

South Spencer Middle School

STUDENT HANDBOOK

2020-2021

South Spencer Middle School
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SOUTH SPENCER SCHOOL CORPORATION POLICIES

MISSION STATEMENT

The mission of the South Spencer County School Corporation is to provide an appropriate educational program and learning environment, which will effectively:

- Meet the educational needs of its students and citizens.
- Help its students accomplish educational goals, which are significant, durable, and transferable.

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 color, sex, disability condition, or national origin including limited English proficiency. For further information, clarification, or complaint, please contact the following: Title VI Coordinator, Title IX Coordinator, and Section 504 Coordinator, Dr. Richard Rutherford, Superintendent, South Spencer School Corporation, 321 S. 5th Street, Rockport, IN 47635, 812-649-2591.
See Corporation Policy #2260.

Student Technology Acceptable Use Policy

Introduction

South Spencer offers students access to electronic information, Internet and email. With access to the Internet and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SS has taken reasonable precautions to restrict access to inappropriate materials, which do not serve a legitimate educational purpose. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The Board firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this technology

Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and hallways. Therefore, general school rules and the guidelines for behavior set forth in the student handbook apply. The acceptable use guidelines for the Internet are set forth below. Noncompliance with these guidelines or the use of the Internet to violate any school rules or rules set forth in the student handbook shall result in disciplinary action, up to and including, suspension and expulsion.

No Privacy Guarantee

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

Student Responsibilities for Internet/Network Use

- Students will have access to the resources of the Internet/Network provided they comply with the rules and restrictions established by this policy and any policy, procedure, regulation, or other rule established by the District.
- Each student and student's parent or guardian must annually sign the student handbook and/or the Student Technology Acceptable Use Policy acknowledging receipt and acceptance of the terms of this policy.
- Students are responsible for their own behavior when using the Internet, consistent with the educational purpose outlined in this policy.
- Students, parents/guardians, and employees of the District are jointly responsible for ensuring the educational value of the information and resources, which are accessed, stored, and published.

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

1. I will use computing resources lawfully and respectfully.

- 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 cyberbullying) 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.

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Disclaimers on the Use of the Internet:

- 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.
- The District is not responsible for unauthorized financial obligations incurred through the use of the Internet.
- 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.
- The District is not responsible for the accuracy, nature, or quality of information gathered through Internet access.

Note: District employees may utilize social networking sites for instructional, administrative, or other work-related communication purposes if they obtain permission for such a site from the Superintendent/designee; develop the site in accordance with any guidelines developed by the Superintendent/designee (including granting access to the site to school/District technology staff); monitor and manage the site to promote safe and acceptable use; and observe confidentiality restrictions concerning the release of student information under state and federal law. By signing this form, parents are giving permission for their child to become “friends” with such District-approved social networking sites.

Hardware Use

- Students who attend South Spencer may be issued an electronic device at the beginning of each school year.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- The device has a limited amount of storage for apps and files. Student owned materials will be removed if storage space becomes an issue.
- Students may not permit individuals other than school personnel to use or access the device.
- Students may not share their District-issued power cords.
- 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.
- 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.

- 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.
- 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.**
- 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.
- 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.
- 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.
- 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.
- Students will use the district owned device and will not be allowed to connect their own device to the network unless permitted by school administrators. If a student is permitted to connect a personal device to the SS network, all rights to privacy on this device are waived when the device is on school property and the device may be managed and controlled by a school owned software management solution.

Consequences for Violations of the Student Technology Acceptable Use Policy

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

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

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

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

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

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

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

LEVEL I OFFENSES	LEVEL II OFFENSES
<p>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.</p>	<p>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.</p>

<p>Examples of Level I Offenses:</p> <ul style="list-style-type: none"> ● 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 	<p>Examples of Level II Offenses</p> <ul style="list-style-type: none"> ● Downloading, posting, or distributing materials that : <ul style="list-style-type: none"> □ 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

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.

Student Personal Communication Device usage (Including CELL PHONE/Cameras)

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

"Personal (school issued devices are exception to parts of the policy) communication device" includes computers, personal tablets, electronic readers, cell phones, smart watches, and/or other web-enabled devices of any type.

Unless approved by a supervising teacher, an administrator or an IEP team, students will store cell phones in their lockers during the school day (8:00 AM to 3:00 PM). **The device must be placed into vibrate or silent mode.** Cell phones should not be seen or heard from 8:00 am to 3:00 pm. "Using" refers to, not only the making and/or receiving of calls, but also using the PCD for email, text, instant message, taking pictures and recording videos. Students also may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to students at school without the permission of a

supervising adult. Students may use PCDs while riding on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, including but not limited to devices with cameras, may not be activated or visible at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school corporation where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where use of a PCD is absolutely prohibited.

The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Students and parents are strongly encouraged to take appropriate precautions, if students possess PCDs at school, to make sure the devices are not left unsecured.

Using a PCD in an unauthorized manner or in violation of policy may result in loss of this privilege, additional disciplinary action including but not limited to warnings, parental notification, conferences, suspension, expulsion, and confiscation of the PCD (confiscated PCD will only be released/returned to the student's parent/guardian). If the violation involves potentially illegal activity a report to law enforcement will be made and the PCD may be turned-over to law enforcement.

If a school teacher or administrator observes a violation of this guideline, he/she is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian (adult approved by administration) or turned-over to law enforcement.

Consequences for Violating PCD policy:

First offense: Device will be returned to the student at the end of the day; student will be issued a lunch detention.

Second offense: A parent/guardian will have to pick up the device in the office; student will be referred to in-school detention for one (1) day.

Third Offense: Student will be issued three (3) days of in-school detention and required to turn in their phone to the office each morning, and pick it up each day at dismissal.

- **The above consequences apply to PCDs not being ‘heard or seen’ during the instructional day. Additional consequences can be assigned based on how the cell phone/PCD was being used.**

Note: Students may use cell phones outside of the school building before and after the instructional day and at outdoor school-sponsored activities. All other use must be approved by administration/ supervising staff.

Regular Bus Route Trips

While cell phones will not be banned on the bus, students are not allowed to display or use them during morning or afternoon bus routes. Drivers are to confiscate cell phones from students who fail to heed this regulation and return them as the students exit the bus. Further occurrences will result in the driver's turning the phone in to the office, where the parent will be required to pick it up. Obviously, phone usage during an emergency or with driver's permission will be an exception to this protocol.

Important Notice to Students and Parents Regarding 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.

VISITORS

All visitors must report immediately and directly to the office to receive permission from the building level administrator or designee to visit with staff or students. Only those who are determined as necessary will be allowed. Once approved, all visitors must sign in at the office and wear a visitor's pass during their time in the school. Entry into the building is on the south (main) entrance.

Students who are not enrolled at SSMS are not permitted to visit during the school day. Parents may visit with permission of the principal.

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 steroid, dangerous controlled substances, and other impairing substances. 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 handbooks, 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 s/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.

BUILDING GUIDELINES

The building will be open to students at 7:30 AM. Students who arrive before that time will remain in the vestibule area at the front entrance. At 7:30 A.M. students must report directly to the cafeteria and remain until the 7:40 bell. Once dismissed from the cafeteria at 7:40, students will report to the gymnasium or back to cafeteria for breakfast, but will not roam the main hall. Classes convene at 7:55 AM. Students are expected to be punctual for all classes. Dismissal in the afternoon begins at 2:55 PM. Students will leave the school building immediately upon dismissal unless they have prior permission to stay.

ENROLLMENT

Students attending South Spencer Middle School are expected to be in attendance on the first day of school. Those who live in the district have five days to enroll after school officially starts but will not be allowed to make up missed work for credit. If extenuating circumstances prevail, the administration reserves the right to decide on an individual basis.

WITHDRAWAL FROM SCHOOL

Each student will attend school as defined by the Compulsory Attendance Law of the State of Indiana. The parent/guardian must consent in writing and all fees must be paid before the withdrawal can be designated official.

SIGNING OUT/IN

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. Students returning to school must sign in.

VACATIONS

Whenever a proposed absence-for-vacation is required, parents must submit a parent/ guardian written request to the principal/designee one week prior to the vacation. Only three days will be excused for the school year. Students should check with their teachers in advance to see how to handle quizzes and tests.

DROP OFF/PICK UP

Students should always be picked up and dropped off at the south (main) entrance. For safety purposes, no student should be dropped off or picked up behind the school where buses load and unload.

SEVERE WEATHER

During severe weather, the official announcement will be heard on the following radio and television stations:

Radio

WBNL – 101.7 FM Boonville
WYNG - 103.3 FM Evansville
WAXL - 102.3 FM Santa Claus
WBKR - 92.5 FM Owensboro

Television

WYVW Channel 7 (FOX)
WFIE Channel 14 (NBC)
WEHT Channel 25 (ABC)
WEVV Channel 44 (CBS)

SCHOOL CANCELLATION

In the event of school cancellation, please refer to the official school calendar. In the event of a two-hour school delay, students should report to school by 9:55 AM.

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 6th 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.

Tardiness:

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

VACATIONS

Whenever a proposed absence-for-vacation is required, parents must submit a parent/ guardian written request to the principal/designee one week prior to the vacation. Only three days will be excused for the school year. Students should check with their teachers in advance to see how to handle quizzes and tests.

COUNSELING PROGRAM

The school counseling program is an integral part of the total educational enterprise. It is comprised of four major components: school counseling curriculum, individual planning, responsive services, and system support. All students are encouraged to take advantage of individual planning through appraisals or advisement by contacting the counselor. For crises situations or referrals to helpful agencies, contact the counselor. If the counselor is not available, a message should be left with the secretaries.

REPORT OF STUDENT PROGRESS

Report cards will be issued every nine weeks. Interim reports will be issued every four and one-half weeks. Parents are encouraged to review the grade reports and to consult with any teacher, if they feel it necessary. Each of our teachers may establish minimum requirements and expectations for their individual classes and will inform students of the requirements. An honor roll for students in three categories will be published following each grading period.

Distinction = Grade point average of 4.0 – 4.33

3.5 Honor Roll = Grade point average of 3.5 - 3.99

3.0 Honor Roll = Grade point average of 3.0 - 3.49

RETENTION POLICY

Students may be retained if they have two grades of “F” as semester averages in any core class, or if they have two grades of “F” as final semester averages in any core classes.

Students may be retained based on the following criteria:

- * MAP Scores
- * Continuous lack of academic progress from grade level to grade level
- * Failure of ISTEP + test
- * Failure of core curricular subjects
- * Maturity level
- * Attendance

The faculty and administration reserve the right to promote a student for social reasons. If a student is socially promoted, this will be written on his/her report card and permanent record.

GRADING SCALE

100 +	A+	4.0
93-99	A	4.0
90-92	A-	4.0
88-89	B+	3.0
83-87	B	3.0
80-82	B-	3.0
78-79	C+	2.0
73-77	C	2.0
70-72	C-	2.0
68-69	D+	1.0
63-67	D	1.0
60-62	D-	1.0
59	F	

STUDENT OF THE MONTH

South Spencer Middle School Stars will be nominated by a teacher and voted on by teachers who teach a majority of students of that grade level. At least two students from each grade level will be chosen each month. If no qualified students exist for 6th or 7th grade an 8th grade student may be chosen. If there are no qualified students in 8th grade, a student who has already received the award may be eligible again. Students must meet the following criteria:

- Participate in extracurricular activities or out of school related activities

- Have at least a C average
- No detentions or suspensions in the month prior to nomination
- Regular attendance with no unexcused absences.

OUTSTANDING STUDENT AWARD

At the end of each academic year, a certificate for outstanding citizenship, extracurricular activities, and honor roll academics is awarded to the top 10% of boys and the top 10% of girls at each grade level. The top boy and girl in the eighth grade will each receive a plaque.

NOTE: A student receiving a citizenship grade below an A- for any grading period will not be eligible for this award.

ACADEMIC BANQUET

Students must maintain a C or better in citizenship to receive formal recognition for academic achievement. This recognition includes attendance at the Academic Banquet, where students maintaining 3.5 G.P.A. or higher (first three grading periods) will be honored. Formal invitations are mailed to students who qualify. ***Note scheduling of the Academic Banquet will ensure student athletes are not forced to choose between attending their practice / event or the Academic Banquet (they will be able to attend both or be excused).*

PERFECT ATTENDANCE

At the end of each academic year, a certificate is awarded to students with perfect attendance. A student is eligible for this recognition if they are not absent more than half of one school day providing the other half is excused. Students receiving perfect attendance for all three years will receive a special award.

STUDENT DISMISSAL

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or person whose signature is on file in the school office, or (b) the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s) or other legal authorization.

DRESS AND GROOMING

“Decades of educational research reveal that students with a dress code do better academically and socially.” www.ouryeah.org

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.

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 so it doesn't? (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)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Personal expression is permitted within these general guidelines.

- headgear shall not be worn in the building before, during or after school
- spaghetti strap and shirts advertising alcohol or tobacco products are examples of inappropriate clothing
- tank tops must be accessorized with an additional shirt or blouse
- leggings are allowed when accessorized with a longer top
- shorts/skirts/dresses may not be worn if too short or tight as in bike shorts or cutoffs. All shorts, skirts, and dresses must extend to the fingertips when arms are fully extended.
- students are prohibited from engaging in speech or conduct including wearing clothing, jewelry or hair style which is profane, indecent, lewd, vulgar or offensive to the school environment
- shoes must be worn at all times
- in certain classes, special dress requirements will be established for health and safety reasons
- no gloves to be worn in the building
- no sleeping attire
- no confederate flags
- no pants with holes above the knee area
- no sun-glasses in the building
- no trousers that are cut too low or hang too low
- no blouses/shirts that are too revealing

Teachers will check students during 1st Period for any dress code violations. Penalties will be as follows:

First Offense: Warning, student must change clothes.

Second Offense: Detention, student must change clothes.

Three or More Offenses: Multiple detentions, in-school or even Alternative School, student must change clothes.

BOOK BAGS

Book bags must be kept in lockers. This is for the protection and safety of all students.

LOCKERS

All students are assigned lockers with locks at the beginning of the school year. Students are not permitted to change lockers without permission from their homeroom teachers. Periodic locker inspections may occur. The school cannot be responsible for stolen items. Mark all school items! Students are instructed not to give out their combinations. To secure possessions, students are encouraged to keep lockers locked at all times.

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, 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.

TELEPHONE

Urgent messages for students will be received by office secretaries during the school day and relayed to the students. Students may make local calls from the office phone only in the event of illness or emergencies. **Cellular phones are prohibited on school property unless SSMS guidelines are followed.**

BOOKSTORE

Basic school supplies can be purchased at the bookstore located across from the office area from 7:40 to 7:55 AM prior to first period class. Pencils may be purchased throughout the day at the machine located near the cafeteria.

LUNCH

All students of South Spencer Middle School will be required to eat lunch in the cafeteria. Each student will enter the cafeteria and take his place at the end of each respective line. Students may not save a place in line for other students. A student who brings his/her lunch should go directly to his/her seat unless he/she purchases an item. Then he/she will take his/her place at the end of the line. The school meal includes either the Type A lunch or a Salad Bar lunch. Fruit drinks and bottled water may also be purchased. Soft drinks are not to be consumed in the cafeteria. Students may deposit money into their lunch accounts in the cafeteria on any

morning. Free and reduced lunches are available for qualifying families. Applications are available in the office and online.

Charging Policy for School Lunches

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

STUDENT WELL-BEING - *From the School Nurse*

Information regarding health issues at school

- **Fever-Students who have had fever (100.4 degrees or higher) must be fever-free for at least 24 hours before returning to school. If your child is sent home with fever and they return to school the next day, you may be called to again pick them up.** Medicating your child with an anti-pyretic such as Tylenol or Motrin may make them more comfortable, but it does not make them less contagious. Please assist us by adhering to this policy.
- **Strep throat-Students diagnosed with Strep Throat must be on antibiotic treatment for at least 24 hours before returning to school.**
- **Unexplained Rash-**Students with **unexplained rash** will be sent home. We must have a note from the doctor clearing the student of contagiousness before they return to school.
- **Vomiting-**If your child has **vomited** in the 24 hour period prior to school; please do not send him/her to school. Your child must be kept home for 24 hours after the last episode of vomiting without the use of any medication.
- **Diarrhea-**Students with **diarrhea** should be kept home for 24 hours after the last episode of diarrhea without the use of any medicine.
- **Pink Eye-**Students with suspected cases of pink eye (bacterial conjunctivitis) will be assessed by the school nurse or health assistant. Parents will be asked to retrieve the child from school immediately if the child is suspected to have pink eye. Students who have been **diagnosed with pink eye** by their physicians must be free from drainage and have received at least 24 hours of antibiotic treatment before returning to school.
- **Please provide us with updated telephone numbers and contacts.** It is vitally important that we have current home phone, work phone and cell phone numbers in order to contact you should your child become ill or injured.

- Please help us by taking care of injuries that occur at home before the child leaves for school. Please remove splinters and ticks when your child shows them to you instead of suggesting they have the school nurse do it. Leaving foreign bodies in or on your child for prolonged periods of time may result in infection. The school nurse is here to care for injuries and illness that occur at school. If your child becomes ill or injured at home, and you need consultation, please contact your physician.

HEALTHY CHILDREN LEARN BETTER!

Thank you for helping us keep ALL of our children healthy!
Amy Walls, RN School Nurse

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 make every attempt to contact 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

TYLENOL

Indiana State Law requires parental permission for your child to take Tylenol at school. Under the standing orders of the medical Advisor, Acetaminophen (generic form of Tylenol) may be given with Parent's authorization. Acetaminophen may be administered by mouth for symptoms of toothache, dental discomfort, menstrual cramps, simple headaches, and minor joint pain.

Students may not receive Acetaminophen for colds or chronic pain, under the standing order. Complaints such as these require a written order from the student's private physician/provider. Acetaminophen will only be given between the hours of 10:00 AM & 1:00 PM. Your child will not be given a dose in excess of the recommended dose on the package without a physician's order, regardless of parental request.

Per the Standing Order of the Medical Advisor: Only one dose will be administered during the school day up to twice in one week. If the student continues to be uncomfortable, the parent/guardian will be contacted regarding the necessity of a medical evaluation. **A written physician order from the student's private physician will be required if the student is to receive Acetaminophen more than twice a week.** The Tylenol Permission Form is available in the school office.

MEDICATION USE/PHYSICALS/IMMUNIZATIONS

Students who enroll at South Spencer Middle School for the first time along with all sixth graders are required to have a physical and to show proof that their immunization records are up to date. In addition, all student athletes must have a complete physical in order to participate in school sports. There will be no exceptions!

2020-21 School Year
IN State Department of Health
School Immunization Requirements

<i>3 to 5 years old</i>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
<i>K & 4th Grade</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A) Annual Influenza
<i>5th Grade</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hepatitis A Annual Influenza

6th Grade	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 2 Hepatitis A	1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate) Annual Influenza 2 HPV (Human Papillomavirus)
7th - 11th Grade	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4 Annual Influenza 2 Hepatitis A 2/3 HPV
12th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 MMR 1 Tdap	2 Varicella 2 Hepatitis A 2 MCV4 2 Men B (Meningococcal) Annual Influenza 2/3 HPV

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

For students in grades K-8th grade, the final dose must be administered on or after the 4th 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 7th grade. Parental report of disease history is acceptable for grades 11-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose is 6 calendar months. 2 doses of Hep A is required for grades K-4 and 6 and 12.

*For grades 5, and 7-11, 2 doses of HepA vaccine are recommended.

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, light-headed, and sedation which make it difficult for your child to function safely and effectively in school.

5. **Nonprescription medicines or over the counter medication** must have the student's name written or taped on the container. **It must be in its original, unopened container.** Written permission with specific instructions from the parent must be sent with the medication.

Permission forms are available at the schools. (On the school corporation website you can access printable forms by clicking on the Forms link.)

6. Aspirin/Aspirin Containing Medication and Herbal/Homeopathic Medication will not be administered by school personnel without a prescription due to the risk of Reye's syndrome and/or lack of FDA approval.

7. All medication must be turned in to the office. The medication will be stored in a locked cabinet in the office.

8. All medication must be administered by a designated school employee. The student must come to the office to take his/her medication regardless of what type of medication it is.

9. Students are not allowed to carry any medication with them unless the following conditions are met:

The student's parent has completed the Authorization for Medication Form and is on file in the school office.

The doctor states in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement must be filed annually with the school office.

10. When the student's medication bottle is empty (for those taking daily medication), the school will call the parent/guardian to notify them to get it refilled. Please do so right away so your child does not go without needed medication.

11. If the student is on an antibiotic that is given three (3) times daily, please give this to your child at home. For example you can give them the medicine before school, after school, and at bedtime. Remember all antibiotic prescriptions should be taken until they are completely gone.

12. It is the **parents' responsibility** to pick up remaining medication by the end of the last day of the school year. All medication must be picked up by the student's parent or an individual who is at least eighteen (18) years of age, and designated in writing by the student's parent to receive the medication by the end of the last day of school. **Any medication not picked up by the end of the last day of the school year will be discarded by the school nurse.**

Pain Management in the School Setting

Often times, students will require pain management when returning to school after dental surgery, orthopedic injuries, or other surgeries. Students should be able to manage their pain

with acetaminophen or ibuprofen as prescribed by their physician before returning to school. With the parent permission form completed either Tylenol or Ibuprofen may be administered according to manufacturer's suggested dosage by the school nurse or designated school employee.

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

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

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.

MENINGOCOCCAL DISEASE

A new Indiana law requires each year that parents/guardians be provided important information about meningococcal disease and its vaccine (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person.

The United States Centers for Disease Control and Prevention (CDC) recommends routine vaccination with the meningococcal conjugate vaccine (Menactra) for all students 11-12 years of age. Now, a booster dose should be given at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one-time booster dose should be administered, preferably at age 16-18 years, before the peak in increased risk.

Please talk with your child's health care provider about meningococcal disease and vaccination.

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 worldwide. 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 web site @ www.sspencer.k12.in.us.

EMERGENCY DRILLS

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.

Shelter-In-Place Drill: The building will be locked down, and students will go with teachers to designated areas by grade level. If students are outdoors, teachers will bring them into the building, where they will remain quarantined until notified.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All doors are locked during the school day. Visitors are allowed in through the main office after identification.
- Portions of the building that will not be needed after the regular school day are closed off.
- If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

DISCIPLINE POLICY

One of our major goals at South Spencer Middle School is to assist our students in developing responsibility and self-discipline. These are invaluable character traits necessary for success in any walk of life. Students are expected to demonstrate both good work habits and good conduct.

South Spencer Middle School follows an assertive discipline program, which clearly states the expectations and rules, and consequences for violating those rules. This program also rewards good behavior.

DEFINITION AND PROCEDURE FOR 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 teacher.

Note: Teachers have the right to assign after school detention to any student who fails to comply with classroom expectations regarding academic work, failure to serve the detention will result in In-school Suspension.

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 make-up work is due at the end of the day's suspension period. In-school detention will be used in an effort to keep the student in school and earning credit for work done.

C. ALTERNATIVE DAY SUSPENSION: Assignment to the Alternative School may be in lieu of out-of-school suspension. This assignment is contingent upon the recommendation of the principal and school counselor. The student is not to attend or participate in any school activity or function during the time of attending the Alternative School. Attendance is mandatory. Rule violations while in Alternative School will result in immediate suspension and possible expulsion.

D. **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 his/her teachers no later than the day they return to school. If the work is completed and returned in a timely manner, credit may be granted. The school has the right to make this decision depending on the circumstances. Tests and special projects and other items that were learned when the student was in good standing will always be granted credit.

E. **EXPULSION:** A student is suspended by the principal for up to ten (10) days and a Due Process Hearing is requested by the principal to determine whether or not the student may return to school. The student may not participate in or attend any school activity or function during the time of the suspension. Public Law 162 is followed.

VIOLATIONS AND PENALTIES

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 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. Therefore, a student who has three violations in Class I will be moved to Class II and considered to be a repeat offender on the second level in this class. Students who have three violations in Class II or Class III will be subject to either expulsion on the fourth violation. Students who have one violation in Class IV will be subject to suspension or expulsion. 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 and legislated Due Process will be granted.

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 I

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

Violations:

Tardy to class or school;

Unprepared for class;

Class disruptions;

Insubordination

Inappropriate behavior and/or distraction to the educational process.

Penalties:

Counseling

Parent conference

Detention

Removal from class

Restricted participation in ECA

In-school Suspension

CLASS II

(Students sent to Principal's Office with referral)

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;

Unauthorized use of cellular phone;

Skipping detention;

Leaving school grounds without permission;

Continued insubordination, inappropriate behavior, and/or distraction to the educational process.

Substantial Disobedience: in general but not limited to: continued infractions in any categories and/ or failure to respond to school efforts to keep students progressing in their education.

Penalties:

Detention;

Suspension;

In-school Suspension;

- Assigning multiple clean-up work periods;
- Assigning multiple detentions after school;
- Removal from class with loss of credit;
- Rearranging the student's class schedule;
- Possible referral for expulsion.

CLASS III (Students sent to Principal's Office with referral)

Violations:

- Excessive absences/tardies;
- Fighting;

Harassment (sexual, racial, ethnic, verbal, physical and/or emotional). Severe cases will be considered a Class IV violation;

- Forged documents/cheating;
- Possession or use of tobacco products on school property or at school activities;
- Possession of a lighter or other device that may cause a fire hazard or used to light other

items

- Truancy;

Interfering with orderly school operation by any means;

Unauthorized access to computer files; (chat rooms, computer games, e-mail, pornographic sites, using another student's access code, etc.)

Gang activity;

Misuse of an electronic communications device (ECD);

Continued insubordination, inappropriate behavior and/ or distraction to the educational process.

Substantial Disobedience: in general but not limited to: continued infractions including Class I & Class III actions; Class III and higher may move directly to Substantial Disobedience.

Penalties:

- Detention
- In-school Suspension
- Suspension
- Removal from class

Expulsion;

Notification to pertinent local authorities

CLASS IV

(Students sent to Principal's Office with referral)

Violations:

- Excessive absences;
- Possession, use of firecrackers, smoke bombs, etc;
- Possession of a lighter or other device that may cause a fire hazard or used to light other items
- Theft;
- Drugs, possession, use or under influence;
- Vandalism;
- Alcohol, possession, use or under influence;
- Possession of, use, or threatened use of a weapon; knife, ammunition, etc.;
- Possession of firearm is 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;
- Truancy;
- Any Class I, II, or III violations that the administration deems severe enough to be considered a Class IV violation.
- Substantial Disobedience: in general but not limited to: continued infractions including Class I & Class III actions; Class III and higher may move directly to Substantial Disobedience.

Penalties:

- Up to ten (10) days out of school;
- Up to ten (10) days out of school and expulsion;
- Restitution as needed;
- Notification to the local law enforcement.

Citizenship Grades: Citizenship grades will be given for a student's conduct during each nine-week grading period. Every student will begin a new grading period with an "A" in citizenship. Each time a student receives a demerit or an office or bus referral, the citizenship grade drops according to the following:

- Conduct demerit – two points off the grade scale;
- Bus Conduct Referral – at least two points
- In-school Suspension - will be at least an automatic D
- Out-of-school Suspension will be an automatic "F."

DETENTION

- If a student is assigned detention, he/she will be assigned a range of dates to serve that detention by the principal or teacher.
- Students are responsible for bringing enough school work to occupy this time productively.
- There are specific penalties for failing to report to detention or failing to bring supplies.
- Violations of these rules will result in additional detention and/or Saturday School and/or in or out of school Suspension.

HARASSMENT/BULLYING BY A STUDENT

- 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.
- 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.
 - 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.

- 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 *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 principal. This report may be made anonymously.
- The *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.
- The *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.
- 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.
- A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
- 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.
- 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.
- Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

- 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.
- 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.

Possessing a Firearm or a Destructive Device

- No student shall possess, handle or transmit any firearm or a destructive device on school property.
- The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel 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 any barrel with 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
 - an antique firearm
 - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
- For purposes of this rule, a destructive device is:
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for

use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Possessing a Deadly Weapon

- No student shall possess, handle or transmit any deadly weapon on school property.
- The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
- The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
- The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Sexting

"Sexting" is using a cell phone or other personal communication device to send text or email messages or possession text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to

taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities. Sexting is defined as the taking, disseminating, transferring or sharing of obscene, pornographic, lewd or illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting). Such conduct may constitute a crime under federal and/or state law.

Any student taking, disseminating or sharing obscene, pornographic, lewd, or illegal images or photographs may be disciplined under the student discipline code of conduct and will be reported

to law enforcement and/or other appropriate state or federal agencies if required by law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

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.

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 safe transportation. Parents are encouraged to insist that their children conduct themselves in a respectful and safe manner while 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

- Student passengers shall follow the instructions of the driver at all times.
- Student passengers shall remain properly seated at all times.
- Student passengers shall be respectful to the driver, other passengers, and toward the vehicle at all times.

Consequences for Failure to Obey School Bus Rules

- Verbal Warning
 - The driver will state specifically the desired behavior and the consequences for not complying. In addition, he/she has the responsibility for taking appropriate action to assure the safety of the passengers.
- Incident Report
 - The driver will fill out a Bus Conduct Report in triplicate and deliver it to the principal. The principal's action will be noted in copies to the bus driver and parents/guardians.
- Conference: Principal & Student
 - The driver will fill out the Bus Conduct Report and personally report the incident to the principal, who will meet with the offending student. The Bus Conduct Report will be sent to the parents/guardians.
- Conference: Principal, Student, Parent, & Driver
 - The driver will fill out the Bus Conduct Report and personally report the incident to the principal. A final warning letter requesting a conference will be sent to parents by the principal.
- Suspension of the Bus Riding Privileges
 - The driver will fill out the Bus Conduct Report and personally report the incident to the principal. The principal will initiate an appropriate bus suspension.

*The bus driver and/ or principal have the right to exercise discretion if the need arises.

THE EFFECTS OF BEHAVIOR ON EXTRACURRICULAR ACTIVITIES AND EVENTS

Dances at South Spencer Middle School are exclusively for SSMS students. Visitors and high school students shall not attend. No exceptions permitted. Dances are for your reward and enjoyment; however, each student should keep in mind that all school rules are to be followed during dances and all other extracurricular functions. NO student may attend the dance who has received any type of suspension for the nine weeks grading period; this includes in-school, out of school Suspensions. Disciplinary action involving demerits for attendance or behavior only will be handled as follows. A student is eligible for all dances until they receive their fifth (5) demerit a semester. If a student receives their tenth (10) demerit for the year, they would be ineligible for dances the rest of the school year.

THE EFFECTS OF GRADES ON EXTRACURRICULAR ACTIVITIES AND EVENTS

To be eligible to participate, a student must maintain the established criteria for our ‘Live Grades’ procedure. Each week grades will be checked. Any athlete who has an average of F in any class or subject during that week will not be eligible to play the following week. If they have raised all grades back to passing when checked the next week, then they will become eligible again. Athletes that establish a pattern of ineligibility could be subject to additional consequences.)

EXTENDED SCHOOL SERVICES

ESS/Homework Help:

Dedicated staff at SSMS would like to provide a service to those students not completing and turning in work on time. We understand that some students will accept a zero and not be concerned about how it affects their grade. We also understand that allowing them to do so, can negatively impact their level of learning, understanding, and responsibility in the classroom. To help support, organize, and motivate the students not completing their work, we have implemented a homework club to be held in the library from 7:40-8:15 each morning. Students can voluntarily come for support, or teachers can assign students due to lack of completed assignments in their classroom. Teachers will fill out an ESS referral form on those students needing support and call the student’s parent to notify them. A copy of the ESS referral form will be mailed home to a parent. Once referred, the teacher will place missing assignments on the google doc form created for that grade level.

Upon a student’s second referral to ESS, they will be required to contact a parent and explain why he or she was assigned to ESS, and explain the consequence of not being able to attend events until their work is caught up. If a student does not catch up and maintain getting class assignments turned in on time, then they will be placed on the No ECA attendance list. This means that while they are behind on work, they will not be able to attend or participate in any ball game, team, or reward events until getting all work turned in.

Upon a student’s third referral to ESS, he or she will be assigned three days of ISS. If all work is not completed during the ISS assignment, then student will be assigned to the alternative school till all work is completed to a satisfactory level.

The goal of ESS/Homework Help, is not to be punitive in nature, but to be a support for students needing assistance. In the case where a student fails to change their habit of non-performance, then punitive measures will be in place. Our hope is that students will seek the assistance they need and utilize this resource to maintain good work completion habits.

CITIZENSHIP

Any student who participates in an extracurricular activity (see list below) and receives an “F” in citizenship will not be allowed to participate in 15% (fifteen percent) of the total number of

games/activities/events during that particular season. The student must begin serving his/her activity suspension immediately during the season in which the "F" in citizenship occurred. There will be no carry-over into the next season. (For example, a student receives an "F" during the first nine-week grading period, and he is participating in cross-country. He must sit out the equivalent of 15% (fifteen percent) of the cross-country meets or until the end of the cross-country season.)

NOTE: The Athletic Handbook spells out consequences for poor behavior. Please note that this is a minimum penalty and each coach may have more stringent requirements with the approval of the principal.

EXTRACURRICULAR ACTIVITIES

All Sports Teams	Spell Bowl Team
Cheerleaders	Student Council
Managers	Musical
Student Trainers	Academic Bowl
Statisticians	Archery
Art Club	
Reading Club	

ATTENDANCE ON EXTRACURRICULAR ACTIVITIES AND EVENTS

Students are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests. Students must be in attendance at least one half day to be eligible for athletics that day. Students are expected to be in attendance at school on time the day following any athletic competition. Note: If a student is absent on Friday they are not eligible to participate on Saturday events. Exceptions are pre-arranged excused absences and school related trips.

AFTER SCHOOL PRACTICE/GAMES/EXTRA-CURRICULAR ACTIVITIES

Students may not remain after school for activities unless they start immediately after school as there is no supervision available. Students and their parents must make arrangements for students to leave school and return at the time of the event.

Student Attendance at School Events: The school encourages students to attend as many events held after school as possible without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise an unaccompanied student nor will it be responsible for students who

arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Since transportation to and from games is provided by the Board of Education, students may not use their own transportation to any contests. If a student wishes to return home from a contest other than by means provided, he or she must present prior written authorization from his or her parent or guardian. Also, no student/athlete shall leave the school premises with anyone other than their parent or guardian, or the mode of transportation provided, unless we have prior written permission from a parent or guardian. At no time will a student/athlete be allowed to walk from school for any reason. Regardless, whether or not a student has written permission, he/she will not be allowed to walk across Hwy. 66 in Reo, IN.

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.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal regulations, the South Spencer School Corporation has established the following guidelines concerning student records:

Dr. Richard Rutherford is the Corporation Records Officer and is responsible for the supervision of all student records. His office is located at P.O. Box 26, Rockport, IN 47635, or he can be reached by calling 649-2591.

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

A parent, guardian, or adult student has the following rights:

- Inspect and review the student's education records.
- Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law.
- Challenge Corporation noncompliance with a parent's request to amend the records through a hearing.
- File a complaint with the U.S. Department of Education as provided by the Family Education Rights and Privacy Act (FERPA).
- Obtain a copy of the corporation's policy and administrative guidelines on student record.

ACKNOWLEDGEMENT OF RECEIPT OF THE Student Technology Acceptable Use Policy

Student's Name: _____

Student's School: _____

As the parent/guardian of _____, I have read and understand the terms of the Student Technology Acceptable Use Policy.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____

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

Student (please print): _____

Student Signature: _____ Date: _____

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Indiana State law requires that we request the student and parent or legal guardian to acknowledge in writing that they have received and understand the South Spencer Middle School Handbook.

As parent/guardian of _____, I have read and understand the contents of the SSMS Student Handbook.

Parent/Guardian (please print): _____

Parent/Guardian Signature _____ Date: _____

As the student, my signature indicates that I read and understand the contents of the SSMS Student Handbook.

Student (please print): _____

Student Signature _____ Date: _____

