Rockport Elementary School

200 S. 6th Street ❖ Rockport, IN ❖ 812-649-2201

Student Handbook

2017-2018

Kari Ford, Principal
Patsy Harpenau, Counselor

Jamie Zambrano, Secretary
Rhonda Stone, Nurse

SOUTH SPENCER COUNTY SCHOOL CORPORATION
BOARD OF EDUCATION

2017-2018

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Mr. Matthew Bunner (Vice President)
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Mrs. Lori Hermann	Luce Elementary Principal, & Title I Coordinator	359-4401
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Mrs. Shelly Meredith	Transportation Director	649-4456
Mrs. Jane Jaggers	Director of Food Services	649-5088

Letter from the Principal:

Parents/Guardians and Students,

Welcome back to Rockport Elementary School. I hope everyone has enjoyed their summer break and are ready to begin another exciting school year.
Your wonderful teachers and staff have spent much of the summer getting ready for the upcoming school year. They took advantage of various professional development opportunities, and planning many fun and exciting activities for your children. Your staff works hard to provide the best research based learning opportunities for all children that attend your school. We encourage all of you to be an active participant of that learning experience.

At Rockport Elementary School, parent and teacher communication is extremely important in improving student performance. Please routinely 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 all of the valuable 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 and volunteer your time.

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

I am very proud and fortunate to have joined the Rockport Elementary School family last year and to be a part of the South Spencer Rebel Community.

Please contact me at 812-649-2201 or Kari.Ford@sspencer.k12.in.us with suggestions or concerns to help support Rockport Elementary School.

Sincerely,

Kari Ann Ford

Kari Ford
Principal

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ROCKPORT ELEMENTARY FACULTY/STAFF

Kari Ford	Principal
Janet Schipp	Kindergarten Teacher
Cheri Adams	Kindergarten Teacher
Kellie Harpenau	Grade 1 Teacher
Mary Kerber	Grade 1 Teacher
Jana Grose	Grade 2 Teacher
Kimberlee Southwood	Grade 2 Teacher
Karen Banks	Grade 3 Teacher
Kari Coomes	Grade 3 Teacher
Stephanie Newton	Grade 4 Teacher
Jennifer Eble	Grade 4 Teacher
Lori Kenney	Grade 5 Teacher
Jodie Price	Grade 5 Teacher
Angie Fortwendel	Special Education Teacher
Kristin Anderson	Special Education Teacher
Angela English	Speech Teacher
Veralyn Neal	Music/Art Teacher
Tom Packer	Physical Education Teacher
Jennifer Scarbrough	Preschool Teacher
Jami Denham	Title I Teacher
Patsy Harpenau	Guidance Counselor
Cindy Harrison	Librarian
Sarah Garrett	Teaching Assistant
Kim Newton	Teaching Assistant
Melissa Raff	Teaching Assistant
Rose Holonich	Teaching Assistant
Jamie Toler	Teaching Assistant
Becky Harmon	Teaching Assistant
Marcia Monar	Preschool Assistant
Nanette Hendrix	Preschool Assistant
John Bell	Teaching Assistant
Vicki Moninger	Teaching Assistant
Jamie Zambrano	Secretary/Treasurer
Rhonda Stone	School Nurse
Lisa Beers	Cafeteria Manager
Lisa Jackson	Cook
Tammy Jackson	Cook
Elaine Morrison	Cook
Heather Robinson	Custodian
Inez Hurm	Custodian

Rockport Elementary PTO

President	Lara Pennington
Co Vice-President	Donna Alvey
Co Vice-President	Rachel Lewis
Secretary	Carrie Caver
Co-Treasurer	Janet Schipp
Co-Treasurer	Cheri Adams

PTO Meeting Dates 2017-2018:

The PTO meeting dates will be set in July. Please check our school website for the calendar dates and events. Meetings will be once a month at 6:00 p.m. with the exception of December and May meeting. Those times will be at 3:30 p.m.

CALENDAR – MASTER

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

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

Our mission is to **Engage, Inspire, Empower!** We believe our students should be engaged in intellectual pursuits, inspired to challenge the present, and empowered to adapt, innovate, and succeed today and tomorrow.

BELIEFS OF ROCKPORT-OHIO TOWNSHIP ELEMENTARY SCHOOL

At Rockport Elementary, our school community has a commitment to:

- Increase academic achievement
- Develop positive relationships by practicing mutual respect
- Celebrate the diversity of learning styles and cultures
- Provide a safe environment Where each child, each day, is a success!

Rockport Elementary School Day 8:00-3:05

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.

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: 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.

1. personal illness or injury (The principal may require a doctor's confirmation if she deems it advisable.)
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 school year)

(Whenever a proposed absence is requested in written form at least one week in advance, parents must discuss it with the principal. The purpose and length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. Up to three days may be excused it the student has not missed more than 5 days of school (per year).

Truancy:

A student shall be considered truant each day or part of the day s/he is inexcusably absent from his/her assigned location without parental knowledge. A student will be considered tardy rather

than absent if s/he is signed in school prior to 10:00 A.M. P.M. tardy is also considered if a student leaves school after 1:30.

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

1. Three days of unexcused absence.....A written notice to the parent from the principal or designee
2. 5 days of unexcused absence.....A written notice to the parent from the principal or designee requesting a conference and/or a letter to the Spencer County Juvenile Probation Officer, the Office of Family and Children's Services or a referral to Spencer County Attendance/Truancy Court. Additional unexcused absences may result in legal action.

Excessive Absences:

1. Students' absences in excess of five days per semester can only be excused when illness or injury is medically verified (written by physician).

2. The school may request a parent, at any time, to produce a certificate of the student's incapacity as stated in Indiana Code 20-8.1-3-20. The parent is then obligated to produce a physician's report within six days describing the nature of the student's illness or the mental or physical capacity that is keeping the student from regular school attendance.

3. Excessive absences may result in loss of credit, retention and/or referral to a legal agency.

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 (i.e. Dr. excuse, court notice, funeral notice) or have administrative approval.

1. A warning letter once five unexcused late arrivals or tardies have occurred.
2. After five unexcused tardies, a written notice will be sent to the parents/guardians from the teacher, principal, or counselor. The student may be required to meet with the counselor/principal. Students may be assigned penalties according to the discipline code. Students may be required to make up the time after school.
3. After seven unexcused tardies, a written notice will be sent to the parents/ guardians from the principal or designee. Penalties imposed may include, but not limited to: parent/guardian conference, detention, after school detention, out of school suspension and possible referral to Truancy Court.
4. Students who have three tardies or more in the year will not be eligible for a Perfect Attendance Award at the end of the school year.

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	$35	Grade 3	$59
Grade 1	$44	Grade 4	$54
Grade 2	$44	Grade 5	$47

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.

Daily prices are:

Student Breakfast.....$1.30

Student Lunch.....$2.30

Extra Milk.....$.50 (pay required for all students)

Adult Lunch.....$ 3.50

Charging Policy for School Lunches

South Spencer County School Corporation

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

wish to embarrass your child/children, but we must operate a cafeteria and be fiscally responsible for its finances.

Snacks

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 Corporation Wellness Policy

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

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

Excerpt from Board Wellness Policy 8510:
D.Classroom Celebrations

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

Peanut Free Policy

We have been presented with a unique situation, and are asking for everyone's cooperation. We have children that have, ***possibly life threatening peanut/tree nut allergies***, and cannot be exposed to or ingest any peanut products.
This means that **these students may not touch or eat** the following: peanuts, peanut butter, peanut oil, peanut flour, peanut protein, all nuts.

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

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

Student Dress Standards

Students are encouraged to take pride in their appearance and to wear clothing appropriate to both the school setting and weather conditions. Tight fitting or extremely short apparel is inappropriate for school. Shorts, dresses, and skirts should approach the knee in length **(mid thigh or longer)**. No backless, mid-riff, tank tops, halter-tops or spaghetti strap shirts are to be worn.
For safety, flip-flops **cannot** be worn. All sandals must have a strap around the heel. The wearing of apparel that has any writing, printing, symbols, or pictures that is judged to be immoral, lewd, vulgar, or is suggestive and/or implies drugs, alcohol, violence, or other subjects disruptive to the normal operations of the school or which interferes with the educational process is prohibited.
No hats or head covering in the building except for designated special occasions. Hair paint/coloring that is disruptive to the education process is not permitted except for designated special occasions. Clothing and/or hair should not detract from the educational process.

Students 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. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

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

Honor Roll: All A(s) and B(s) in all subjects (for the Semester)
Perfect Attendance: No absences for entire year (No Unexcused Tardies/Absences Excused or Unexcused)
Honor Roll Distinction: Make Honor Roll every grading period
Little Rebel: Perseverance, hard work, and good attitude
Citizenship: A's in conduct for each grading period
Accelerated Reader: Make reading goal each grading period
Million Words Read
Academic Excellence - All A's every semester for all 5 years. (5th Grade Award)
ISTEP Award: Score a Pass+ in any test category 3rd-5th grade

Homework

Homework reinforces what has been taught. 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. Every student will be expected to read every night (including weekends) at his or her appropriate reading level.

- Kindergarten 15 minutes minimum
- 1st-2nd 20 minutes, minimum
- 3rd-5th 30 minutes, minimum

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.

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 school counselor at 812-649-2201.

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 or dropping your student off 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 arrival or dismissal time unless they come through the office.** 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. If you are 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 2:55PM. 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.

VISITORS TO SCHOOL

Exterior building doors to all South Spencer schools are kept locked during the school day. Therefore, any visitors wishing to enter the building must present themselves at the office. Once cleared by a member of the school staff, visitors may enter into the school. Upon entering the school building, visitors must report to the main office immediately to sign in and receive a visitor's badge. For safety reasons visitor badges must be worn at all times in the building.

Parents dropping off car riders in the morning must drop students off then proceed to the main entrance and sign in. Parents are welcome to visit their child's classroom and/or for lunch, however, please contact your child's teacher prior to visiting.

Toys and Electronic Devices

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

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

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 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. A phone call will be accepted ONLY in a true emergency situation.

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.

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.

Cell Phone Usage on School Buses

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

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

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

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

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

Regular Route/Extra Curricular Trips

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

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

First offense, the driver will confiscate the cell phone or iPad and return them as the student exits the bus.

Second offense, the driver will confiscate the cell phone or iPad and turn it in to the school office and the parent will be required to pick it up.

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

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

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

School Bus Incident During the Last Week of School

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

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

Safe Travel Plan

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

School delays will normally be a two (2) hour minimum, and announced over the local radio and television stations. If your child in 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.

Discipline

Rockport Elementary School will utilize the Positive Behavior Support (PBS) as the campus discipline plan until further notice. This plan will be reviewed at the beginning of each year. It will include School-Wide Expectations, Classroom Management for Student Success and Individual Student Support. Following is general information regarding good discipline practices.

Rockport Elementary School Values:

- Be Respectful
- Be Responsible
- Be Safe

Rockport Elementary School Rules:

- Follow directions the first time that they are given.
- Keep hands, feet, and objects to yourself.
- Use materials and equipment properly.
- Display self-control in actions and speech.

Principles of Effective Discipline:

- Treat children with dignity and respect.
- Effective planning and teaching reduces discipline problems.
- Students need a limited say in what happens in the classroom.
- Most discipline problems result from how we teach and treat children.
- Bored students become discipline problems.
- Children usually act out for one of the following reasons – attention, power, and/or avoidance of failure.

All of these reasons encompass a lack of self-esteem. The classroom teacher, with immediate, specific, and consistent action, can handle most inappropriate behavior that occurs in the classroom. Once a student is referred to the office, the teacher relinquishes a certain amount of power where that child is concerned. At Rockport Elementary School, we will instruct in such a way that our strong instructional plan, with high expectations for all students, will preclude the need to focus on discipline rather than learning. A Classroom Management Plan should encourage positive interaction between the teacher and students.

Possible Teacher/Team Interventions for Disciplinary Infractions:
Verbal correction/warning
Call parents
Time out within the classroom
Time out in a team member's classroom (shutdown)
Change seating assignment
Parent-teacher conference
Confiscation of items that disrupt the educational process
Behavior contract
Teacher Detention (parent must be notified 24 hours in advance – intervention must be included in team plan)
Withdrawal of privileges
Proximity control
Note behavior and consult with student at planning time
Written apology by student
Restitution for damages
Referral to counselor and/or PBIS

*Special Education students may have a BIP (Behavioral Intervention Plan). Communicate with the Special Education teacher and determine if one exists. If one does not exist, you may want to conference with the special education teacher to determine next steps.

Possible Administrative Interventions:

- Investigate alleged offense
- Allow due process
- Determine decision

Harassment/Bullying Policy

Bullying

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

1. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1.1. places the targeted student in reasonable fear of harm to the targeted student's person or property;

1.2. has a substantially detrimental effect on the targeted student's physical or mental health;

1.3. has the effect of substantially interfering with the targeted student's academic performance; or

1.4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

2. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

3. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to Principal/Designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying Principal/Designee. This report may be made anonymously.

4. Principal/Designee shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

5. Principal/Designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

6. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

7. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

8. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.

9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
11. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

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

Expectation Guidelines

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

- **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

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

Violations:

Excessive absences
Possession, use of firecrackers, smoke bombs, etc.
Theft
Drugs, possession, use or under influence
Vandalism
Alcohol, possession, use or under influence
Possession of, use, or threatened use of a weapon
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 1, 2, or 3 violations that the administration deems severe enough to be considered a Class 4 violation

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

1. **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.

2. **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.
3. **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)
4. **EXPULSION:** A student is suspended by the principal for a period exceeding ten(10) days and a Due Process Hearing is requested by the principal. The student may not participate or attend any school activity or function during the time of the suspension. (IC 20-33-8-3, IC 20-33-8-14, and IC 20-33-8-15)

Possession of a Firearm

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

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

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

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

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

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.

Any student taking medication at school must first have the "Authorization for Medication or Treatment" form and the "Physician Statement" form returned to the school office where the medication will be dispensed by the school nurse, secretary, or principal.

Safety and Security

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building badge while they are in the building.
- Staff question people in the building whom they do not recognize and/or without a badge.
- Students and staff are expected to immediately report to a staff member any situation that makes them uncomfortable.
- All doors are locked during the school day, and a visitor has to be buzzed through the office.
- Students may not bring visitors to the school without obtaining written permission from the principal.
- All district employees wear identification badges while in school. Fire Tornado and Safety Drills
- The school complies with all fire safety laws and will conduct fire drills in accordance with state law. There will be a fire drill monthly. Specific instructions are provided to students.
- Tornado drills will be conducted using procedures prescribed by the state.

• Earth quake drills are conducted annually using procedures prescribed by the state.

• In case of an event that requires evaluation of the building, all safety precautions and procedures for child count are followed.

Notice to Students and Parents Regarding Cell Phone Content and Display

1. 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.
2. 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.
3. 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.
4. "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.
5. 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.
6. 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.

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.

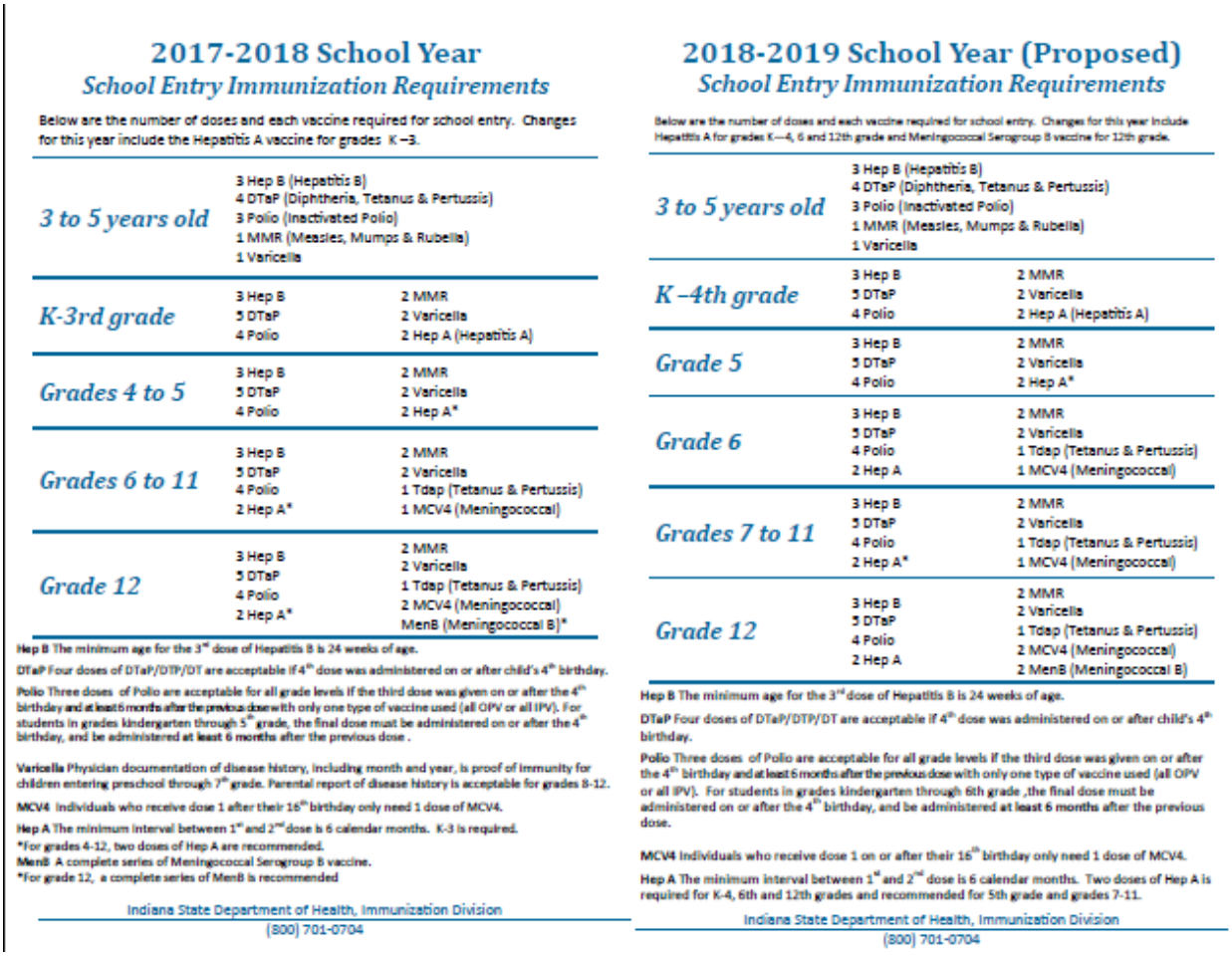
Radio Stations	TV Stations
WBNL 101.7 FM Boonville	WTVW Channel 7 (FOX)

WYNG 103.3 FM Evansville
WAXL 102.3 FM Santa Claus
WBKR 92.5 FM Owensboro
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.



2017-2018 School Year
School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K –3.

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
K-3rd grade	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grades 4 to 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A*
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 2 MCV4 (Meningococcal) MenB (Meningococcal B)*

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

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

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade, the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose .

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

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

Hep A The minimum interval between 1st and 2nd dose is 6 calendar months. K-3 is required.
*For grades 4-12, two doses of Hep A are recommended.

MenB A complete series of Meningococcal Serogroup B vaccine.
*For grade 12, a complete series of MenB is recommended

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

2018-2019 School Year (Proposed)
School Entry Immunization Requirements

Below are the number of doses and each vaccine required for school entry. Changes for this year include Hepatitis A for grades K—4, 6 and 12th grade and Meningococcal Serogroup B vaccine for 12th grade.

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
K –4th grade	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grade 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A*
Grade 6	3 Hep B 5 DTaP 4 Polio 2 Hep A	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grades 7 to 11	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio 2 Hep A	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 2 MCV4 (Meningococcal) 2 MenB (Meningococcal B)

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

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

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 6th grade ,the final dose must be administered on or after the 4th birthday, and be administered at least 6 months after the previous dose.

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

Hep A The minimum interval between 1st and 2nd dose is 6 calendar months. Two doses of Hep A is required for K-4, 6th and 12th grades and recommended for 5th grade and grades 7-11.

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

Control of casual-contact communicable diseases and pests

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

Rules for Medications Given at School

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

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

1. All medication must be brought to school directly by the parent. Medication May Not be sent to school with the student. It must be in its original, unopened container. The Medication Request and Authorization form must be filled out and turned in before the student will be allowed to begin taking any medication during school hours. No expired medication will be accepted. Prescription medicines must have a current pharmacy label with the student's name and instructions printed on it. The pharmacy will give you a second labeled bottle for dividing the medication upon your request.
2. Written permission from the doctor must be submitted at the onset of prescription medication use, for any changes, and when the medication is discontinued. The Authorization for Medication/Physician Statement form is available on the school website or can be picked up in the school office.
3. All controlled substance medications, such as Ritalin, Adderall, etc., will be counted when brought to the school and when the medication is discontinued with the school nurse or designated school employee and the parent. Narcotic Pain Medication will not be administered at school.
4. Your child should not come to school on narcotic medication for pain management as these medications may cause dizziness, light headedness, and sedation which make it difficult for your child to function safely and effectively in school.
5. Nonprescription medicines or over the counter medication must have the student's name written or taped on the container. It must be in its original, unopened container. Written permission with specific instructions from the parent must be sent with the medication. Permission forms are available at the schools. (On the school corporation website you can access printable forms by clicking on the Forms link.)
6. Aspirin/Aspirin Containing Medication and Herbal/Homeopathic Medication will not be administered by school personnel without a prescription due to the risk of Reye's syndrome and/or lack of FDA approval.
7. All medication must be turned in to the office. The medication will be stored in a locked cabinet in the nurse's office.
8. All medication must be administered by a designated school employee. The student must come to the office to take his/her medication regardless of what type of medication it is.

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

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

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

10. When the student's medication bottle is empty (for those taking daily medication), the school will send it home for you to get refilled. Please do so right away so your child does not go without needed medication.
11. If the student is on an antibiotic that is given three (3) times daily, please give this to your child at home. For example you can give them the medicine before school, after school, and at bedtime. Remember all antibiotic prescriptions should be taken until they are completely gone.
12. It is the parents' responsibility to pick up remaining medication by the end of the last day of the school year. All medication must be picked up by the student's parent or an individual who is at least eighteen (18) years of age, and designated in writing by the student's parent to receive the medication by the end of the last day of school. Any medication not picked up by the end of the last day of the school year will be discarded by the school nurse.

Pain Management in the School Setting

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

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

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

Tylenol

Indiana State Law requires parental permission for your child to take Tylenol at school. Under the standing orders of the medical Advisor, Acetaminophen (generic form of Tylenol) may be given with Parent's authorization. Acetaminophen may be administered by mouth for symptoms

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

Narcotic medication will not be administered at school.

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

Meningococcal Disease and Vaccine Information

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

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

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

4.1. http://www.aafp.org

5. Academy of Pediatrics

5.1. http://www.aap.org

South Spencer County School Corporation
Student Technology Acceptable Use Policy

Introduction

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

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

No Privacy Guarantee

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

Student Responsibilities for Internet/Network Use

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

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

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

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

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

1. I will use computing resources lawfully and respectfully.
2. I will not use the Internet to create, distribute, access, or obtain information that:
3. Is harmful or prejudicial to others; for example, materials which are defamatory or libelous (knowingly writing something that is untrue about another person which causes that person harm),
4. Is pornographic, obscene, or sexually explicit;
5. Constitutes bullying (including cyberbullying) or harassment or otherwise fosters disruptiveness among the students so as to interfere with the learning environment of the school district;
6. Threatens immediate harm to the welfare of the school community or to any individual;
7. Discriminates against any segment of the student body or interferes with another's individual rights;
8. Encourages or abets unlawful activity.
9. I will not use the Internet for illegal activity, including the violation of copyright laws.
10. I will not use the Internet to intentionally cause damage to hardware, software, or data.
11. I will not use the Internet to create or share computer viruses.
12. I will not use the Internet to gain or attempt to gain access to restricted material or systems.
13. I will not use the Internet for gambling.
14. I will not use the Internet for commercial activities, product promotion, or political lobbying.
15. I will not bypass the District's security controls or web filter.
16. I will not use the Internet to maliciously attempt to harm or destroy the data of another user.
17. I will not use the Internet to disrupt the efficient operation and/or educational programs of SS.
18. I will not use the Internet to otherwise violate school rules, the student handbook, or District policies.
19. I will use computing resources safely and responsibly.
20. I will not share access to my login account or use another person's account.
21. I will not share my password.
22. I will not give out my name, picture, address, email, or any personally identifying information online.

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

Disclaimers on the Use of the Internet:

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

Hardware Use

1. Students who attend South Spencer may be issued an electronic device at the beginning of each school year.
2. The Principal shall provide notification to parents/guardians whose child is eligible to be issued an electronic device before the beginning of the school year containing information relating to that program/device.
3. Each student and student's parent or guardian must annually sign the student handbook and/or Student Technology Acceptable Use form acknowledging receipt of this policy.
4. The restrictions set forth above for the Internet apply in their entirety to District-issued devices, even when the devices are used outside the district network.
5. To protect students and to meet the Children's Internet Protection Act (CIPA) requirements, access to the Internet is filtered through a commercial filtering system.
6. The rental cost of the device is approved by the board annually and is charged as a textbook fee. In the event the device is accidentally damaged, parents/guardians will be responsible for repair costs up to $100 for the first instance and the entire amount for all other damages after that first instance. An insurance option will be made available but it is not mandatory. If damage is intentional or the student shows negligence, parents/guardians will be responsible to the school for the entire cost of the device. Further disciplinary action may be taken by the school. In the event the device is damaged, the device must be returned to the District so that the District can make any necessary repairs. If the device is lost, this event should be immediately reported to the District. If the device is stolen, this event should be immediately reported to the District and a police report should be immediately filed. A copy of this police report should be submitted to the District. Parents/guardians and student are responsible to the District for the total replacement cost of the device which is lost or stolen, while the device is in the possession, custody, or control of the student.
7. Students and parents/guardians may not attempt any repairs/services on the device and damaged hardware must be returned to the District for repair/service.
8. Remote software or configuration changes that are necessary for maintenance, security and to ensure that only authorized software is installed on the devices may be sent out. Such software maintenance may involve the correction of an altered code or programming and, in some cases, may remove files if the files are deemed to be a threat to the operation or security of the network or are stored in unauthorized software. No notification will precede this type of remote access. However, if it becomes necessary for a school technology official to remotely access the device, the official will attempt to notify the student prior to remotely accessing his/her device.
9. The device has a limited amount of storage for apps and files. Student owned materials will be removed if storage space becomes an issue.
10. Students may not permit individuals other than school personnel to use or access the device.
11. Students may not share their District-issued power cords.

12. The device is at all times the property of the District and the student has no right to disable or modify any hardware or installed software. Apps may be installed by the student as long as the app meets an educational need.
13. Students shall not remove District labels or tags from the device nor shall they add stickers, labels, or other markings to the device or case.
14. If the device comes with a protective case, the device must remain in the protective case at all times. Only South Spencer staff should remove the case if there is a problem. Do not purchase a different case. Lost cases and/or charging cables will be replaced at the student's expense.
15. The school owned device is deemed to be in the custody of the student from the time the student receives the device until it is returned to the designated school representative. If the device is lost or stolen, parent/guardian and student shall immediately advise the Principal/designee of the incident and provide all relevant information. **When a device is reported lost or stolen, the District may utilize Internet Protocol tracking if available.**
16. The device must be returned at the end of the school year, on the date of withdrawal from a SS school, or upon request by a school administrator. The student must return the device to the District in the same condition that it was originally provided to the student, ordinary wear and tear excepted. Failure to return the student-issued device in accordance with these stated conditions may result in disciplinary action and/or prosecution for all applicable crimes to include, but not be limited to, grand larceny.
17. The device may be reimaged/erased during the summer. All information/apps stored on the device will be wiped clean for the new school year.
18. The District retains the right to review any material sent, mailed, or accessed through a District-owned device or District-provided network account. School district personnel have the right to inspect all material stored on a District-owned device. Students have no right to privacy or confidentiality in material that was created, sent, accessed, or stored using a District-owned device or a District-provided network account.
19. If the school determines that the student failed to adequately care for the District's device or violates District rules or policies, the District shall impose appropriate consequences. If the District determines that the student acted with intent to damage the District's property, then, in addition to any other available remedies, the District may refer the matter for appropriate civil, criminal, and/or juvenile proceedings.
20. Students will use the district owned device and will not be allowed to connect their own device to the network unless permitted by school administrators. If a student is permitted to connect a personal device to the SS network, all rights to privacy on this device are waived when the device is on school property and the device may be managed and controlled by a school owned software management solution.

Consequences for Violations of the Student Technology Acceptable Use Policy

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

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

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

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

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

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

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

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

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

Examples of Level I Offenses:

1. Sharing passwords
2. Plagiarism
3. Bypassing District security controls
4. Defacing computers (e.g., stickers, marker)

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

Examples of Level II Offenses

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

Best Practice Guidelines for Use of the Internet and Electronic Device

1. Do not attempt to gain access to the internal electronics or repair the device. If your device fails to work or is damaged, report the problem to the office as soon as possible. You may be issued a temporary unit or other materials until your device is working properly or replaced.
2. Always keep track of your device and take reasonable precautions to keep it safe. Never leave unattended unless it is secured in a locked location.
3. Never remove the device from the District provided case.
4. Do not place the power cord or adapter against the screen in your backpack. This will cause the screen to break.
5. Plug the charging cable in the correct port. Make sure the right side is up when connecting the charging cable.

6. Do not use the device on your lap with the charging cable connected. You may damage the charging port.
7. Never place any items on the device.
8. Do Not apply liquids to the device screen. The screen can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the screen. Use of unapproved cleaners may remove the protective film covering the face of the screen.
9. Never throw a book bag that contains the device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
10. Never expose the device to long term extremes in temperature or direct sun light.
11. If you notice that your device is working slowly or functioning in a strange or abnormal way, report it to the Technology Center in your building.
12. Remember to charge your device each night.
13. Do not leave the device in a vehicle.
14. Do not eat or drink while using the device or have food or drinks in close proximity.
15. Do not allow pets near your device.
16. Do not stack objects on your device.
17. Do not check the device as luggage at the airport.
18. Do not share your device with others.
19. Keep your device out of reach of babies and young children.
20. Use email safely.
21. Do not open, forward, or reply to suspicious emails. If you have a question about whether or not to open an email, check with the Technology Center in your building.
22. Do not open email attachments from someone you don't know – it may be a virus or a malicious program.
23. Never respond to emails that ask you for personal information, your user name, or your password.
24. Think before you write and send an e-mail. Be polite and courteous at all times.
25. Do not pass on chain letters. They often contain links to viruses or are scams themselves.
26. Use the Internet safely.
27. Do not go to inappropriate/questionable websites or click on links that you do not recognize because this may trigger spam or a computer virus attack.
28. Be polite and courteous on the Internet. Do not use offensive language such as curse words or insults.
29. Remember that once any text or photo is placed online, it is completely out of your control, even if you limit access to your page. Anything posted online is available to the world.
30. You should not post information, photos, or other items online that could embarrass you or others.

31. Do not post personal information, such as your address, phone number, date of birth, class schedule, your whereabouts, or your daily activities. You could be providing this information to online predators.
32. Remember many potential employers and colleges and universities now search the Internet to screen applicants.
33. Saving information.
34. It is recommended that you save/backup any important files. Your student folder will be maintained for the entire school year. At the end of the school year, all student folders will be erased.

ACKNOWLEDGEMENT OF RECEIPT OF THE Student Technology Acceptable Use Policy

Student's Name: _____

Student's School: _____

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

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ **Date:** _____

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

Student(please print): _____

Student Signature: _____ **Date:** _____

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