

ROCKPORT ELEMENTARY SCHOOL

"A Great Place to Learn!"



STUDENT HANDBOOK

2011-2012

**SOUTH SPENCER COUNTY SCHOOL CORPORATION
BOARD OF EDUCATION
2011-2012**

Mrs. Jane Whitney
Mr. Jeff Roberts
Mr. David Hemmer
Mr. Jim Boyer
Mr. George Schwoeppe

**SOUTH SPENCER SCHOOL CORPORATION
ADMINISTRATION**

Mrs. Candis Haskell, Superintendent	649-2591
Mrs. Angie Gladish, High School Principal	649-9157
Mr. J. Wilson, Middle School Principal	649-2203
Mr. Scot French, Rockport Elementary Principal	649-2201
Mrs. Lori Hermann, Luce Elementary Principal	359-4401
Mr. Dean Schipp, Technology Director	649-2591
Mrs. Krista Rasor, Corporation Nurse	649-2591
Mr. Steve Daming, Corporation Maintenance	649-4456
Mr. Shirley Jones, Bus Transportation	649-4456
Mrs. Jane Jagers, Director of Food Services	649-5088

Rockport Elementary School
200 S. Sixth Street
Rockport, Indiana 47635
(812) 649-2201
FAX (812) 649-9185
Website: www.sspencer.k12.in.us

Letter from the Principal:

Parents and Students,

Welcome to Rockport Elementary. I hope everyone has enjoyed their summer break and are ready to kick off another exciting school year.

Teachers and staff have spent time this summer getting energized for the upcoming year, being involved in various professional development opportunities, and planning fun and interesting activities for your children. Our staff strives to provide the best research based learning opportunities for children that attend Rockport Elementary. We welcome parents to be an active part of that learning experience.

Parent and teacher communication is extremely important in improving student performance, so please keep in touch with your child's teacher and let them know you support their efforts. If you are not already familiar with our Harmony information system, then please talk with your child's teacher about what information you can access to help keep you informed. There are many ways to support your child at school. Please check with your child's teacher or a PTO officer to see how you can help.

Our corporation office, maintenance, technology, food service, transportation and custodial crews have been working to get things ready for the up-coming school year, so when you see these people be sure to let them know that their hard work and commitment is deeply appreciated. Without their dedication, it would be impossible to keep all the schools in this corporation adequately equipped and running smoothly.

I am proud to be a member of the staff at Rockport Elementary and a resident of the community it serves. Please call me with suggestions or concerns about our school.

Respectfully,

Scot A. French

Scot A. French, Principal

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2011-2012
School Calendar

Meet & Greet/Open House 6:00 PM	August 9
Teacher Prep Day (Full Day)	August 10
Enrollment Day (Full Day)	August 11
Labor Day (No School)	September 5
Middle of Grading Period Reports Go Home	September 13
End of First Grading Period (45 days)	October 13
Fall Vacation	October 21-24
Middle of Grading Period Reports Go Home	November 16
Thanksgiving Vacation	November 23-25
End of 2nd Grading Period (45 days)	December 21
Christmas Vacation	December 22- Jan 2
Report Cards go home	January 5
Martin Luther King Day (No School)	January 16
Middle of Grading Period Reports Go Home	February 3
Presidents' Day (No School or Snow Make-up Day)	February 20
End of 3 rd Grading Period (45 days)	March 8
Report Cards Go Home	March 13
Spring Vacation	March 26-30
No School or Snow Make-Up Day	April 6
Middle of Grading Period Reports Go Home	April 18
No School or Snow Make-Up Day	April 20
No School or Snow Make-up Day	May 7
End of 4th Grading Period (45 days)	May 22
Last Day of School	May 22
Graduation	May 26

ROCKPORT ELEMENTARY FACULTY/STAFF

Patsy Harpenau	Guidance Counselor
Linda Lloyd	Kindergarten Teacher
Rhonda Nelson	Kindergarten Teacher
Cheri Schulte	Kindergarten Teacher
Sandra Kincaid	Grade 1 Teacher
Mary Jane Kirkpatrick	Grade 1 Teacher
Marilyn Sermersheim	Grade 1 Teacher
Joan Broeker	Grade 2 Teacher
Jana Grose	Grade 2 Teacher
Kimberlee Southwood	Grade 2 Teacher
Karen Banks	Grade 3 Teacher
Teri Rose	Grade 3 Teacher
Stephanie Newton	Grade 3 Teacher
Mary Kerber	Grade 4 Teacher
	Grade 4 Teacher
Kellie Harpenau	Grade 4 Teacher
Joe Gripenstroh	Grade 5 Teacher
Lori Kenney	Grade 5 Teacher
Jodie Price	Grade 5 Teacher
Angie Fortwendel	Special Needs' Teacher
Alison Brewer	Special Needs' Teacher
Becky Haaff	Speech Teacher
Veralyn Neal	Music/Art Teacher
Tom Packer	Physical Education Teacher
Janet Schipp	Preschool Teacher
Jami Denham	Title I Teacher
Cindy Harrison	Librarian
Zack Shelton	Special Needs Assistant
Kim Newton	Teaching Assistant
Rose Holonich	Teaching Assistant
TBA	4 th Grade Teaching Assistant
TBA	Preschool Assistant
Nanette Hendrix	Preschool Assistant
Trent Martin	Special Needs Assistant
Kari Coomes	Special Needs Assistant
Marilyn Neal	Special Needs Assistant
Lisa Heifner	Teaching Assistant
Vicki Moninger	Teaching Assistant
Jessica Scott	Special Needs Assistant
Zareda Sherwood	Secretary
Rachel Manring	Secretary/Health Aide
Rhonda Stone	School Nurse
Brenda Marts	Head Cook
Delana Schmidt	Cook
Tammy Jackson	Cook
Elaine Morrison	Cook
Sheena Faulkner	Cook
Mary Dickenson	Custodian

Heather Robinson	Custodian
Inez Hurm	Custodian
Margaret Smith	Custodian

ROCKPORT ELEMENTARY PTO

President	Tonia Ambs
Vice-President	Audra Stewart
Secretary	Missy Finney
Treasurer	Stephanie Newton
Room Parent Chair	Kristin Lampkins
Asst. Room Parent Chair	Krista Seitz

South Spencer County School Corporation Mission Statement:

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

**Meet the educational needs of its students and citizens;*

**Help its students accomplish educational goals which are significant, durable, and transferable.*

Rockport-Ohio Township Elementary School Mission Statement:

At Rockport Elementary School our vision is to provide all students with a challenging, child-centered learning environment. Our students are given opportunities to develop personal learning styles, interests, and strengths. Staff, parents, and students effectively work together to support high academic and behavior standards that will promote passion for life long learning.

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, disabling conditions, or national origin, including limited English proficiency. Education service, programs, instruction, and facilities will not be denied to anyone in the South Spencer County School Corporation as the result of his or her race, color, sex, disability condition, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following: **Title VI Coordinator, Title IX coordinator, and Section 504 Coordinator, Superintendent, South Spencer School Corporation, P. O. Box 26, Rockport, IN 47635, (812) 649-2591.**

See Corporation Policy #2260.

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. A "Drug Free Zone" also extends 1000 feet from the school property. Drugs include any alcoholic beverage, anabolic steroid, or dangerous controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student 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 she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Rockport Elementary School Day 8:00-3:00

Enrollment

Students must be five years of age on or before August 1st to attend Rockport Elementary Kindergarten. Students must be six years of age on or before August 1st to attend Grade One.

Enrollment procedures will be announced each August in the local newspapers.

Attendance

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 20-33-2-4, South Spencer school officials will make every effort to ensure that all children attend school as required by law.

When a student is **absent**, the parent is expected to contact the school by **9:00** A.M. On the student's return to school, a written excuse stating the reason for the absence must be brought to the office with the date of the absence and signature of the parent or guardian. ***Absence will be recorded as unexcused until written verification is received. If written verification is not received within two days after student returns to school, absence will remain unexcused.***

Excused Absences:

- 1. personal illness or injury**
- 2. death or funeral in immediate family**
- 3. medical/dental appointment**
- 4. required religious observance**
- 5. exceptions designated in the law (court appearance)**
- 6. pre-arranged absence (maximum of 3 days per year)**
 - pre-arranged absences must be pre-approved by the principal at least one week in advance**

Students are allowed to make up work for credit when absence is excused. Students will be given one day for each day of absence to complete the make up work.

Unexcused Absence:

This includes all absences not designated under excused absences as defined by Indiana Code.

Unexcused absence without make up credit will occur when an absence occurs and there is no knowledge or approval by the school (examples include an unacceptable parent request or excuse, work suspension, missed bus, etc.) Make up work may be expected but credit will not be granted.

A student will be considered truant (IC 20-33-2-11) when the absence from school is without the knowledge and approval of a parent or school official. *A habitual truant is a student*

that is chronically absent by having unexcused absences from school for more than 10 school days in one year.

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 5th 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.

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 :

Students who arrive after 8:00 A.M. will be considered tardy and must check in the office to receive a Tardy Slip before admittance to the classroom. Students who arrive after 10:00 A.M. will be counted absent ½ day. *Students who leave before 2:55 P.M. will need to bring appropriate documentation back to school to verify the reason for leaving early (ie. Dr. excuse, court notice, funeral notice).*

- 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.
- *When an after-school detention has been assigned due to excessive tardies, parents will be allowed to serve the detention in place of their child.*

Book Rental and Supplies List

Book rental fees are to be paid during enrollment days. Students are responsible for books that are assigned to them for the current school year. Replacement cost will be assessed for lost or damaged books.

Book Rental Fees

..... Kindergarten	\$78
..... Grade 1	\$94
..... Grade 2	\$81
..... Grade 3	\$97
..... Grade 4	\$81
..... Grade 5	\$90

*Supply lists for each grade level are given to parents during enrollment days. It is important for students to come to school with needed supplies. Grade level supply lists are also available on the school's web site.

Breakfast and Lunch Program

Students may participate in the breakfast and lunch program that is operated in accordance with federal, state, and local laws and health guidelines. Parents may pay by the week or in lump sum increments. Students may charge for no more than three days. Daily prices are:

..... Student Breakfast	\$ 1.05
..... Student Lunch	\$ 1.75
..... Extra Milk	\$.40 (pay required for all students)

Snacks

Because of government mandates choices of beverages are limited at school. The choices are: bottled water, low calorie beverage (no soft drinks), milk, or juice. If a student brings a beverage to school for lunch or snack, it will need to be one of the previously mentioned beverages.

Important information on School Board Wellness Policy

- *Birthday Celebrations- Cakes, cupcakes, cookies, and other non-nutritional snacks are not allowed*

Excerpt from Board Wellness Policy 8510:

All Foods and drinks available on campus during the school day shall comply with current USDA Guidelines for Americans, including competitive foods that are available to students, a la carte in

the dining area, as classroom snacks, from vending machines, for classroom parties or at holiday celebrations.

Peanut Free Policy

We have been presented with a unique situation, and are asking for everyone's cooperation. We have a child that has a life threatening peanut/tree nut allergy, and cannot be exposed to or ingest any peanut products.

This means that the student may not touch or eat the following: *peanuts, peanut butter, peanut oil, peanut flour, peanut protein, all nuts.*

We have decided as a school to go PEANUT FREE. Please do not send peanut butter sandwiches or crackers for lunch with your child, or other products containing peanuts. Also, the cafeteria will no longer serve peanut butter, or any products with nuts.

Please realize that this child has a severe allergy which could be fatal. We are asking that you read ALL food labels before sending any food to school with your child. We are also asking that you talk with your child about the importance of not sharing their personal snacks.

We thank you in advance for your cooperation. It will take a team effort to create a safe environment.

Student Dress Standards

Students should take pride in their personal appearance. The wearing of apparel that has any writing, printing, symbols, or pictures that is judged to be immoral, lewd, or vulgar or is suggestive and/or implies drugs, alcohol, violence, or other subjects disruptive to the normal operations of the school, or which interferes with the educational process is prohibited.

No hats or head coverings in the building except for designated special occasions. Hair paint/coloring that is disruptive to the educational process is not permitted except for designated special occasions. Students will be required to remove this from their hair.

Bare midriffs, halter tops, muscle shirts, biker shorts, tops with spaghetti straps, loose, baggy tank tops, or any other garments which suggestively expose the upper torso are prohibited.

Shorts or skirts/dresses should approach the knee (mid-thigh or longer). *Shoes with solid soles should be worn. For safety, flip-flops cannot be worn.*

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

Field Trips

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

Grades

Rockport Elementary has a standard grading procedure, as well as additional notations that

may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students and parents at the beginning of the course work.

The school uses the following grading scale:

- **90-100 = A = Excellent Achievement**
- **80-89 = B = Good Achievement**
- **70-79 = C = Satisfactory Achievement**
- **60-69 = D = Minimum-Acceptable Achievement**
- **59-0 = F = Failure**
- **I = Incomplete**

Report Cards and Progress Reports

Report cards will be sent home with students after each nine-week grading period.

Progress reports will be sent home midway through each grading period to keep parents aware of their child's progress.

Parents may call the school at any time to set up a conference with a teacher regarding their child's progress. Open communication is encouraged through out the school year.

An Honor Roll for students will be posted and published following each grading period for students in grades 3-5. Honor Roll = all A(s) and B(s)

Awards Day Criteria

Academic Achievement Award: All A's in all subjects

Perfect Attendance: No absences for entire year

Honor Roll Distinction: Make Honor Roll every grading period

Citizenship: A's in conduct for each grading period

Accelerated Reader: Make reading goal each grading period

ISTEP Award: Score a Pass+ in any test category 3rd-5th grade

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and promotion.

Promotion, Placement, and Retention Policy

Promotion to the next grade is based on the following criteria:

1. Current level of achievement based on class grades and school selected assessments.
2. A student's potential for success at the next level.
3. A student's emotional, physical, and/or social maturity.

The faculty and administration reserve the right to retain a student for reasons other than those previously mentioned, such as excessive absenteeism, etc.

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.

Flexible Class Assignment

The Principal will be the final school level authority in assigning each student to the appropriate classroom. The Principal reserves the right to make student class changes at anytime during the school year.

Special Education

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required, and the school encourages the parent to be an active participant. To inquire about this procedure, a parent should contact Patsy Harpenau at 649-2201.

Student Drop Off, Pick Up, and Signing Out Procedures

Students being transported in cars are to be dropped off and picked up in the rear of the building. When picking your child up at the rear entrance/exit, **please stay in your vehicle and do not walk up to the awning area. Parents and guardians should not enter the building during dismissal time unless they come through the office to check out a child. Office personnel will help locate your child.** Each car-rider family will be given a designated number card for their vehicle and child/children. Teachers and staff on duty will dismiss children to vehicles as they arrive at the back awning area. Children will not be dismissed to vehicles w/o numbers. Those w/o a number will have to show I.D. at the office to check out a child. Please do not block this pick up area by parking your vehicle along this route. Students should not arrive before 7:30 A.M. The drive in the front of the school is for buses only between the hours of 7:15-8:00 A.M. and 2:45-3:20 P.M. Any student who does not take his/her regular bus or ride home must first bring a permission slip from their parent (i.e. riding bus to different address, going home with another student, etc.).

The hours of school are from 8:00AM to 3:00PM. Early bus students will be dismissed at 2:55PM. Students who are picked up by parents are dismissed at 2:55 PM as well. Walkers and bike riders are dismissed at 3:05PM, as well as late bus students.

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

Change of Plans/Transportation

Please plan ahead. Changes in transportation or end of the day arrangements must be verified by a **written note** from a parent, guardian, emergency contact, or someone on the checkout card, or by one of these individuals **physically coming to school** to change plans. **Phone calls will no longer be accepted.** These two methods of verification are the safest and most reliable.

SCHOOL BUS POLICIES

The safe transportation of our student body is a major priority of the South Spencer School Corporation. The School Bus Discipline Plan is designed to promote safety on our school buses at all times. Every passenger is expected to fully cooperate with the driver and to obey all rules and regulations of the South Spencer School Corporation.

All students should behave appropriately and safely while riding on a school bus. No students will be allowed to stop drivers from doing their job or prevent other students from having safe transportation. Parents are encouraged to insist that their children conduct themselves in a respectful and safe manner, boarding, or exiting the bus.

School bus transportation is a privilege. It is not mandated by Indiana Law. Students who ignore safety rules or engage in disrespectful activities may lose their riding privileges. In the event a student is suspended from riding a bus, the parent shall be responsible for transporting the child to and from school.

Student Responsibility on the School bus

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

Consequences for Failure to Obey School Bus Rules

I. Verbal Warning

The driver will state specifically the desired behavior and the consequences for not complying and will take appropriate action to ensure the safety of the passengers. In addition, the driver is advised to document all student misbehaviors and contact parents for assistance prior to suspending bus privileges.

II. Conference: Principal & Student

The driver will fill out the Bus Conduct Report and personally report the incident to the Principal, who will meet with the offending student. The Bus Conduct Report will be mailed to the parents and driver.

III. 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/guardian by

the Principal. The Bus Conduct Report, requesting a conference, will be sent to the parents of the offending student by the Principal. A copy will be sent to the driver.

IV. Short-term Suspension of the Bus Riding Privileges

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

V Long-term Suspension of Bus Riding Privileges

The driver will fill out the Bus Conduct Report and personally report the incident to the building Principal. The Principal may initiate a longer term suspension, up to a semester or an entire year. Again, parents must be notified by the Principal prior to the suspension becoming official

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

School Bus Incident During the Last Week of School

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

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

Safe Travel Plan

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

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

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

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

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

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

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

Student Expectations

A goal of South Spencer's educational program is to encourage independence and responsibility.

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

School-Wide Management

Teachers, staff, and administration are continuing to implement a school-wide behavior plan based on Ron Clark's, Essential 55. The Essential 55 are an award winning educator's rules for discovering the successful student in every child. We will have information at our Meet & Greet about Rockport's Essential 21. Please see your child's teacher for additional information.

Classroom Behavior Management

The individual classroom teacher will handle classroom discipline. When a teacher determines that a student's behavior disrupts the learning process, the teacher is encouraged to use a variety of measures to correct the behavior. Some of these measures may include the following: Putting the student's name on the board, Silent Lunch, Having a student conference, Assigning extra work, Loss of a recess or other privilege, Preferential seating, Written notification to the parent, Telephone call to the parent, Conference with the parent, After-school Detention, Referral to the school counselor, Referral to the principal.

The teacher and/or principal will document the undesirable behavior, the date and time, and the corrective action taken. A written notice will be mailed or e-mailed home to notify parent.

Harassment/Bullying Policy (IC 20-33-8-13.5)

Rockport Elementary believes that every student should be able to come to school without the fear of harassment or being bullied. Harassment/Bullying will not be tolerated at Rockport Elementary. If harassment/bullying behavior is substantiated, intervention and penalties up to expulsion will be used. This policy will apply before or during school hours, immediately after school, or at any other time the school is being used by a school group; off school grounds at a school activity, function, or event; or using property or equipment provided by the school.

Bullying is defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm. (IC 20-33-8-0.2)

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 possible to maintain confidentiality. Parents are encouraged to listen carefully to their children, ask questions, and be in contact with school officials if they suspect problems.

We will use this policy, classroom lessons, school assemblies, and school newsletters to educate both students and parents about harassment/bullying.

Expectation Guidelines

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 (IC 20-33-8-10). 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 1 will be moved to Class 2 and considered to be a repeat offender on the second level in this class. In cases involving expulsion, IC 20-33-8-19 which outlines student due process will be followed.

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

Consequence for Violations:

CLASS 1: (Handled by teacher; if violations continue, a student is referred to the principal's office.)

Violations:

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

Consequence:

- Counseling with a student or group of students
- Conference with a parent or a group of parents
- Students to remain in school after hours to do additional school work or for counseling
- Recommendation to principal to restrict participation and attendance at extracurricular events
- Work detail

CLASS 2: (Students sent to principal's office with referral)

Violations:

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

Consequence:

- In-school Suspension
- After School Detention
- Out of School Suspension
- Work Detail
- Paddling

CLASS 3: (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 4 violation)
- Forged documents/cheating
- Possession or use of tobacco products on school property or at school activities
- Truancy
- Interfering with orderly school operation by any means
- Unauthorized access to computer files (chat rooms, computer games, e-mail, pornographic sites, using another student's access code, etc.)
- Gang activity
- Possession in the school building or use of an electronic paging device, cellular phone or any other electronic message device
- Continued insubordination, inappropriate behavior and/or distraction to the educational process

Consequence:

- Multiple After School Detention
- Suspension out of school
- Multiple In-school suspensions
- Combination In-school suspension
- Combination Out-of-school suspension
- Work Detail
- Paddling

CLASS 4: (Students sent to principal's office with referral)

Violations:

- Excessive absences
- Possession, use of firecrackers, smoke bombs, etc.
- Drugs possession, use or under influence
- Vandalism or Theft/Stealing
- Alcohol possession, use or under influence
- Possession of, use, or threatened use of a weapon
- Possession of a 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

Consequence:

- Multiple After School Detentions
- In School Suspension
- Up to 10 days Suspension out of school
- Up to 10 days out of school Suspension and Expulsion
- Restitution as needed
- Notification to local law enforcement

***Any Class 1, 2, or 3 violations that the administration deems severe enough, may be moved to a Class 4 violation**

Definition and Procedure for Consequences

- 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.
- B. CORPORAL PUNISHMENT: Paddling of a student by a teacher or administrator with a witness present and a written record sent to the parent. 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 makeup work is due at the end of the day's suspension period. In-school suspension will be used in an effort to keep the student in

school and earning credit for work done. In-school suspensions will be used as an alternative to out of school suspension.

- 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 their teachers no later than the day they return to school. No credit will be given for makeup work. Test and special projects (lab, speeches, etc.) may be made up for credit immediately upon returning. (IC 20-33-8-7, IC 20-33-8-14, and IC 20-33-8-15)
- E. **EXPULSION:** A student is suspended by the principal for a period exceeding ten(10) days and a Due Process Hearing is requested by the principal. The student may not participate or attend any school activity or function during the time of the suspension. (IC 20-33-8-3, IC 20-33-8-14, and IC 20-33-8-15)

Possession of a Firearm

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

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

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

The grounds for suspension and expulsion listed above apply when a student is:

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

Substance Abuse

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

Possess, provide to another person, or be under the influence of any substance which is or contains: alcohol, marijuana, a stimulant, intoxicant, a narcotic, a depressant, or a hallucinogen – whether prescription or sold over the counter (without prescription), or any substance represented by the provider to be any of the listed substances – on sponsored grounds at any time or at any school sponsored activity at any location including the school bus.

Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Medication must be stored and issued according to instructions in the nurse's office.

Valuables and Toys

Toys:

Although students are encouraged to bring in items for "Sharing Time," the classroom teacher or school cannot be held responsible for lost or damaged items. Students should leave toys, stuffed animals, etc. at home, unless it is their sharing day. Items brought to school for "Sharing Time," should be kept in their backpack before and after "Sharing Time." Failure to adhere to policy could result in confiscation of item and loss of privilege. Items confiscated will be returned to parent.

Trading and Trading Cards:

Trading should never take place at school. Sports, Yu-Gi-Oh, Pokemon, or any other trading cards should only be brought for "Sharing Time," and kept in a student's backpack until that time. Students found in violation of this policy will have cards confiscated until they can be returned to a parent.

Electronic Devices:

Electronic devices such as CD players, Game Boys, Cell Phones, Pagers, I-Pods, etc... should never be seen or heard while at school. These items should be placed in the student's backpack before he/she enters the school, and should not be taken out until he/she has left the building for the day. 1st violation will result in confiscation of item until it can be returned to a parent. 2nd violation will result in confiscation of item and after-school detention.

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.

Change of Address, Telephone, or Custody

It is very important that we have each student’s correct address and phone number in the office. It is also important that we have on file an emergency number or two of a relative, friend, or neighbor that you authorize us to contact in case of an emergency in which you cannot be reached. It is essential for you to notify us if there is a change of address or telephone number during the school year.

In the event the legal custody of the child changes, please inform the school immediately and provide us with the appropriate documentation. For the child’s protection we must be notified concerning who may or may not pick up children from school when the custody changes.

Emergency School Closing

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

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

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

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

Immunizations

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

Minimum Immunization Requirements For School Entry

Pre-Kindergarten

- 4 doses of DTaP, DTP, DT, or any combination of the three are required.
- 3 doses of either (Polio) OPV or IPV vaccine in any combination.
- 1 dose of measles (rubeola) vaccine on or after 1st birthday.
- 1 dose of rubella vaccine on or after 1st birthday.
- 1 dose of mumps vaccine on or after 1st birthday.

Kindergarten and Grade One

- 5 doses of DTaP, DTP, or DT, or 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday.
- 4 doses of any combination of (Polio) OPV or IPV by age 4-6, or 3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.
- 2 doses of measles (rubeola) vaccine on or after 1st birthday.
- 1 dose of rubella vaccine on or after 1st birthday.
- 1 dose of mumps vaccine on or after 1st birthday.
- 3 doses of hepatitis B vaccine
- 1 dose of Varicella (Chickenpox). **Parental history of chickenpox is acceptable as proof of immunity.** A written statement from parent or guardian indicating dates of disease and signed is all the documentation needed.

Grade Two, Three, Four, Five and Six

- 3 doses of DTaP, DTP, DT, or TD
- 4 doses of any combination of (Polio) OPV or IPV by age 4-6, or 3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday.
- 2 doses of measles (rubeola) vaccine on or after 1st birthday.
- 1 dose of rubella vaccine on or after 1st birthday.
- 1 dose of mumps vaccine on or after 1st birthday.

Control of casual-contact communicable diseases and pests

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

Rules for Medications Given at School

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

- **All medication must be sent in it's original container.** No expired medication will be accepted. Prescription medicines must have a current pharmacy label with the student's name and instructions printed on it. The pharmacy will give you a second labeled bottle for dividing the medication upon your request.
- **Written permission from the doctor must be submitted at the onset of prescription medication use,** for any changes, and when the medication is discontinued.
- All controlled substance medications, such as Ritalin, Adderall, etc., will be counted when brought to the school and when the medication is discontinued.
- **Nonprescription medicines or over the counter medication** must have the student's name written or taped on the container. Written permission with specific instructions from the parent must be sent with the medication. Permission forms are available at the schools. (On the school corporation website you can access printable forms by clicking on the [Forms](#) link.)
- Over the counter medication must be picked up by the parent of all students grade 8 and below in the office before to last day of school or it will be discarded by the school nurse. Students grade 9 and above may bring a note granting parent's permission to carry non-controlled medication home from school.
- All medication must be turned in to the office. The medication will be stored in a locked cabinet in the nurse's office. **Students are not allowed to carry any medication with them without a doctor's statement on file.**
- **All medication must be administered by a designated school employee.** The student must come to the office to take his/her medication regardless of what type of medication it is.

Only with specific instructions from the doctor may the student keep the medication with them. These instructions must be presented to the office.

- When the student's medication bottle is empty (for those taking daily medication), the school will send it home for you to get refilled. Please do so right away so your child does not go without needed medication.
- If the student is on an antibiotic that is given three (3) times daily, please give this to your child at home. For example you can give them the medicine before school, after school, and at bedtime. Remember all antibiotic prescriptions should be taken until they are completely gone.
- It is your responsibility to pick up remaining medication at the end of the school year.

Thank you for your cooperation with this issue.

Should You Keep Your Child Home From School?

We are entering cold and flu season, so we wanted to send home a reminder of when to keep your child at home. We want to keep everyone as healthy as possible but we will need everyone's help to do that. Below are guidelines to follow. Please feel free to contact me at school if you have any questions.

Fever-Students should be kept home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours without the use of fever controlling medicine. Medicating your child with an anti-pyretic such as Tylenol or Motrin may make them more comfortable, but it does not make them less contagious. Please assist us by adhering to this policy..

Vomiting-Students should be kept home for 24 hours after the last episode of vomiting without the use of any medicine.

Diarrhea-Students should be kept home for 24 hours after the last episode of diarrhea without the use of any medicine.

Conjunctivitis (Pink eye)-Students should be kept home until he/she has received at least 24 hours of antibiotic treatment and is drainage free.

Strep Throat- Students should be kept home until they have been on an antibiotic for 24 hours and are fever free.

Ring Worm-Students may come to school as long as the area is being treated and it remains covered while at school.

Rash-Students with unexplained rash must have a note from the doctor clearing the student of contagiousness before they return to school.

For the protection of the other students and employees, your child will be sent home if any of these symptoms, conditions, or illnesses are found or suspected during the school day. Please make sure your child's school has current phone numbers for you.

HEALTHY CHILDREN LEARN BETTER!

Thank you for helping us keep ALL of our children healthy!

Krista Rasor, RN School Nurse

Rhonda Stone, RN School Nurse

Meningococcal Disease and Vaccine Information

Beginning July 1, 2005, a new law requirement went into affect. This law requires schools to distribute materials to students, parents, and/or guardians concerning Meningococcal disease and vaccines.

We have included some useful websites and information regarding Meningococcal disease and vaccines, but recommend contacting your health care provider for specific instructions regarding your child.

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

From the Centers for Disease Control and Prevention Website

Frequently asked questions....

What is meningitis?

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. It is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability.

What are the signs and symptoms of meningitis?

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of two years. These symptoms can develop over several hours, or may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright light, confusion, and sleepiness. In newborns and small infants, the classic symptoms of fever, headache, and neck stiffness may be absent or difficult to detect, and the infant may only appear slow or inactive, or be irritable, having vomiting, or be feeding poorly. As the disease progresses, patients of any age may have seizures.

How is meningitis diagnosed?

Early diagnosis and treatment are very important. If symptoms occur, the patient should see a

doctor immediately. The diagnosis is usually made by growing bacteria from a sample of spinal fluid. The spinal fluid is obtained by performing a spinal tap. Identification of the type of bacteria responsible is important for selection of correct antibiotics.

Can meningitis be treated?

Bacterial meningitis can be treated with a number of effective antibiotics. It is important, however, that the treatment be started early in the course of the disease. Appropriate antibiotic treatment of most common types of bacterial meningitis should reduce the risk of dying from meningitis to below 15%, although the risk is higher among the elderly.

Is meningitis contagious?

Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been.

Are there vaccines against meningitis?

Yes, there are vaccines against Hib, against some serogroups of *N. meningitidis* and many types of *Streptococcus pneumoniae*. Meningococcal vaccines cannot prevent all types of the disease, but do protect many people who might become sick if they did not get the vaccine.

Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Information on areas for which the vaccine is recommended can be obtained by calling the Centers for Disease Control and Prevention at (404)-332-4565.

South Spencer County Schools Crisis Response Plan For Pandemic Influenza/Infectious Outbreaks

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

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

Annual Notice to Parents and Students of Their Rights Concerning Education Records

To Parents and Students:

Educational records are governed by federal and stated laws and regulations. The requirements

of these laws and regulations are contained in school board policy # 8330, entitled Education Records. Generally this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents and students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: 1) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or 2) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
5. Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials at another school, school corporation, or institution of post-secondary education where the student seeks to enroll; and officials of another school, school corporation or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair color, race, sex, date of birth, height, weight grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than fourteen calendar days from the date of receipt of this notice.

Very truly yours,

Mrs. Candis Haskell, Superintendent

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

The School Board declares it to be the policy of this Corporation to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in the Corporation.

Complaint Procedure
Section I

If any person believes that the South Spencer School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of **(1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Act, and (5) The Americans with Disabilities Act**, she/he may bring forward a complaint, which shall be referred to as a grievance, to the Corporation's Civil Rights Coordinator.

Section II

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/He initiates formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) business days.

Step 2

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of this meeting.

Step 3

If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the **U.S. Department of Education, Office for Civil Rights, 401 South State, Room 700, Chicago, Illinois 60605-1202**.

Inquiries concerning the nondiscriminatory policy may be directed to **Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201**.

The Corporation's Coordinator, on request, will provide a copy of the Corporation's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based, may be found in the Corporation Coordinator's office.

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.

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

Mrs. Candis Haskell
Superintendent
candis.haskell@sspencer.k12.in.us

August 1, 2011
**NOTIFICATION OF AVAILABILITY OF
ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) has required the compilation of an inventory of all asbestos containing building materials within the public and private schools (K-12 grades). This necessitated a building inspection by EPA-Accredited Asbestos Inspectors to determine not only if asbestos was in our school, but its condition. After the inspection, the development of a plan to manage the identified asbestos was required.

The South Spencer County School Corporation has complied with the AHERA by having completed the asbestos inspection of our schools. The Management Plan was sent to the State of Indiana for the approval of the Governor in May of 1989. The Implementation of the Management Plan began shortly thereafter. Details of inspections and repairs are in the record-keeping portion of the Management Plan for each school building.

Anyone wishing to view a copy of the Management Plan for an individual school building will find it available in the principal's office of each school, while the Management Plan for all of the schools in the South Spencer County School Corporation is available for your viewing in the administration office at 321 S. 5th St., Rockport, IN 47635.

If you have any questions concerning the AHERA Program in the South Spencer County School Corporation, please contact your building Principal and/or the South Spencer County School Corporation Designated Person, Dr. Lee Gold, at 649-2591.

The Asbestos Management Plan is updated annually as response actions are completed or as periodic surveillance reveals a change in the condition of the asbestos material.

Sincerely,
Candis Haskell
Superintendent

ROCKPORT ELEMENTARY SCHOOL
Supply List----2011-12

KINDERGARTEN—1 school box, 1 box of 8 large Crayola crayons, 4 glue sticks, 1 pkg. of 4 dry erase markers, 1 pr. of scissors (pointed are good), 2 pkgs. pencils (No. 2), 1 box of tissues, 1 ½” 3-ring binder. Each child needs to bring a folder with bottom pockets for papers each day.

FIRST GRADE—1 box of 24 Crayolas, 1 pair of blunt end scissors, 1 eraser (not gum eraser), 1 small school box, 6 big glue sticks, 1 Elmer’s glue, 1 pocket folder, 1 pkg. dry erase markers, 4 pencils, 1 wide ruled notebook, 2 large boxes of Kleenex. (NO TRAPPER KEEPERS).

SECOND GRADE—1 school box, 3 spiral notebooks, 2 glue sticks, 1 pair of scissors, 1 box of 24 Crayolas, 1 soft eraser, 4 pencils (No. 2 lead), 2 large boxes of Kleenex, 1 pkg. odorless dry-erase markers w/eraser, 2 red checking pencils, 1 pkg. wide ruled loose leaf paper, (5) qt. size zip lock bags, single sticky notepad (3x3). (NO TRAPPER KEEPERS OR MECHANICAL PENCILS).

THIRD GRADE—1 box of 24 Crayolas, 3 pkgs. pencils (No. 2 lead), 2 erasers, 1 pair of scissors, 4 glue sticks, 3 pocket folders, 1 small school box or pencil pouch, 2 large boxes of Kleenex, 4 dry-erase markers, 3 spiral notebooks. (NO TRAPPER KEEPERS OR MECHANICAL PENCILS).

FOURTH GRADE—1 small supply box, 3 lg. boxes of Kleenex, 2 pkgs. of odorless dry erase markers, 2 pocket folders, 4 spiral notebooks, 1 pkg. of colored pencils, 1 pk. 24 crayons, 2 pkgs. of #2 yellow pencils, 1 pocket dictionary, 2 pkgs. index cards, scissors, glue stick, eraser, highlighter.

FIFTH GRADE—1 pkg. loose-leaf paper, 2 reams of computer paper, 2 pkgs. of pencils (no. 2 lead), 1 pencil pouch, 3 ball-point pens (blue, black and red), 1 bottle of glue, 1 box for art supplies, 4 boxes of Kleenex, 5 pocket folders w/3 clips, 1 box of 24 color crayons, 1 composition notebook, 2 pkgs. of dry erase markers, 1 pair of scissors, 1 inch/centimeter ruler, 1 pkg. of colored pencils, 1 pocket dictionary, 1 pocket Thesaurus.