must have permission from the office and sign the sign out sheet. No student will be allowed to leave school prior to regular dismissal time without permission from a parent or guardian. Students leaving / returning school must sign out / in.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and **attempt to make contact with the student's parents.**

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## SCHOOL NURSE'S OFFICE

- Students should come during non-academic times except in an emergency situation.
- Students are required to have a pass from the teacher of the period in which they are visiting the nurse.
- Students who become ill during the school day must see the nurse / office staff for dismissal. The nurse will make arrangements with a parent or emergency contact for dismissal.

### A. Notice to Parents

In the school setting if any possible infections, contagious or transmittable condition is suspected by the office or school nurse, the parent of the student will be contacted to come and remove the student from the school immediately. At this time you will be advised that you should seek medical attention. The student may not come back into contact with other students until he/she is cleared by a medical doctor. A medical release is required in order to return to school.

### B. 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 medications must be turned in to the office. The medication will be stored in a locked cabinet in the nurse's office.
8. All medications 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.**

#### C. 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 from the student's personal physician is required if any of the following applies:

- 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.
- If the requested dosage differs from the manufacturer's suggested dosage.

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 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 a.m. & 1:00 p.m. 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's 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.

#### D. 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, light-headedness 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.

## IMMUNIZATIONS

Each student shall have the immunizations required by law or have and authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline.

### IMMUNIZATION REQUIREMENTS

The screenshot shows a PDF document with two columns of immunization requirements. The left column is for the 2017-2018 school year, and the right column is for the 2018-2019 school year (proposed). Both columns list requirements for different age groups and grades, including 3 to 5 years old, K-3rd grade, Grades 4 to 5, Grades 6 to 11, and Grade 12. The requirements specify the number of doses and the types of vaccines required, such as Hep B, DTaP, Polio, MMR, Varicella, and Hep A. The document also includes detailed footnotes explaining the minimum ages for certain vaccines and the acceptability of different vaccine types.

School Year	Age/Grade	Vaccine	Doses
2017-2018 School Year	3 to 5 years old	Hep B (Hepatitis B)	3
		DTaP (Diphtheria, Tetanus & Pertussis)	4
		Polio (Inactivated Polio)	3
		MMR (Measles, Mumps & Rubella)	1
		Varicella	1
	K-3rd grade	Hep B	3
		DTaP	5
		Polio	4
	Grades 4 to 5	Hep B	3
		DTaP	5
		Polio	4
	Grades 6 to 11	Hep B	3
DTaP		5	
Polio		4	
Hep A*		2	
Grade 12	Hep B	3	
	DTaP	5	
	Polio	4	
	Hep A*	2	
	MenB (Meningococcal B)*	1	
2018-2019 School Year (Proposed)	3 to 5 years old	Hep B (Hepatitis B)	3
		DTaP (Diphtheria, Tetanus & Pertussis)	4
		Polio (Inactivated Polio)	3
		MMR (Measles, Mumps & Rubella)	1
		Varicella	1
	K-4th grade	Hep B	3
		DTaP	5
		Polio	4
	Grade 5	Hep B	3
		DTaP	5
		Polio	4
	Grade 6	Hep B	3
DTaP		5	
Polio		4	
Hep A		2	
Grades 7 to 11	Hep B	3	
	DTaP	5	
	Polio	4	
	Hep A*	2	
Grade 12	Hep B	3	
	DTaP	5	
	Polio	4	
	Hep A	2	
	MenB (Meningococcal B)	2	

**Footnotes:**

- Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.
- DTaP:** Four doses of DTaP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.
- Polio:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all IPV or all OPV). For students in grades kindergarten through 5<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered at least 6 months after the previous dose.
- Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7<sup>th</sup> grade. Parental report of disease history is acceptable for grades 8-11.
- MCV4:** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.
- Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. It is required.
  - \*For grades 4-12, two doses of Hep A are recommended.
  - \*Hep A complete series of Meningococcal Serogroup B vaccine.
  - \*For grade 12, a complete series of MenB is recommended.

Indiana State Department of Health, Immunization Division  
(800) 701-0704

## **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. Any removal will be only for the contagious period.

## **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B and others.

## **PANDEMIC INFLUENZA / INFECTIOUS OUTBREAKS CRISIS RESPONSE PLAN**

An influenza pandemic is a global outbreak of disease that occurs when a new influenza virus strain spreads easily from person to person and occurs world wide. A pandemic can lead to serious illness, death, social disruptions, travel restrictions, devastating economic disruptions, disruptions of utilities, disrupted food supply chains, and disruptions of the educational system.

Protecting the health and safety of our staff, students, and their families is a major priority of the South Spencer County School Corporation, which has taken steps to prepare for a pandemic influenza outbreak. This is outlined in our Crisis Response Plan. Copies are available to staff, students and their families in the office or can be accessed on our school's website at [www.sspencer.k12.in.us](http://www.sspencer.k12.in.us).

## **STUDENT RECORDS**

A policy on student records is given to each student at the beginning of the year. Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act. This information can only be released with the written consent of the parents or guardian.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities or custody
- Proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency)
- Proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. Cevin Collins will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

## **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from South Spencer High School, the parent must notify the principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the counselor.

## **WITHDRAWAL FROM SCHOOL**

Each student will attend school as defined by the compulsory attendance law of the State of Indiana. School attendance is compulsory until the student either graduates or reaches the age of 18. A student may withdraw from school before graduation but only after attending an *exit interview* along with their parent / guardian and the principal or designee. The parent / guardian must consent in writing and all *fees* must be paid before the withdrawal can be signed by the principal or designee to be official.

## **COUNSELOR**

A counselor is available to assist you and your parents in making educational and personal decisions. Information related to vocational and educational planning will be provided in group sessions. Request an appointment with the counselor by seeing the secretary in the guidance office.

- Personal counseling
- Crisis intervention
- Case conferences
- Orientation and enrollment
- Testing and test interpretation
- Pre-registration and scheduling activities
- Career/post high school education planning
- Student evaluations/recommendations
- Post high school financial aid planning (Since scholarships and deadline dates change each year, see the Guidance Office for updated list of scholarships and deadline dates)

## **DROPPING AND ADDING CLASSES**

After the start of the school year, students may drop / add classes only during the first week / five (5) days of each semester.

To request a change, students must:

1. Obtain a Drop / Add Form from the guidance office.
2. Complete the form, by having it signed by the teacher of the class to drop and also signed by the parent / guardian.
3. Return the request to the guidance office before the end of the drop / add period (first 5 days of the semester).

Students and parents need to be aware that dropping classes may affect athletic eligibility (taking and passing five (5) credits is required). Dropping certain classes may also affect the diploma that the student is pursuing. Students and parents should be informed before making these decisions.

## **CREDIT RECOVERY**

Students needing to make up credits may be allowed to enroll in the Credit Recovery Program. A referral from the Guidance Counselor is needed for this program. Alternative methods of earning credits will also need to be approved by the Guidance Counselor.

## COLLEGE VISITATION

Students must meet with the counselor prior to setting up a *college visitation day*. The student must obtain a college visitation permit form in the Main Office and have signed form turned in at least one week in advance from the date of the scheduled visit. If form is not turned in one week in advance, then it is treated as a regular absence. It is the student's responsibility to get assignments and talk with his / her teachers. If a student is absent the day before a scheduled college visit, the student must get the visitation approved by the principal. If necessary, the day will be rescheduled through the Guidance Office. Students will be allowed two (2) college visit days their Junior year and two (2) their Senior year, unless they are going for a scholarship interview. All students are encouraged to attend the pre-arranged college visitation days organized by the universities. All schools have these weekend events and prefer that students visit on these dates. You can find these dates online through any university's admissions office.

**Notice to Parents of Sophomores:** All Indiana public high schools are required by law, which became effective July 1, 2000, to provide access to the high school campus and "student directory information" for official recruiting representatives of the U.S. armed forces, the Indiana National Guard, the Indiana Army National Guard, and the service academies. Student directory information that is given is the student's name, address and phone number.

Parents or guardians of high school students may submit to the high school a signed, written request at the end of the student's sophomore year that such "student directory information" NOT be released to military recruiters.

## GRADUATION REQUIREMENTS

Graduation requirements are different depending upon year of graduation and diploma sought. Refer to the Course Description / Curriculum Guide for details, or contact the Guidance Office.

## CLASS DESIGNATION

Students are required to earn the following number of credits to be considered in a certain grade level:

	Credits
Freshmen	0-7
Sophomore	8-14
Junior	15-28
Senior	29-40

## REGISTRATION

Registration for the next school year takes place each spring. Registration for classes calls for careful planning on the part of students, parents and the school. Certain courses are required for graduation, and others are elective. Students with specific goals after high school must select courses that will help to attain those goals. Course selections are finalized by the last day of the current school year and no changes will be made after school begins. The principal will evaluate any extenuating situations but changing classes will not be encouraged and only under very unusual circumstances will it be allowed.

## COMMENCEMENT

South Spencer High School expects all students to be enrolled for at least seven (7) semesters. In order to graduate and participate in the commencement exercises, all requirements for graduation must be met. There will be no unsigned diploma(s).

## FINAL EXAMS

A final exam will be given in each course at the end of each semester. The exam may take the form of a test, a speech, a final project, or other grade as established by the teacher. The exam may be used for up to 20% of the semester grade.



The form of the final exam and the grading technique used will be explained by each teacher at the beginning of the class.  
 \*Refer to the course syllabus of each class for method of grade calculation.

## GRADING SCALE / GRADE POINT AVERAGE SCALES

Grading Scale		11 Point Scale		Weighted Scale	
A	93.0-100	A	4.0	A	5.0
A-	90.0-92.9	A-	3.667	A-	4.667
B+	87.0-89.9	B+	3.333	B+	4.333
B	83.0-86.9	B	3.0	B	4.0
B-	80.0-82.9	B-	2.667	B-	3.667
C+	77.0-79.9	C+	2.333	C+	3.333
C	73.0-76.9	C	2.0	C	3.0
C-	70.0-72.9	C-	1.667	C-	2.667
D+	67.0-69.9	D+	1.333	D+	2.333
D	63.0-66.9	D	1.0	D	2.0
D-	60.0-62.9	D-	0.667	D-	1.667
F	0-59.9	F	0	F	0

Grade Point Averages are calculated using semester grades only. The formula is grade points earned divided by credits attempted. To calculate grade points earned multiply grade points by credits attempted. All courses are on the 11-point scale except AP courses or college credit courses.

### Example

Course	Grade	# of Credits	Grade Points Earned
Vocational Welding	B = 3.0	1.5	4.5
English 9	B = 3.0	1	3
Fundamentals of Ag.	B = 3.0	0.5	1.5
<b>Total</b>		<b>3</b>	<b>9</b>

$$\begin{aligned} \text{GPA} &= \text{Grade Points Earned} / \text{Credits Attempted} \\ \text{GPA} &= 9 / 3 \\ \text{GPA} &= 3.0 \end{aligned}$$

## GRADING REPORTS

Students will receive progress reports in all classes on a 4 ½ week basis to determine extracurricular eligibility. A grade will be established at the end of each nine weeks. The 9 week grades and final exam will be used to develop a semester grade. Each nine weeks grade will be 40% and the final exam will be 20% of the semester grade. The semester grade is used to determine GPA and class rank and become a part of the student's permanent record.

## VALEDICTORIAN AND SALUTATORIAN / ACADEMIC HONORS

### A. Class Rank

The School Board has authorized the use of a class ranking system for grades 9-12 and an honor roll for all grades. The system to be used is detailed below.

At the end of the sophomore year, the junior year, and finally at the end of the last report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. This ranking is requested by colleges, is used to determine the eligibility for membership in the BETA Club, and is used for certain senior honors.

1. Class rank shall be computed by the final grade in all subjects. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank.

2. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him \ her and not by the rank of the person preceding him \ her.
3. In recognition of the heavier burden of advanced work, grade point averages shall be weighted by awarding one (1) extra unit for unusually difficult courses (AP Classes) as approved by the superintendent.
4. A student's grade point average and rank in class shall be entered on his \ her record and shall be subject to the board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

The standing or rank in senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by the final average.

#### B. Academic Honors

The academic honors of Valedictorian, Salutatorian and top Ten Percent, will be based on GPA / Class Rank at the end of the 8<sup>th</sup> and final semester. To receive Academic Honors a student must successfully complete the requirements for an Indiana Academic Honors Diploma. The Valedictorian shall rank number one (1), the Salutatorian number two (2), and the Top Ten Percent shall be based on the enrollment of the senior class on (1<sup>st</sup>) ADM day.

In the determination of Valedictorian and Salutatorian Honors a student may not gain an unfair GPA advantage by accumulating fewer credits attempted. In the case of such an occurrence the principal shall put into place a procedure to make the GPA calculation equal for all students involved.

## ATTENDANCE

### ATTENDANCE

#### I. Introduction

The Indiana Compulsory Attendance Law compels all children of legal school age to attend public school or its equivalent every day unless legally excused. In accordance with 20-8.1-3- 36, 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, SSMS will notify the proper authorities.

#### II. Absence

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

- o Personal illness or injury
- o Death or funeral in immediate family
- o Medical/dental appointment
- o Required religious observances
- o Exceptions designated in the law (ex. court appearance)
- o Pre-arranged absence (See Vacations.)

#### **Make Up Work – All Absences including Suspensions**

When absent 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 requirement, they shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension.

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. SSHS will 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.

## **ATTENDANCE**

### • I. Introduction

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, SSMS will notify the proper authorities.

### • II. Absence

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 (see vacations)
- 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 requirement, 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. SSMS will 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.

### **Attendance Problems / Potential Attendance Problems**

- 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 6<sup>th</sup> combined absence.
- Six Days of Combined Absences (excused and unexcused) – referral to the Spencer County Attendance / Truancy Court.
- 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.

### **Excessive Absences:**

Upon the eighth (8th) unexcused or excused absence per semester or the fifteenth (15th) 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.

**TARDIES**  
**2019 - 2020**  
**PER CLASS/PER SEMESTER**

\*\*\*After the second tardy students will be referred to the office for each tardy.

FIRST	Notification
SECOND	Teacher Warning
THIRD	Office Warning
FOURTH	Lunch Detention
FIFTH	Two Lunch Detentions
SIXTH	One Day ISS
SEVENTH	Two Days ISS
EIGHTH	Meeting with Student and Parent
NINTH	Out of School Suspension
TENTH	Possible Loss of Credit for Class

## STUDENT BEHAVIOR / DISCIPLINE

A goal of South Spencer's educational program is to encourage independence and responsibility, which are characteristics of a mature person. Since an orderly atmosphere is essential if learning is to occur, these guidelines are for the welfare of the student as well as for the common good of the entire school:

- A constant respect for persons, whether they are teacher, staff, students, visitors or others, is a basic requirement for good interpersonal relations.
- Respect for personal and school property is a sign of maturity.
- An atmosphere of reasonable quietness must be maintained to create a situation conducive to learning.

### DISCIPLINE GUIDELINES

The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline. These rules support, but do not limit, our authority. Discipline is not punishment. Discipline is changing someone's behavior.

The following class list of violations is provided to aid in the communication of our expectations and obligations to the student body to insure a proper school atmosphere. It should be understood that discipline is a continual process with the whole year's record of the student being used to determine the necessary penalty for each violation. Repeat offenders will have more severe penalties and could be moved to the next class of punishment. Students who have one (1) violation in Class 4 will be subject to expulsion or the Alternative School. Each student who is subject to disciplinary action by the school administration will be dealt with according to this philosophy. The unique circumstances of each individual's case will be considered before a decision regarding punishment is made. Similar misbehavior will normally receive similar penalties depending on the student's whole record. This list is not intended to be the "last word" concerning penalties. The merits of each case require flexibility; however, this list is provided to demonstrate a conscientious attempt to deal consistently and fairly with each individual. Misbehavior not listed here will also be handled with this stated intent in mind. In cases involving expulsion, Public Law 162 of Student Due Process will be followed.

Students are obligated to report to a teacher, guidance counselor, or administrator concerning any known possible threats to the safety of the school or any individual.

The superintendent, principal, other administrative personnel or any teacher of the South Spencer County School Corporation will be authorized to take appropriate action in connection with student behavior based on but not exclusively restricted to, the following classes of disciplinary actions:

**CLASS 1:** (Handled by teacher; after three (3) violations, sent to Principal's Office with referral)

Penalties:

- Counseling with student
- Detention
- Recommendation to principal to restrict participation in and/or attendance at extracurricular activities
- In-school suspension

Violations:

- Tardy to class or school
- Unprepared for class
- Improper use of computer (notes, games, chat room, etc.)
- Class disruptions
- Insubordination, inappropriate behavior and / or distraction to the educational process
- Library violations

**CLASS 2:** (Students sent to Principal's Office with referral)

Penalties:

- Multiple detentions
- In-school suspension
- Alternative School (temporary placement)
- Removal from class with loss of credit
- Rearranging the student's class schedule

Violations:

- School bus violations
- Leaving class without permission, cutting class, not reporting to the office
- Failure to comply with directions of school personnel
- Obscenity
- Driving / parking lot violations
- Unexcused absences
- Leaving school grounds without permission
- Continued insubordination, inappropriate behavior, and / or distraction of the education process

**CLASS 3:** (Students sent to Principal's Office with referral)

Penalties:

- Alternative School (temporary placement)
- In-school suspension

Out-of-school suspension

- Removal from class with loss of credit
- Restriction of driver's license per IC 9-24-2-4

Violations:

- Excessive absences / tardies
- Fighting
- Harassment (sexual, racial, ethnic, verbal, physical and / or emotional), (severe cases will be considered a Class 4 violation)
- Possession or use of tobacco products on school property or at school activities
- Truancy
- Interfering with orderly school operation by any means
- Unauthorized access to computer files; (chat rooms, computer games, e-mail, pornographic sites, using another students access code, etc.)
- Gang activity
- Possess in the school building or using an electronic paging device
- Possess in the school headsets / CD's without permission
- Use of Cell Phone (may not be turned on or visible in the building)
- Falsifying notes or information
- Continued insubordination, inappropriate behavior and / or distraction to the educational process

**CLASS 4:** (Students sent to Principal's Office with referral)

Penalties:

- Up to ten (10) days out-of-school and expulsion
- Alternative School (in lieu of expulsion)
- Restitution as needed
- Notification of law enforcement
- Restriction of driver's license per IC 9-24-2-4

Violations:

- Excessive absences
- Possession, use of firecrackers, smoke bombs, etc.
- Theft
- Drugs, possession, use or under influence, involved with any such incident
- Vandalism
- Alcohol, possession, use or under influence-involved with any such incident
- Possession of, use, or threatened use of a weapon
- Possession of firearm are grounds for immediate expulsion
- Unauthorized access to computer files and malicious use of files
- Gang activity
- Threats to students or staff
- Failure to report information to administrator regarding potential dangers related to school
- Repeated insubordination, non-compliance, inappropriate behavior and / or distraction to the educational process
- Fighting
- Habitual Truancy as identified by Indiana Code

- Any Class 1, 2 or 3 violations that the administration deems severe enough to be considered a Class 4 Violation

## REMOVAL FROM CLASSROOM BY A TEACHER

Teachers have the right to remove a student(s) from their class as a disciplinary action for up to five (5) days. The student may be assigned regular or additional work to be completed in another supervised school setting. (In-School Detention)

## DISCIPLINARY ACTION

### A. DETENTION

Additional time assigned at school, either before or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or designee. Students serving detention must arrive by 7 a.m. for morning detention. All students must arrive on time to serve the detentions or they will be considered tardy and will have to serve detention on another day.

### B. IN-SCHOOL SUSPENSION

Time will be spent, during the regular school hours, in an assigned area with supervision. Work missed, or its equivalent, may be made up for full credit. The student's teachers will be notified of the suspension and the student will receive assignments for completion. The completed makeup work is due at the end of the day's suspension period. In-school suspension will be used in an effort to keep the student in school and earning credit for work done. In-school suspensions will be used as an alternative to out-of-school suspension. Students will be required to deposit any phones in their possession into a secure container. Phones will be returned daily at the end of the day. This is to prevent "distractions" while working on assignments.

### C. 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. In regards to this policy, administration may take unusual circumstances under consideration. Under IC 9-24-2-4 the state gives the school authority to invalidate or prohibit driving privileges after a second suspension or expulsion. **No credit will be given unless identified as a substantial part of the grade. However, if disciplinary action occurs in a specific class. Student will not receive credit for missed work.**

### D. EXPULSION

A student is suspended by the principal for up to 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. Public Law 162 is followed. Under IC 9-24-2-4 the state gives the school authority to invalidate or prohibit driving privileges after a second suspension or expulsion. Expulsions may be appealed to the board and subsequently to the appropriate court.

**NOTE:**—all previously listed discipline and consequences apply when a student is:

1. on school grounds, immediately before, during and after school.
2. off school grounds at a school activity, function or event.
3. traveling to or from school or a school activity, function or event.



4. anytime if the potential to distract the educational process exists.

## **DRIVER'S LICENSE INVALIDATION / NON-ISSUE**

### **A. Suspended and expelled students and dropouts IC 9-24-2-1**

1. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - a. Is a habitual truant under IC 20-33-2-11.
  - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
  - c. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
  - d. Is considered a dropout under IC 20-33-2-28.5.
2. At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
  - a. Driver's license or learner's permit; and
  - b. Employment certificate.

*As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.1; P.L.132 1995, SEC.1; P.L.1-2005, SEC.106; P.L.242-2005, SEC.1; P.L.1-2006, SEC.165.*

### **B. Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students IC 9-24-2-4**

1. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
  - a. The person becomes eighteen (18) years of age.
  - b. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
  - c. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
2. The bureau shall promptly mail a notice to the person's last known address that states the following:
  - a. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
  - b. That the person has the right to appeal the invalidation of a license or permit.
3. If an aggrieved person believes that:
  - a. The information provided was technically incorrect; or
  - b. The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.
4. If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.

5. Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.
6. A person may not operate a motor vehicle in violation of this section.
7. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
8. The bureau shall re-validate the license or permit of a person whose license or permit was invalidated under this section who does the following:
  - a. Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - i. Enrolled in a full-time or part-time program of education; and
    - ii. Participated for thirty (30) or more days in the program of education.
  - b. Submits to the bureau a form developed by the bureau that contains:
    - i. The verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
    - ii. Notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located. *As added by P.L.2-1991, SEC.12. Amended by P.L.131-1995, SEC.2; P.L.132-1995, SEC.2; P.L.1-2005, SEC.107.*

## **ACADEMIC DISHONESTY**

### **Penalties:**

First Offense:	Teacher contacts parents (Zero (0) on assignment)
Second Offense:	Three (3) days In-School Detention (Zero (0) on assignment)
Third Offense:	Out-of-School Suspension and removal from class with a F

## **DRESS AND GROOMING**

The basic responsibility for appearance falls upon the students and parents. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. This will be at the school's discretion, students not complying may be removed from the educational setting.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much or do I have to keep adjusting it? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Personal expression is permitted within these general guidelines.

1. Shoes or sandals are to be worn at all times while at school.
2. Students' clothing should be clean, safe, and non-disruptive to the educational process.
3. Shorts, skirts and dresses above the mid-thigh are not allowed. P.E / Track Shorts which are raised on the side are not allowed.(Must be finger-tip length all the way around)
4. Shorts, skirts and dresses may not be worn if too tight as in bike shorts, gym shorts or cutoffs.
5. Tight pants such as leggings, yoga pants, etc. will be permitted ONLY IF COVERED BY A TOP FINGERTIP LENGTH.
6. Males are not allowed to wear sleeveless shirts of any kind.

7. No strapless or spaghetti strap tops or dresses, tube tops, halter tops, low-cut tops, and bathing suit tops are not permitted. Cold shoulder shirts are allowed, but it must be a wide tank on the shoulder. Sleeveless shirts are also allowed if the above rules are followed.
8. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment.
9. Offensive or suggestive slogans and designs on clothing are not permitted. (No alcohol and drug ads, no profanity, no tobacco ads, no mention of gangs, bands, or any illegal or immoral activity, satanic, etc...) The administration reserves the right to determine if clothing is gang related or relates to one of the above mentioned activities.
10. Hats / hoodies are not to be worn inside the building unless a specific activity has been proclaimed.
11. No jewelry or clothing is to be worn that can be considered a weapon. This includes wallet chains, neck chains, or dog collar necklaces with sharp points. Pierced jewelry in parts of the body other than the ears will be allowed if not a distraction to the educational process and is approved by the administration.
12. Jeans, slacks, shorts, pants, etc... with rips, holes, etc... will not be allowed.
13. Sunglasses are not to be worn in the building unless under a doctor's care for a concussion.
14. No pants that are cut too low or hang too low (baggy) will be allowed.
15. Bandanas are prohibited.
16. No gloves to be worn in the building.
17. No confederate flags may be displayed on any type of apparel.
18. No blouses or shirts that are too revealing.
19. Pajama clothing is not allowed unless a specific activity has been proclaimed.
20. No undergarments should be exposed.

Any student not properly dressed in the opinion of the staff may be sent home or detained in the office until such time that proper clothing can be delivered to the school by that student's parent or guardian. Violations will be at the school / teacher's discretion and will be considered as INSUBORDINATION.

Teachers will check students during first period for any dress code violations. Penalties will be as follows:

- |                         |  |
|-------------------------|--|
| First Offense:          | Warning, student must change clothes.                                  |
| Second Offense:         | Detention hall, student must change clothes.                           |
| Three or More Offenses: | Multiple detentions, in-school detention, student must change clothes. |

## **CELL PHONES / IPODS / EARBUDS**

Cell Phone usage is a privilege. Anytime a teacher, office staff or administrator asks for their phone the student is allowed to turn it off (if desired) and should immediately give the device to that faculty/staff member. If this does not occur it will be viewed as Direct Insubordination and consequences will follow.

Cell Phones are not allowed to be turned on or visible during class times. Students will be allowed to use their cell phones before school, during breaks, lunch and after school. Phones must be set on silent/vibrate. ONE Earbud /Earphone is allowed before school, at lunch and after school. They are not allowed during passing period and are only allowed in class when the teacher gives the student permission to use them in class. Violations will be at the school / teacher's discretion and will be as follows:

- **First Offense:** Device will be returned to the student at the end of the day; student will be issued a detention.
- **Second Offense:** Parent must pick up the device in the office; student will be referred to In-school for one (1) day.
- **Continued Problems:** Referral to Alternative School

## **CELL PHONE CONTENT AND DISPLAY**

- The Child Abuse / Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person / student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes.

- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person / student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person / student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system. One example is: If any student is proven to have solicited any picture with the above content, that student can be disciplined.

## **HARASSMENT / BULLYING BY A STUDENT**

South Spencer High School believes that every individual deserves to be able to come to school without the fear of harassment or being bullied.

### **A. Bullying**

1. 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.
2. 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:
  - places the targeted student in reasonable fear of harm to the targeted student’s person or property;
  - has a substantially detrimental effect on the targeted student’s physical or mental health;
  - has the effect of substantially interfering with the targeted student’s academic performance; or
  - 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.
3. 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.

4. 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 the Assistant Principal 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 the Assistant Principal. This report may be made anonymously.
5. The Assistant Principal 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.
6. The Assistant Principal 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.
7. 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.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and / or expulsion.
9. 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.
10. 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.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. 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.
13. 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.

## **GANG ACTIVITY**

Gang-like behavior will not be tolerated at South Spencer High School and will constitute grounds for suspension or expulsion of students as outlined by South Spencer County School Corporation policy. A gang is any identifiable group of people who:

- Are perceived as a distinct group by the principal.
- Are perceived by the students, parents and / or staff of the school as interfering with normal school activities by participating in dangerous, disruptive, violent and / or intimidating acts of behavior.
- Are involved in the commission of disruptive, violent and / or intimidating acts of behavior.

**LAW ENFORCEMENT:** All incidents of gang-like behavior will be reported to local law enforcement authorities.

## **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 which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

## **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 Section 921 or Title 18 of the United States Code:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device.
- Any weapon which will or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has in any barrel a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

The penalty for possession of a firearm is up to ten (10) days suspension and recommendation for expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction. The superintendent will notify the county Prosecuting Attorney's Office when a student is expelled under this rule.

## **SUBSTANCE ABUSE**

It is a violation of the disciplinary code of South Spencer School Corporation to:

- Possess, provide to another person, or be under the influence of any substance which is or contains: alcohol, marijuana, a stimulant, intoxicant, a narcotic, a depressant, or a hallucinogen - whether prescription or sold over the counter (without prescription), or any substance represented by the provider to be any of the listed substances - on sponsored grounds at any time or at any school sponsored activity at any location including the bus.
- Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Medication must be stored and issued according to instructions in the nurse's office.
- Possess or provide to any person anything used or designed to be used primarily for the processing, delivery or consumption of - alcohol, stimulants, intoxicants, depressants or hallucinogens - on school premises at any time or at any school sponsored activity at any location including the school bus. Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips - the list given here are examples and not intended to be all inclusive.
- Engage in the unlawful selling of narcotics or other violation(s) of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

Should a violation of this law occur, the building level administrator will make every effort to contact parents/guardians, contact local law enforcement agencies and make a detailed written report to the County Prosecuting Attorney.

## **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**

## **A. 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.

## **B. 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.

## **C. Student Responsibilities for Internet / Network Use**

1. 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.
2. 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.
3. Students are responsible for their own behavior when using the Internet, consistent with the educational purpose outlined in this policy.
4. 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.



D. 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.

- I will not use the Internet to create, distribute, access, or obtain information that:
  - ❖ 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);
  - ❖ Is pornographic, obscene, or sexually explicit;
  - ❖ Constitutes bullying (including cyber-bullying) or harassment or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
  - ❖ Threatens immediate harm to the welfare of the school community or to any individual;
  - ❖ Discriminates against any segment of the student body or interferes with another's individual rights;
  - ❖ Encourages or abets unlawful activity.
- I will not use the Internet for illegal activity, including the violation of copyright laws.
- I will not use the Internet to intentionally cause damage to hardware, software, or data.
- I will not use the Internet to create or share computer viruses.
- I will not use the Internet to gain or attempt to gain access to restricted material or systems.
- I will not use the Internet for gambling.
- I will not use the Internet for commercial activities, product promotion, or political lobbying.
- I will not bypass the District's security controls or web filter.
- I will not use the Internet to maliciously attempt to harm or destroy the data of another user.
- I will not use the Internet to disrupt the efficient operation and/or educational programs of SS.
- I will not use the Internet to otherwise violate school rules, the student handbook, or District policies.

2. I will use computing resources safely and responsibly.

- I will not share access to my login account or use another person's account.
- I will not share my password.
- I will not give out my name, picture, address, email, or any personally identifying information online.
- 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:

- I will use the Internet and other computer resources for academic activities only; unless otherwise instructed by school personnel.
- I will only play educational games authorized by school personnel.
- I will not download games, applications, software, or music unless instructed by my teacher.
- I will follow the guidelines for printing set by my school.
- I will only access chat rooms, bulletin boards, blogs, or post to an Internet site when given permission by school personnel.
- I will not use multi-user games unless instructed by my teacher.

3. I will use computing resources in a manner that respects the intellectual property of others.

- I will not install, store, or distribute unauthorized copyrighted software or materials.
- 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.

E. 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.

#### F. 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.

G. 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.

H. 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 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.

#### I. LEVEL I OFFENSES

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.

Examples of Level I Offenses:

- Sharing passwords
- Plagiarism
- Bypassing District security controls
- Defacing computers (e.g., stickers, marker)
- Removing District labels or tags
- Repeated failure to charge battery
- Clearing web browser history
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)
- Commercial or Political Use
- Accessing chat rooms, bulletin boards, or blogs without teacher permission
- Posting information online without teacher permission
- Failure to Follow Teacher Directives
- Failure to Be Polite and Courteous

#### J. LEVEL II OFFENSES

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 II Offenses

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

#### K. Best Practice Guidelines for Use of the Internet and Electronic Device

- 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.
- 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.
- Never remove the device from the District provided case.
- Do not place the power cord or adapter against the screen in your backpack. This will cause the screen to break.
- Plug the charging cable in the correct port. Make sure the right side is up when connecting the charging cable.
- Do not use the device on your lap with the charging cable connected. You may damage the charging port.
- Never place any items on the device.
- 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.
- 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.
- Never expose the device to long term extremes in temperature or direct sun light.
- 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.
- Remember to charge your device each night.
- Do not leave the device in a vehicle.
- Do not eat or drink while using the device or have food or drinks in close proximity.
- Do not allow pets near your device.
- Do not stack objects on your device.
- Do not check the device as luggage at the airport.
- Do not share your device with others.
- Keep your device out of reach of babies and young children.
- Use email safely.
- 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.
- Do not open email attachments from someone you don't know – it may be a virus or a malicious program.
- Never respond to emails that ask you for personal information, your user name, or your password.
- Think before you write and send an email. Be polite and courteous at all times.
- Do not pass on chain letters. They often contain links to viruses or are scams themselves.
- Use the Internet safely.
- 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.
- Be polite and courteous on the Internet. Do not use offensive language such as curse words or insults.
- 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.
- You should not post information, photos, or other items online that could embarrass you or others.
- 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.
- Remember many potential employers and colleges and universities now search the Internet to screen applicants.
- Saving information.
- 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.

## **ELECTION OF CLASS OFFICERS**

Student leaders of each class will be elected by members of their class. These include a President, Vice-president, Secretary and Treasurer. Qualifications are good attendance (no more than three (3) unexcused absences, no more than three (3) unexcused tardies, and no truancies), responsibility, a cumulative 2.0 grade average or above and no in-school, out-of-school suspensions or Alternative School the previous or current semester. A petition must be completed by each candidate. Petition forms can be obtained from the main office. Upper classmen elections will normally be held in the spring. The incoming freshmen class will elect their officers shortly after school opens for the fall semester. If a student is in violation of the athletic code of conduct, they are not eligible to run for class officer or homecoming.

## DANCES / ECA ACTIVITIES

Students are not allowed to leave a dance or ECA event after entering the building without permission from administration. Also, students that do not attend SSHS must have the permission form completed by their host school administration, in order to attend the dance. (No middle school students allowed)

## EXTRA CURRICULAR ACTIVITIES

The majority of the clubs, offices and activities of South Spencer High School are listed below. The school is not limited to these and may add to the list at any time based upon student interests.

To be eligible for these clubs or participation in extra-curricular activities, you must meet their requirements as well as passing five (5) of the seven (7) subjects you are taking each grading period. Homecoming requirements are the same as for a class office. Additionally, students who are a part of a Homecoming Court as an underclassman are not eligible to run again until their senior year.

Academic Teams\*  
Athletics  
Beta Club\*  
Cheerleading  
Choir  
Drama Production  
Fellowship of Christian Athletes\*  
Fish and Game Club\*  
Future Farmers of America\*  
Homecoming Court\*  
Key Club\*  
Marching Band\*  
Pep Band\*  
Rebel Singers  
Spirit Club\*  
Student Council

\* see description below

**Academic Team** - Academic Super Bowl is a research based competition. Each year a topic is chosen and competition is conducted in six areas: English, Math, Science, Fine Arts, Social Studies and Interdisciplinary. Eligibility: Any full time student in grades 9-12 is eligible to compete. There are six squads of five students each (seven on interdisciplinary). A student may compete on a maximum of two subject area squads and the interdisciplinary squad. Students may try out for any team.

**Beta Club** - is a national honor society. It allows students an avenue for demonstrating their leadership skills. Throughout the year we are involved in many school and community projects.

**Bible Club** - has a three-fold goal: personal spiritual growth, evangelism, and service. First, Bible Club exists to meet the spiritual needs of the students at SSHS. In doing so, it becomes a place where Christian students can come to share their needs, have their needs prayed for, and receive encouragement from the Word of God. Secondly, we endeavor to present the gospel to our campus through a variety of methods such as personal witnessing and special events. Lastly, we strive to be service-oriented. Being a servant is often the greatest display of true Christian dedication. All students are welcome. Delete

**Fellowship of Christian Athletes** - This is a student lead organization providing spiritual emphasis and perspective to the athletic family. All students are welcome.

**Fish & Game** - Outdoor Education Enhancement / Enrichment. Eligibility: any SSHS student

**FFA** - makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. To become eligible for membership, a student needs to be enrolled in an agriculture course offered by the sponsoring school.

**Homecoming Court** - During the school year there is a Football and a Basketball Homecoming. Students wishing to participate in homecoming and represent their class will personally sign the form posted in the high school office. There will be a form for boy and girl representatives. The senior class will select five (5) boys and five (5) girls from the list of candidates to represent their class. In addition to the seniors, two (2) underclassmen girls will represent each class, but be escorted by either football players during football homecoming or basketball players during basketball homecoming. Each class election will be held for qualified candidates (see class officers-qualifications). The highest vote recipients will be candidates. In case of any ties, the person with the highest GPA will be selected.

The entire student body will have the opportunity to vote for the Homecoming King and Queen. One (1) vote will be cast for King. One (1) vote will be cast for Queen. King will be selected from the highest vote, second highest will be chosen Prince. The Queen will be selected for the highest female vote. Second highest will be chosen Princess. In case of a tie, the one with the highest GPA will be selected.

**Any student in violation of the Code of Conduct for the current school year, cannot represent their class in Homecoming.**

**Key Club** - is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. All students are welcome.

**Marching Band** - Marching band is a curricular / extra-curricular event. It requires enrollment in band classes in the high school for at least the fall semester and students must have been in band at the middle school level and show proficiency on an instrument to participate.

**Pep Band** - is an extra-curricular activity that requires playing at ALL home boys / girls basketball games. Practices are on Wednesday afternoons in the late fall and early spring. Students should be able to demonstrate proficiency on an instrument.

## **REBEL REWARDS PROGRAM**

South Spencer's Rebel reward program has been implemented to enhance the school's primary philosophy and to provide tangible incentives for students. Our goals are to improve attendance, to reward good scholastic improvement, and to reward exemplary character. The program is purposely designed to include all students.

### A. Attendance Goals

- To help students establish a pattern of regular school attendance which will carry over into their future work environment.
- To promote student awareness of the relationship between school attendance and grades.

### B. Scholarship Goals

- To instill a self-awareness of the value of scholarship and learning, not merely grades.
- To improve student scholarship and grades.
- To reward and recognize excellence and improvement in the classroom.

### C. Character Goals

- To promote a renewed spirit of pride within the school and community.
- To provide an atmosphere of tolerance for all people.
- To enhance students' self-esteem.
- To emphasize the importance of responsibility and maturity by promoting self-control and self-discipline.

### D. Incentives

- Student of the Month
- Rebel Rewards Card
- Senior Awards Night
- Underclassmen Awards Night

- Recognition for Perfect Attendance

## **STUDENT OF THE MONTH**

Students of the Month will be nominated by a teacher and voted on by teachers who teach a majority of students of that grade level. One boy and girl will be chosen each month from each grade level.

Students must meet the following criteria:

- Participation in extra-curricular activities
- Leadership at SS or in the community
- Service to SS or to the community
- Achievement in academics (C Average)
- No discipline detentions or suspensions
- Regular attendance - No unexcused absences

Each student chosen will receive the following:

- Special gift
- Certificate
- Shirt
- Name on marquee
- Announcement
- Luncheon with the principal
- Recognition at school board meeting.

## **REBEL REWARDS CARD**

There are multiple ways to earn a card.:

1. GPA 2.5
2. Zero Discipline Issues
  - (a) Detentions
  - (b) In School Suspensions
  - (c) Alternative School
  - (d) Suspensions
- (e) No Unexcused Absences
- (f) No Unexcused Tardies

Benefits: (Valid during the succeeding quarter)

- Card issued at the end of each 9 week term.
- \$2.00 admission to all SSHS home extra-curricular events

## **SENIOR AWARDS NIGHT**

All seniors who have distinguished themselves scholastically or athletically will be eligible to attend the Senior Awards Night. A variety of awards and scholarships will be present.

## **UNDERCLASSMEN AWARDS NIGHT**



All underclassmen who have distinguished themselves scholastically are eligible to attend the Underclassmen Awards Night. A variety of awards will be presented. Awards will include Departmental Awards, Perfect Attendance and Academic Honors of 3.5 GPA for the current year. Students will be notified with a special invitation.

## **RECOGNITION FOR PERFECT ATTENDANCE**

Perfect attendance for the Year:

- T-shirt (with SSHS logo)
- Certificate of perfect attendance
- School assembly recognition

## **SENIORS - WITH PERFECT ATTENDANCE**

Four years perfect attendance:

personalized wall clock

For 12 years of perfect attendance:

personalized wall clock

personalized SSHS jacket