THE SOUTH SPENCER MIDDLE SCHOOL STAFF AND COMMUNITY ARE DEDICATED TO PROVIDING EMOTIONAL, SOCIAL, MORAL, AND ACADEMIC GUIDANCE TO THE CHILDREN OF SPENCER COUNTY. IN SEEKING EXCELLENCE IN EDUCATION, WE BELIEVE THAT ALL STUDENTS CAN LEARN, AND THAT LEARNING OCCURS BEST IN AN ORDERLY, SUPPORTIVE, AND CREATIVE ENVIRONMENT. WE BELIEVE THAT LEARNING IS THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT GUIDED BY THE PROFESSIONAL STAFF, SUPPORTED BY THE PARENTS, AND SHARED BY THE COMMUNITY IN THE PURSUIT OF ACADEMIC EXCELLENCE AND SOCIAL AWARENESS.
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I. 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:

A. Meet the educational needs of its students and citizens.
B. 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, Mrs. Candis Haskell, Superintendent, South Spencer School Corporation, P. O. Box 26, Rockport, IN 47635, 812-649-2591. See Corporation Policy #2260.

STUDENT COMPUTER AND INTERNET USE RULES
(Student Computer refers to any electronic device that could access the network/Internet)

As the parent or guardian of this student, you will have the opportunity to sign the Student-Parent Confirmation form stating you understand that your child will have access to the Internet for educational purposes. South Spencer School Corporation has taken precautions to eliminate controversial material.

IF YOU DO NOT WANT YOUR CHILD TO HAVE THE OPPORTUNITY FOR INTERNET ACCESS, THEN YOU MUST REQUEST IN WRITING AN EXCLUSION FROM INTERNET ACCESS. PLEASE SEND THE REQUEST TO:

South Spencer County School Corporation
PO Box 26
Rockport, IN 47635

All students are responsible for their actions and activities involving school unit computers, network and Internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the school unit's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers and all uses of school servers, Internet access and networks regardless of how they are accessed.

A. Acceptable Use

1. The school unit's computers, network and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum and instructional goals.
2. Students must comply with all Board policies, school rules and expectations concerning student conduct and communications when using school computers.

3. Students also must comply with all specific instructions from school staff and volunteers when using the school unit's computers.

B. Prohibited Uses

Unacceptable uses of school unit computers include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials - Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

2. Illegal Activities - Students may not use the school unit's computers, network and Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. The school unit assumes no responsibility for illegal activities of students while using school computers.

3. Violating Copyrights or Software Licenses - Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without the express authorization of the Technology Coordinator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school unit assumes no responsibility for copyright or licensing violations by students.

4. Plagiarism - Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.

5. Use for Non-School-Related Purposes - Using the school unit's computers, network and Internet services for any personal reasons not connected with the educational program or school assignments.

6. Misuse of Passwords/Unauthorized Access - Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.

7. Malicious Use/Vandalism - Students may not engage in any malicious use, disruption or harm to the school unit's computers, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

8. Avoiding School Filters - Students may not attempt to or use any software, utilities, proxies or other means to access Internet sites or content blocked by the school filters.

9. Unauthorized Access to Blogs/Social Networking Sites, Etc. - Students may not access blogs, social networking sites, etc. to which student access is prohibited.

C. Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating the school unit for any losses, costs or damages incurred for violations of Board policies/procedures and school rules while the student is using
school unit computers, including the cost of investigating such violations. The school unit assumes no
responsibility for any unauthorized charges or costs incurred by a student while using school unit
computers.

D. Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number
or other personal information on the Internet while using a school computer without prior permission
from a teacher. Students should never agree to meet people they have contacted through the Internet
without parental permission. Students should inform their teacher if they access information or
messages that are dangerous, inappropriate or make them uncomfortable in any way.

E. System Security

The security of the school unit's computers, network and Internet services is a high priority. Any
student who identifies a security problem must notify his/her teacher or building administrator
immediately. The student shall not demonstrate the problem to others or access unauthorized material.

F. Privately–Owned Computers by Students

1. A student who wishes to use a privately-owned computer in school must request
use in EACH classroom.

2. Requests may be denied if it is determined that there is not a suitable educational basis
for the request and/or if the demands on the school unit's network or staff would be
unreasonable.

3. The student is responsible for proper care of his/her privately-owned computer,
including any costs of repair, replacement or any modifications needed to use the
computer at school.

4. The school unit is not responsible for damage (virus), loss or theft of any
privately-owned computer.

5. Students are required to comply with all Board policies, administrative procedures and
school rules while using privately-owned computers at school.

6. Students have no expectation of privacy in their use of a privately-owned computer
while at school. The school unit reserves the right to search a student's privately-
owned computer if there is reasonable suspicion that the student has violated Board
policies, administrative procedures or school rules, or engaged in other misconduct
while using the computer.

7. Violation of any Board policies, administrative procedures or school rules involving a
student's privately-owned computer may result in the revocation of the privilege of
using the computer at school and/or disciplinary action.

8. The school unit may confiscate any privately-owned computer used by a student in
school without authorization as required by these rules. The contents of the computer
may be searched in accordance with applicable laws and policies.

STUDENT CELL PHONE USAGE/ CAMERAS

Cellular Telephones and Electronic Communication Devices
South Spencer County School Corporation recognizes the need for certain electronic communication devices such as cellular telephones. Therefore, students of South Spencer Middle School may possess a cellular telephone or other electronic communication devices (ECDs), (e.g. paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) during normal school hours (policy includes from time of arrival on school property until time of departure) ONLY if it is powered completely off and out of sight. If the device is visible or sounds off/vibrates it will be confiscated and the following may apply:

First offense: A parent/guardian will have to pick up the device and detention may be assigned.

Second offense: A parent/guardian will have to pick up the device and five (5) days in-school detention may be assigned and student may no longer be allowed to possess device on school grounds.

Subsequent offense(s): A parent/guardian will have to pick up the device and three (3) days of out of school suspension may be assigned with possible recommendation for expulsion for insubordination as student should not have had phone on school grounds during the school day.

Cameras: may not be used without permission by an adult in the building.

**Electronics Communication Device - Usage During After School Activities**

During after-school activities when directed by the administrator or sponsor, the following rules apply:

- Cellular telephones and other ECDs shall be turned off and stored out of sight.
- Cellular telephones must remain off while on school vehicles.
- Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students in the school.

**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.

**Extracurricular Bus Trips**

Cell phone usage will be permitted for contacting parents with respect to pick up times and locations in emergencies or other instances as permitted by the supervising coaches. Otherwise, students are expected to follow the same guidelines as in regular route trips.

**EXCEPTION**

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited on buses, in locker rooms, classrooms, bathrooms, and/or swimming pool areas.

Failure to comply with the above mentioned rules will result in the student’s ECD being confiscated by administration and released to a parent. Further such non-compliance will result in additional punishment according to the SSMS Discipline Policy as outlined in the Student Handbook.

**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, and dangerous controlled 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.

II. BUILDING GUIDELINES

BUILDING HOURS

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. 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 the first three (3) days of any request will be excused (students are permitted a maximum of three (3) days in an academic year). Any request exceeding three (3) days will be unexcused and make-up work will not be permitted. This absence will be unexcused if this procedure is not followed.

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:

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
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<tbody>
<tr>
<td>WBNL – 101.7 FM</td>
<td>WYVW Channel 7 (FOX)</td>
</tr>
<tr>
<td>WYNG - 103.3 FM</td>
<td>WFIE Channel 14 (NBC)</td>
</tr>
<tr>
<td>WAXL - 102.3 FM</td>
<td>WEHT Channel 25 (ABC)</td>
</tr>
<tr>
<td>WBKR - 92.5 FM</td>
<td>WEVV Channel 44 (CBS)</td>
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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 compels all children of legal school age to attend public school or its equivalent every day unless legally excused. In accordance with 20-8.1-3-36, South Spencer County school officials will make every effort to ensure that all children attend school as
required under this chapter. If an enrolled student is not in compliance with the Compulsory Attendance Law, SSMS will notify the proper authorities.

II. Absence

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

A. Excused Absence

1) Personal illness or injury
2) Death or funeral in immediate family
3) Medical/dental appointment
4) Required religious observances
5) Exceptions designated in the law (eg. court appearance)
6) Pre-arranged absence (See Vacations.)

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:

1. 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.

2. 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 - 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 3rd unexcused absence.
Five Days of Unexcused Absence – 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; upon a student’s 3rd Truancy referral to the Spencer County Attendance / Truancy Court may take place.

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:

A warning letter after any combination of 5 absences will be sent.

- After 10 days of any combination of excused and/or unexcused absences the Principal or designee will use his discretion on how to handle the individual case including referral to the Spencer County Attendance Court.

Tardiness:

- A warning letter after 3 unexcused late arrivals or tardies of 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.

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

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 a 3.5 GPA and above at the middle school (first three grading periods) will be honored.

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:

* 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

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<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Point</th>
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<tr>
<td>A+</td>
<td>100-106</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-99</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<td>B+</td>
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<td>83-87</td>
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<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>78-79</td>
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</tr>
<tr>
<td>F</td>
<td>59-59</td>
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THE EFFECTS OF GRADES/BEHAVIOR ON EXTRACURRICULAR ACTIVITIES AND EVENTS

Any student enrolled and in attendance is eligible to try out for extracurricular activities. To be eligible to participate, a student must maintain the established criteria. Any student who receives a grade of F on his/her nine-week report card in any subject will not be eligible to play a sport or participate in an extracurricular activity for four and one-half (4 1/2) weeks. At the end of the next four and one-half (4 1/2) week period, if the student has a grade of F in any subject, he/she will not be eligible to participate for the remainder of the season. Eligibility for the beginning of the school year will be determined by the final report card of the previous school year. 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 Include:

All sports teams
Cheerleaders
Managers
Student Trainers
Statisticians
Lego Robotics
Chess Club
Destination Imagination
Art Club
Reading Club
Spell Bowl Team
Musical
Academic Bowl

**STUDENT WELL-BEING**

**GUIDELINES FOR A SICK CHILD**
The guidelines regarding a fever and/or vomiting for South Spencer School Corporation are: any child with a temperature of 100 degrees or greater or who shows evidence of vomiting should be sent home. If the fever and/or vomiting persist for two days, even without other symptoms, a doctor should be consulted, and under no circumstances should a child return to school unless the temperature is less than 100 degrees for twenty-four hours without medication and/or no vomiting has occurred.

**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**
Parents may authorize the school to administer a non-prescribed acetaminophen/Tylenol by signing a Tylenol permission form which is available in the school office. Tylenol will not be given before 10:00 a.m. or after 1:00 p.m.

**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!

**Minimum Immunization Requirement for Grades 6-12**
- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after the 4th birthday).
- 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of mumps vaccine on or after the first birthday.
- 1 doses of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.
- 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- 1 dose of meningococcal conjugate vaccine (MCV4).

**The school nurse is aware that there are circumstances and disabilities for which children require medication during school hours. Indiana Statutes require the regulations listed below before medication can be given to a student at school.**

1. All medication must be brought in by parent or legal guardian in its original container. Prescription medicines must have a pharmacy or doctor’s label with the student’s name and instructions printed on them. A completed medication prescription request form signed by both the physician and the parents must accompany the prescription. Medication forms may be obtained from the school office or on the corporation’s website. Prescription medications cannot be administered until we have the physician’s signature.

2. Nonprescription medicines must be in a new, sealed container with the student’s name written on the containers. A completed medication request form signed by the parent must accompany over-the-counter medications. The forms are available in the school’s office or on the corporation’s website.

3. Students may not keep any medication in their possession during school hours. The medicine is to be turned into the school office, so it can be put into a medicine drawer labeled for the student. This includes aspirin, tylenol, or any other non-prescription pain reliever.

4. All medication must be administered by a designated school employee. The student must come to the office and take his/her medication. Exception: If a student has an inhaler for asthma, he/she will only be permitted to carry it with a doctor’s authorization.

5. If the student is on a daily medication (such as Ritalin), written permission from the doctor must be sent to the school before the medication can be administered.

6. When the student’s medication bottle is empty for those taking daily medication, the school will send it home to be refilled. All medication should be promptly refilled.

7. If the student is on an antibiotic that is given three times a day, please give this to your child at home. This will ensure that he/she is getting all the medication.

**It is the parent’s responsibility to pick up remaining medication at the end of the school year.**

**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](http://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**

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. 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.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

E. All doors are locked during the school day. Visitors are allowed in through the main office after identification.

F. Portions of the building that will not be needed after the regular school day are closed off.

G. 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.
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

1. Student passengers shall follow the instructions of the driver at all times.
2. Student passengers shall remain properly seated at all times.
3. 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

I. 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.

II. 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.

III. 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.

IV. 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.

V. 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.

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.

HARASSMENT/BULLYING BY A STUDENT

South Spencer Middle School believes that every individual deserves to be able to come to school without the fear of harassment or being bullied. Harassment/Bullying will not be tolerated at South Spencer Middle School. If the harassment/bullying behavior is substantiated, intervention and penalties will be used. This policy will apply before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or when using school property or equipment provided by the school. Bullying is defined by the Act as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

Reporting bullying and harassment to school staff is encouraged. Anyone may and should report harassment/bullying incidents. Individuals may report harassment/bullying to any school staff member. The information will be acted on and reported to school administration for a complete investigation. The school will do all that is possible to maintain confidentiality. Parents are also encouraged to listen to their children, ask questions, and be in contact with school officials if they suspect problems.

We will use various methods including this policy, school assemblies, newsletter, and other pertinent modes of communication to educate both parents and students about harassment/bullying.

Positive Reinforcements: When appropriate behavior is assertively recognized, students will be provided a positive consequence for their actions. The students will learn that the consequences for their appropriate behavior are responses that meet their wants and needs.

Through combining positive consequences for appropriate behavior and negative consequences for problem behavior, clearly defined parameters of desired behavior as well as unacceptable behavior can be established. The staff will be in a position to motivate students to make the choice to eliminate problem behavior, thereby increasing appropriate behavior.

Conduct Warnings: A student may be issued a conduct notice for the violation of designated school rules. These notices will be entered in the students discipline record.

Conduct Warnings: do not carry any additional discipline consequences until a fourth notice is written in the same grading period. An office referral may be issued after the fourth notice. A Conduct Demerit will be written after the fourth notice and after every additional notice for the remainder of the grading period. Each Conduct Demerit will result in three points off the student’s citizenship grade.

Office Referrals: Office referrals will require for the student to meet with the principal with a subsequent discipline sanction being assigned.(see detention, in-school detention, out-of –school suspension, expulsion)

Serious Infractions: All students may make occasional mistakes in behavior; for them, the above consequences suffice. For those students whose misbehavior is more serious, additional steps will be taken. The principal has the right to exercise administrative discretion and to amend this policy in the case of unusual circumstances. For example, a fight may result in an immediate suspension and possible expulsion from school. Other behaviors that may result in suspension or expulsion include but are not limited to stealing, possession of illegal substances, turning in false alarms, possession of tobacco, possession of a potential weapon, using a weapon, threatening
others, continued disruption of class or the school process, and truancy. In cases involving suspension or expulsion, Public Law 162 of student due process will be followed.

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 designee. Times are subject to the recommendation of the principal. Detention will be served Monday-Thursday 7:00-7:50 or 3:00-3:50 with the principal.

Note: Teachers have the right to assign after school detention to any student who fails to comply with classroom expectations regarding academic work. This detention, though it must be served, will NOT lower the student’s citizenship grade. However, failure to serve the detention will result in In-school Detention, which WILL affect the student’s citizenship grade.

B. CORPORAL PUNISHMENT: Paddling of a student by a teacher or administrator with a witness present and a written record sent to the parent. It is usually not used for the first offense. Parents may request their student not be paddled or that they be notified before such punishment is administered. Written requests are required, but one such notice is sufficient.

C. IN-SCHOOL DETENTION: 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.

D. 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 detention

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 detention;
Corporal punishment;
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 detention
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 – three points off the grade scale;
- Bus Conduct Referral – at least two points
- In-school Detention will be at least an automatic D+
- Out-of-school Suspension will be an automatic “F.”

**DISCIPLINE PHILOSOPHY AND FURTHER EXPLANATION**

**NOTE:** The Following text is to ensure that Students / Parents are completely aware that
continued misbehavior and/or serious incidents may result in suspensions and ultimately
expulsion from school which will make it impossible for a student to progress academically /
socially. They may also be reported to the authorities. Please don’t hesitate to contact me if you
have questions at 812- 649 2203 / ja.wilson@sspencer.k12.in.us-Mr. Wilson.

The most effective discipline is self-discipline. This takes effect when a student is responsible for
his/her own actions and behaves so that he/she is in compliance with the discipline policies at
SSMS. When each student uses self-discipline, circumstances are such that all students may
attend school in an atmosphere where learning can take place, safety is kept in mind, people can
enjoy their time in school, and a positive relationship can exist between students, teachers and
administrators. Self-discipline is not inherited; it must be learned. When students act in ways that
are outlined as unacceptable at SSMS, or at extra-curricular events in which SSMS is a
participant, and off school grounds when the behavior has or can be reasonably foreseen to
create a disruption at school or events, teachers and/or administrators must step in to help correct
the unacceptable behavior.

Included in the disciplinary techniques used at SSMS are these items:
1. Verbal/written warnings and lectures on proper conduct and behavior
2. Parental involvement
3. Detention (before or after school)
4. Saturday detention
5. In-school detention
6. Out-of-school Suspension
7. Alternative Day Suspension
8. Expulsion from school
9. Restriction or suspension of extra-curricular privileges
10. Assignment to work details (parent must agree)
11. Suspension from 8th grade promotion ceremony and/or Trip(s)
12. Notification of police/probation/Bureau of Motor Vehicles
13. Disciplinary removal from a course
14. Referral to Special Service Programs
15. Rearrangement of class schedule

If a student decides to misbehave, HE/SHE MUST BE AWARE OF THE CONSEQUENCES OF THE UNACCEPTABLE BEHAVIOR. Some of the areas of concern (listed alphabetically) which students should be aware of are:

1. ABUSE OF A STAFF MEMBER: Back talk, name-calling, disrespect, physical harm or other forms of abuse or harassment, on or off school property will not be tolerated. State law requires the reporting of a threat received by a school employee or intimidation of a school employee.

2. BEEPERS, PAGERS, and PORTABLE TELEPHONES: Students can possess, but not on their person during school hours, beepers, pagers, or portable telephones on school property (they must be kept in the locker turned off during school hours).

3. DAMAGE TO SCHOOL PROPERTY: Any student who willfully destroys school property is in violation of this provision. The student/parent/guardian shall be liable for damages resulting from a student’s act.

4. DRUGS/ALCOHOL: Possession, use, distribution, or consumption on the property or at any school function is not permitted.

5. FIGHTING: Physical and verbal assaults and conflicts have no business in a school environment and disrupt the learning atmosphere.

6. THREATS AND INTIMIDATIONS: Student-to-student threats or intimidation (hazing, harassment, etc.) shall not be permitted at school or at any extra-curricular function.

7. FOOD, BEVERAGES, and AND CANDY: Students are not to consume food, beverages, or candy in the hallways or classrooms between 8:00 AM and 3:10 PM. All lunch items which students carry into the school and/or store in their lockers are to remain sealed. These items are to be consumed only in the cafeteria and only during assigned lunch periods. Students who violate this rule will have their food, beverages, or candy confiscated and may be issued a disciplinary referral.

8. GANG-RELATED GROUPS/SYMBOLS: Street gangs have no place at SSMS. Students who, individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties established for expulsions. The showing of gang-related symbols, colors, or clothing which causes a disruption in the learning environment and to school purposes, shall be grounds for suspension or expulsion.

9. HORSEPLAY: Irresponsible actions that could lead to physical harm or damage to other persons or property. This would include throwing spit wads and food fights.

10. IN THE HALL WITHOUT A PASS: Being in the hall during a class period without a valid pass from a teacher.

11. INSUBORDINATION: Failing to follow the directions of a member of the staff, including such things as completion of class assignments, projects, or homework.
12. LANGUAGE: The use of vulgar, obscene language toward another student or staff member is a violation of this policy.

13. ROMANTIC RELATIONSHIPS: Students are to refrain from embracing, kissing, or exhibiting public display of passionate affection. Only holding hands are acceptable at school. Students should not, under any circumstances, while on school grounds, anywhere in the building, or at school functions, show affection to one another that creates a scene and draws undue attention to them. The administration and faculty feel this creates a poor image of our student body, and that school is not the place to engage in any affectionate gestures other than holding hands. Students who are observed violating this standard will be given a written warning on the first offense. A copy of the referral will be sent to the parent or guardian. Subsequent violations will result in a parent conference and possible further disciplinary actions.

14. RUDE BEHAVIOR AT STUDENT ASSEMBLIES: Students are expected to show attention and respect at all assemblies.

15. SEXUAL HARASSMENT: Students who make comments and gestures that meet the following guidelines are a violation of this provision:
   1. Remark, gesture of an act is sexual in nature.
   2. Action is unwanted by the individual it was directed toward.

16. SMOKING OR POSSESSION OF TOBACCO PRODUCTS OR PARAPHERNALIA: Smoking is not permitted in school buildings or on school grounds by students during the school day or at any activity in which SSMS participates. Students carrying these products are in violation of this provision. (LIGHTERS ARE INCLUDED)

17. WEAPONS: The school environment is not a place for any type of weapon. The school will comply with State laws, requiring the expulsion of students who bring weapons on school property. Articles designed to inflict bodily harm, used to inflict bodily harm, or represented as a device, which could inflict body harm to another person, will be subject to this rule. Weapons shall include but not limited to razor blade, knife or any object sharpened to a point or cutting edge, taser, stun gun, handgun, shot gun, rifle, bow or cross bow with arrow(s), explosive/destructive device

18. RUNNING IN HALLS: Students are not to be running in the halls between classes, before school or after school.

SSMS BASIC RULES OF CONDUCT:

- When you arrive at school, you are not to leave the school for any cause without permission from the office.
- Students must use the sign IN and OUT register located in the office if leaving school early or coming to school late.
- You are assigned to a room every period of the day. Be in your assigned place and on time.
- You must have a pass/trust card any time you are in the hall.
- Do not run, push, wrestle, yell, or make unnecessary noises.
- Go to every class with proper equipment. Bring nothing to school that is not to be used in your classes or in preparing lessons.
- Do not leave class until dismissed by the teacher.
- You should not open windows, or turn lights off or on. The teacher is responsible for heat and light control.
- Janitor office, boiler room and teacher work room are off limits.
- There will be no snowballs thrown on the school grounds.
• Students serving out-of-school suspension and expulsion are not to attend school sponsored activities and are not to be on school grounds during the time of the suspension.

Follow established behavior rules on the school bus. In accordance with I.C. 20-33-8, the superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior in addition to the actions specifically provided in this handbook, reasonably, desirable or necessary to help any student to further school purposes, or to prevent an interference there with such action, including such matters as counseling with the student or group of students; conferences with a parent or group of parents; assigning students additional work; rearranging class schedules; requiring a student to remain in school after regular school hours to do additional school work or for counseling or restriction of extra-curricular activity.

Incidents that occur during times immediately before or after school hours as students travel to or from their home will fall under the jurisdiction of the school and will be handled accordingly. A student may be expelled or suspended for engaging in unlawful activity on or off school grounds during non-school hours if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.

DETENTION

A. If a student is assigned detention, he/she will be assigned a range of dates to serve that detention by the principal or his designee.
B. Detention meets M-F 7:00-7:50 am or 3:00-3:50 pm.
C. Students are responsible for bringing enough schoolwork to occupy this time productively.
D. 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.

SATURDAY SCHOOL

A. If a student is assigned to Saturday school, he/she will be assigned a specific date to serve.
B. Saturday School will meet in the in-school detention room.
C. The student is expected to bring all books and supplies to Saturday School.

STUDENT DISCIPLINE RULES

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

REMOVAL FROM CLASS OR ACTIVITY:

1. A student may be removed from the teacher’s class or activity.

2. 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.
3. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 (ten) school days.

4. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school)
b. Off school grounds at a school activity, function, or event; or
c. Traveling to or from school or a school activity, function, or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to:
   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   c. Setting fire to or damaging any school building or property.
   d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
   e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.

9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student’s par-net has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.

18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.

23. Engaging in pranks that could result in harm to another person.

24. Use or possession of gunpowder, ammunition, or an inflammable substance.

25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
   a. engaging in sexual behavior on school property;
   b. engaging in sexual harassment of a student or staff member;
   c. disobedience of administrative authority;
   d. willful absence or tardiness of students;
e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
f. violation of the school corporation’s acceptable use of technology policy or rules;
g. violation of the school corporation’s administration of medication policy or rules;
h. possessing or using a laser pointer or similar device.
26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. An exception is with respect those individuals with Platinum cards and IEP. Platinum cards allow certain electronic devices.
27. When entering or exiting the building either before/during/after school hours, students are not to block or prop open a school building door for any reason.
28. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal’s school building.

B. Bullying
1. This rule applies when a student is:
a. On school grounds immediately before or during school hours or at any other time when the school is being used by a school group (including summer school);
b. Off school grounds at a school activity, function, or event;
c. Traveling to or from school or a school activity, function, or event; or
d. Using property or equipment provided by the school.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. 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 violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. 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.

C. Possessing a Firearm or a Destructive Device
1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devises 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
3. 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.
4. 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.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing a Deadly Weapon
1. No student shall possess, handle or transmit any deadly weapon on school property.
2. 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.
3. 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.
4. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. 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.

F. 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.

G 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.

**RIGHT TO APPEAL**

The board will not hear any appeals. The school administrator shall notify the parent /guardian of this policy

**SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:
1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
   (a) a written or oral statement of the charges;
   (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
   (c) the student will be provided an opportunity to explain his or her conduct.
2. 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.
3. 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:
1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
   a. legal counsel
   b. 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.
2. 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.
3. 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.
4. 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.

5. 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.

EXTRACURRICULAR ACTIVITIES

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 and Saturday school assignments. 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 the rest of the school year.

THE EFFECTS OF GRADES ON EXTRACURRICULAR ACTIVITIES AND EVENTS

Any student enrolled and in attendance is eligible to try out for extracurricular activities. To be eligible to participate, a student must maintain the established criteria. Any student who receives a grade of F on his/her nine-week report card in any subject will not be eligible to play a sport or participate in an extracurricular activity for four and one-half (4 1/2) weeks. At the end of the next four and one-half (4 ½) week period, if the student has a grade of F in any subject, he/she will not be eligible to participate for the remainder of the season. Eligibility for the beginning of the school year will be determined by the final report card of the previous school year.

ATTENDANCE

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.

EXTRACURRICULAR DEMERITS AND CITIZENSHIP

A. Demerits
   1. If an athlete receives a demerit (conduct or academic) he/she will be required to meet the criteria stated under Demerits/Academic Demerits in the Athletic Handbook.
   2. It will be left up to the discretion of the coach to penalize the athlete further.

   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 previous mentioned consequences are the minimum. The coach with the approval of the principal has the right to have a more stringent penalty system for poor conduct as ECA’s are not a right and part of the benefit of such activity is to build character. Additionally, as with other behavior and discipline issues, the principal has the right to exercise administrative discretion and to deviate from this policy in the case of unusual circumstances.

Extracurricular Activities Include:

- All Sport Teams
- Cheerleaders
- Managers
- Student Trainers
- Statisticians
- Lego Robotics
- Chess Club
- Destination Imagination
- Art Club
- Reading Club
- Spell Bowl Team
- Musical
- Academic Bowl

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. In an attempt to honor as many students as possible, a student will only be eligible to receive Student of the Month one time during his/her tenure at SSMS. 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.

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 APPEARANCE

Tradition has shown that dress and appearance appropriate for the occasion and in good taste should be the guideline for school dress.
• Spaghetti straps, sleeveless tops, tops exposing the midriff, shirts advertising products and messages not appropriate for the wholesome school environment will not be allowed.
• Shirts/Tops must be a crew neck style not plunging below the collar bone. A button style shirt must be buttoned to the collar bone area; most polo type shirts and t-shirts will easily meet the requirements.
• All shorts/skirts must approach knee length (or one inch from top of knee minimum). Additionally, they may not be worn if too tight or revealing.
• Headgear should not be worn in the building before, during, or after school.
• Clothing with holes, frayed, or ripped material are not allowed; (tape may not be used to cover holes, frays, or rips)
• Students are prohibited from engaging in speech or conduct including wearing clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar or offensive to the school environment.
• Shoes must be worn at all times.
• Baggy jeans/sagging jeans/pants may not be worn.
• Undergarments should not be visible to others.
• In certain classes, special dress requirements will be established for health and safety reasons.
• No Rebel Flags.

The basic responsibility for appearance falls upon the students and parents. The administration has the authority to determine the appropriateness of a student’s attire.

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. Each student is provided a computerized lunch card, which is his/her responsibility. A student may forget the card three (3) times at which point a lunch of a peanut
butter sandwich and fruit is offered. **NO student will EVER be denied a 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.

**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 any one 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.

**NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

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

Mrs. Candis Haskell 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:

1. Inspect and review the student’s education records.
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student’s rights.
3. Consent to disclosures of personally identifiable information contained in the student’s education records, except to those disclosures allowed by the law.
4. Challenge Corporation noncompliance with a parent’s request to amend the records through a hearing.
5. File a complaint with the U.S. Department of Education as provided by the Family Education Rights and Privacy Act (FERPA).
6. Obtain a copy of the corporation’s policy and administrative guidelines on student record.
Indiana State law requires that we request a student’s parent or legal guardian, and any student in grades 6 through 12 to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy and South Spencer County School Corporation Internet Use Agreement Form.

I understand and will abide by the Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action. I also understand that my Internet activity will be logged and monitored.

Parent/Legal Guardian:

As the parent or guardian of this student, I have read the Internet Use Agreement on pages 4-6 in the student handbook. I understand that this access is designed for educational purposes. South Spencer School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet/network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting.

**EXCLUSION from Internet Use:**

If you DO NOT want your child to have the opportunity for Internet access, then you must call the school office at 649-2203. Parents have the option to request alternative activities not requiring Internet access.

Please complete the form below and return it to the school office. Your cooperation is appreciated.

Yes, I/We have read the information published in this Student Handbook and Internet Use Agreement Form. I/We understand and agree to comply with the rules and regulations as stated. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct and that I am the parent or legal guardian of the below named student.

Print Student Name_________________________________________

Student Signature__________________________________________

Grade_________________

Date__________________

Parent/Guardian Signature______________________________________