

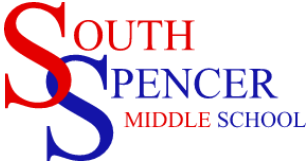



# South Spencer School Corporation Student and Family Handbook 2024-2025



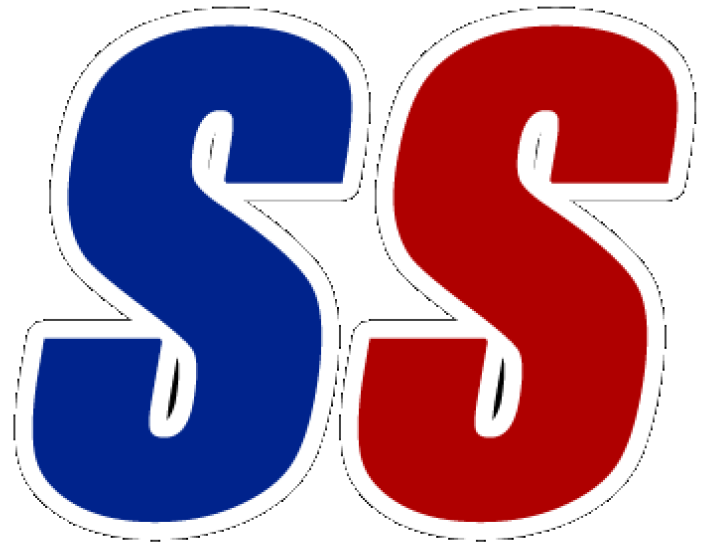
**ALL STUDENTS ~ ALL THE TIME**

<p><b>South Spencer School Corporation</b>                  321 South 5th Street, Rockport, IN 47635                  Superintendent - Brad Schneider                  Phone - 812-649-2591    Fax - 812-649-4249</p>	
	
<p><b>Rockport-Ohio Township Elementary</b>                  200 South 6th Street, Rockport, IN 47635                  Principal - Rick Hunt                  Phone - 812-649-2201    Fax - 812-649-9185</p>	<p><b>Luce Elementary</b>                  1057 N. Co. Rd. 700 W. Richland, IN 47634                  Principal - Trent Martin                  Phone - 812-359-4401    Fax - 812-359-4465</p>
	
<p><b>South Spencer Middle School</b>                  1298 N. Orchard Road, Rockport, IN 47635                  Principal - Scot French                  Phone - 812-649-2203    Fax - 812-649-9630</p>	<p><b>South Spencer High School</b>                  1142 N. Orchard Road, Rockport, IN 47635                  Principal - Lori Hermann                  Phone - 812-649-9157    Fax - 812-649-2214</p>

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**Home of the Rebels**

## Foreword

On behalf of the administration, teachers, and staff of South Spencer Schools, welcome to the 2024-2025 school year! At South Spencer Schools, we believe that education is a partnership that thrives only with the support of every staff member, the involvement of every parent/guardian, and the commitment of every student. We also understand that communication is of utmost importance in establishing a successful home-school partnership.

In an effort to educate our school community, we have created this handbook to inform you on important policies and practices required by the State of Indiana, and approved by the South Spencer School Corporation Board of Trustees. Please take time to review and familiarize yourself with the information contained within the handbook, as it will serve as a valuable reference in seeking answers to commonly asked questions. Should a specific situation not be addressed in this handbook, the matter will be handled on a case-by-case basis taking into account current law, best practice, and other resources that apply to the matter under consideration.

As the school year progresses, please know that additional information and dates will be provided through social media, e-newsletters and School Messenger, and posted on our school websites. Likewise, this handbook is available on the South Spencer School Corporation website and paper copies will be available to elementary families upon request.

We look forward to a very rewarding and engaging school year with you, and are counting on each school community member to become an integral part of our schools' success.

Thank you,

Brad Schneider, Superintendent



# ALL STUDENTS. ALL THE TIME.

Empowering students to be successful contributors to society!

## VALUES

Community

Optimism

Responsibility

Excellence &  
Innovation

## GOALS



Provide all students rigorous, standards-aligned learning experiences.



Engage all students in pathways that support their enrollment in postsecondary education, enlistment in the military, or employment.



Empower and retain existing team members, recruit highly-qualified candidates, and gain the support of community stakeholders.



Sustainably and efficiently operate safe, innovative schools.



[www.sspencer.k12.in.us](http://www.sspencer.k12.in.us)



812-649-2591

South Spencer Schools  
321 S 5th St  
Rockport, IN 47635

**South Spencer Community School Corporation  
Vision Statement**

**All Students ~ All the Time**

**South Spencer Community School Corporation  
Mission Statement**

South Spencer School Corporation strives for excellence and continual improvement in academics ensuring that every one of our students is empowered to seek employment, enlistment, or further education beyond their K-12 schooling. The ultimate goal is to develop highly successful contributors to society.

**South Spencer Community School Corporation  
Core Values**

Values	Core Beliefs
<b>Community</b>	Our schools will be welcoming, collaborative places for students, staff, families, and community stakeholders.
<b>Optimism</b>	We will regularly identify sources of hope and celebrate successes even when faced with significant challenges.
<b>Responsibility</b>	We will ensure we are good stewards of our resources, optimizing those resources to ensure we provide a broad context of opportunities for our students.
<b>Excellence &amp; Innovation</b>	Students, staff, and families will receive excellent programs, services, and teaching and learning experiences in an environment characterized by high expectations and a commitment to continuous improvement and innovation.

## Contact Information and Communication

South Spencer Schools work hard to foster an environment of communication among students, parents, staff, administrators, board members and the wider community. If parents have a question or concern about their student, please contact the child's teacher. All of our staff members have email accounts and in-classroom telephones with voicemail. Contact information is listed on the district website and on each school website. **It is very important that parents keep current phone numbers, emails, and emergency contacts listed with the school and your child's teacher.** Contact the school immediately if any contact information changes. This is critical in ensuring communication can be made on your child's progress, school events and information, and in the event of an emergency or health related situation.

### Board of Education

The Board of Education serves as the governing system for providing a free, public education as required by state law for children in the South Spencer School Corporation. The Board typically meets once a month, and meetings are open to the public. Meeting locations rotate between schools to allow community members a chance to see the great things happening at each school location. The SSSC School Board meeting schedule, tentative meeting agendas, minutes of previous meetings, policies and names/contact information of Board Members are posted on the SSSC website on the "School Board" link (<http://www.sspencer.k12.in.us>).

The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the SSSC Student and Family Handbook represents the legal and formal policies that guide activity within the South Spencer School Corporation.

### District Leaders

Name	Position	Phone
Schneider, Brad	Superintendent	812-649-2591
Schipp, Dean	Director of Technology & Facilities	812-649-2591
Raaf, Missy	Treasurer	812-649-2591
Flowers, Mallory	Human Resources	812-649-2591
Deck, Joshua	Food Services Director	812-649-4801
Meredith, Shelly	Director of Transportation	812-649-4456
Hermann, Lori	High School Principal	812-649-9157
Keith, Gregory	High School Assistant Principal	812-649-9157
Kuester, Jeremy	Athletic Director	812-649-9157
Martin, Matt	High School Guidance Counselor	812-649-9157
French, Scot	Middle School Principal	812-649-2203
Lawalin, Abbie	Middle School Guidance Counselor	812-649-2203
Martin, Trent	Luce Elementary Principal	812-359-4401
Hunt, Rick	Rockport Elementary Principal	821-649-2201

### Building and Other District Staff

Contact information for building-level and other district staff is available on the SSSC website, as well as on the school web pages. You may also contact your school or the Corporation Office at 812-649-2591 for additional information.



### **Contacting Your Child's Teacher**

In the event that parents/guardians need to contact a teacher, they are instructed to call or email the teacher directly. Please note, however, that telephone calls to classrooms may be forwarded directly to voicemail between the hours of 8:00 am and 3:00 pm. Therefore, your call/email will be returned at the staff member's earliest convenience. **If an emergency situation or time-sensitive change of transportation occurs, please contact your school's main office by 2:00 pm. Changes in transportation are required to be sent in a note from the parent. Only emergency changes will be accepted by phone.**

## **School Safety**

### **SAFETY IS OUR NUMBER 1 PRIORITY**

School campus safety and the safety of our students in all situations is the top priority of the South Spencer School Corporation. Administration, teachers, support staff, school resource officers, and community organizations work together to prevent, prepare and respond to emergency situations.

To ensure safety and security:

- School staff regularly review and update our One Protocol Safety Plan and local school safety plans.
- School staff participate in regular emergency preparedness and response training.
- Schools will conduct regular preparedness drills to ensure staff and students are ready to respond in the event of an emergency. This will include regular fire drills, secure or lock-down drills, bus evacuation drills, tornado or storm drills, and building evacuation drills.
- School Resource officers train regularly to respond effectively to any situation.

## **Parent and Community Partnerships**

The South Spencer School members recognize and respect the critical role all parents/guardians and families have in the education of their sons and daughters. Our educators know that the most accurate predictor of student achievement in school is the extent to which parents/guardians and families create home environments that encourage learning, express high expectations for their children, and become involved in their children's education at school and in the community. SSSC is committed to developing good working relationships with parents/guardians and families in order to improve student achievement, to strengthen school learning environments, and to promote positive relationships within the community.

### **Required Background Check for Volunteers**

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each SSSC building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Tutors / Classroom Helpers (PTO parties/room parents) / Library Helpers
- Field Day / Walk-A-Thon Volunteers / Volunteer Coaches
- Book Fair Sales

**During the school day, all visitors and volunteers are expected to sign in at the front office.** Prior to the volunteer opportunity, all volunteers must sign a Non-Disclosure Acknowledgement Form and have successfully completed a Criminal History Background Check. Necessary background check paperwork is available on the SSSC website at the

Essentials / Student & Parent Forms and Documents links and should be submitted well in advance of the intended volunteer date to assure approval process can be completed.

Depending on the level of interaction you may have with students, volunteers may also be required to receive the state mandated abuse reporting / confidentiality / bullying training. IC 20-33-8-13.5

### **Visitors**

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which may be scanned against the National Sex Offender Registry. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Examples Include:

Lunch Guests

Classroom Guest Speakers

Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)

Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, social workers, administrators and all other staff members so that we may best serve everyone. Staff may not be able to meet with you if there has not been an appointment scheduled. Visitors other than parents/guardians must be pre arranged and organized through the main office. Please note, to help ensure the best and least disruptive learning environment, visits to the classroom during the instructional day may not be allowable during certain periods of testing or instruction.

### **SSSC Calendar**

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

### **Emergency Closing Information**

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 will be made via the School Messenger System, School Social Media/Website and are made by local TV stations.

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.

### **School Bus Policies / Student Responsibilities on the School Bus**

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

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

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

#### Student Responsibility on the School Bus

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

#### Consequences for Failure to Obey School Bus Rules

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

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

#### 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.

## **Breakfast and Lunch Program**

### **South Spencer County School Cafeterias**

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Spencer County School Corporation will adhere to the following meal charge procedure.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. South Spencer School Corporation will adhere to the following meal charge procedure.

All cafeteria purchases are to be prepaid before meal service begins, Payments to student accounts may be made by sending cash or check with a student to school or via the online portal, LINQ Connect <https://linqconnect.com/>

- A student may charge up to 4 meals maximum (one charge per meal) as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A staff member may charge up to \$10.00 as long as they establish and maintain a good credit history of making payments on their food service accounts.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or snack items. Charging is defined as any non-prepaid account charges. Student accounts with positive/prepaid account balances may use said balance for any and all purchases.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools may provide an alternate meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- If food services staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
- The automated email system will notify parents every day at 6pm of any outstanding negative balance in the student's lunch/meal account. The food service manager will also send home letters at the end of each Month to parents of students who carry negative balances of \$30.00 and above.
- All accounts must be settled at the end of the current school year. Letters will be sent home approximately 30 days before the end of the school year to students who have any negative balances. Negative balances of more than \$30.00 not paid in full prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.

- Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by mail by food services at the end of the school year and given the option to transfer the funds to another student or to receive a refund. Students who graduate or withdraw from the corporation and have less than \$ 5.00 will not receive a direct notification by mail, but the household can contact South Spencer Food Service Director to receive a refund. If no response is received within 15 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Feed It Forward fund.
- The Feed It Forward Fund is a Fund within the school corporation that is set up to help support your district in funding meals for those who cannot. Please note this is separate from your student(s) having an account balance.

## Enrolling in the School

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

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

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

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

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

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

## Transfer out of the Corporation

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

## Student Records

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

## Withdrawal from School

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

## Textbooks, Online Resources and Learning Materials

Teachers representing all grade levels and educational areas participate in the evaluation and selection of curricular materials that best meet our students' diverse learning strengths and needs. Students are instructed in literary appreciation, reference, and study skills by their classroom teachers and the media specialist. Students are provided reference materials for school subjects and assignments, books and magazines for recreational reading, and devices for listening and viewing. We are very fortunate to have extensive classroom and media center libraries to share with our students. Accordingly, students are expected to properly care for all school property as well as the property of their classmates and teachers. If books, materials, or other school resources are damaged or lost by a student, his/her parents/guardians are responsible for repair or replacement.

## Textbook Fees

During the 2023 legislative session, the state of Indiana eliminated textbook rental fees for all students. We are happy to report funding for all student textbooks and fees will now be provided by the State of Indiana. Legislation prohibits school corporations from collecting any fees for instructional purposes, so parents are no longer responsible for any textbook rental or fees.

## Textbook Fee and Meal Assistance

An application for meal and textbook assistance is available online at <https://lingconnect.com/>. Meal benefit applications will not be available until July 1\*. Households are encouraged to apply before the start of the school year to avoid unpaid meal charges. Students who are not approved for free or reduced-price meal benefits before the start of the school year will be classified as paid status and meal charges may begin to accumulate starting the first day of school. Meal charges accrued before the approval of a meal benefit application will be the responsibility of the household. Please note that parents/guardians will be required to reapply each year to be considered for textbook and meal assistance. Eligibility determination will be communicated in writing to applying parents/guardians. This is a confidential process.

If you do not have access to a computer you may use a computer at your child(ren)'s school to fill out the application or you can ask to receive a paper copy of the free and reduced meal and textbook assistance application with instructions. When completed, the paper application should be returned to your school's main office or mailed to the South Spencer School Corporation's Food and Nutrition Department at:

South Spencer School Corporation Office  
321 South 5th Street  
Rockport Indiana 47635

Paper applications take more time to process due to the transit time and may be delayed in processing if not filled out **completely or correctly**.

## **Curriculum Overview**

South Spencer School Corporation curriculum promotes academic, physical, social, emotional, and character development. Our dedicated faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by nurturing the values of cooperation and diversity.

The Indiana College and Career Readiness Standards will be the basis for the core of all instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. The skills of reading, writing, abstract reasoning, and math are emphasized. The curriculum is designed to establish a balanced, well-rounded education.

## **Character Development**

South Spencer Schools believe that our students benefit from developing character as well as academic skills. True character development is the hinge upon which academic excellence, personal achievement, and authentic citizenship depend. It calls forth the very best from our students, faculty, staff, and parents.

South Spencer students will exemplify the virtues in which safety, responsibility and respect are regularly expected, modeled, taught, and celebrated as an integral part of the curriculum and the daily operation of the school. SSSC further expects each school to work in partnership with family and other community organizations to bring about improved student achievement, safe and orderly school environments, and citizens who are contributing members of society.

## **Title I**

Title I is a supplemental federally funded grant that provides additional resources to schools with state-specified poverty qualifications. The funding is meant to help students who are failing or at risk of falling behind academically. The funding provides supplemental instruction for students who are economically disadvantaged or at risk for failing to meet state standards. Students are expected to show academic growth at a faster rate with the support of Title I instruction.

## **Response to Intervention (Rtl)**

Classes and small groups are organized to remediate or to help prevent later remediation on the basis of ILEARN achievement, IREAD-3, NWEA (Northwest Evaluation Association) standardized assessment predictors of achievement on ILEARN, and teacher recommendation. These classes and groups may run before, during, or after the school day. SSSC informs and consults parents/guardians at the earliest possible date when student participation in Response to Instruction (Rtl) and/or ILEARN Remediation and Preventive Remediation classes/groups is recommended. Students who are at risk of not meeting standardized assessment or ILEARN standards in language arts and/or math may also be invited to participate in such activities.

## High Ability

South Spencer School Corporation updates yearly goals for our high ability students through each school's leadership team. This diverse committee, represented by staff, parents, and community members, is given the challenge to meet the needs of these students by:

- Planning activities and ensuring high ability students in grades K-12 are given appropriate educational experiences.
- Distributing staff development materials to every school. These materials give teachers the opportunity to develop and implement appropriately differentiated instruction in each academic subject based on the latest research.

## Technology as a Learning Tool

The use of technology in our schools follows two tracks. The first is the use of technology for the business of conducting school. This entails an effective student management system, a platform for ongoing professional development, communication within the school and corporation, communication externally to stakeholders (most importantly parents and guardians), teacher and administrative planning and business, and the use of technology to enable data driven decisions. It can also be a powerful professional development tool, providing a virtual learning platform for staff.

The second track is the use of technology as a tool in the classroom by enhancing lesson delivery, engaging students, providing more productive student learning opportunities, and offering opportunities for student enrichment and remediation.

Technology is embedded in all areas of our school and academic programs. Each classroom is equipped with:

- Teacher computer and Chromebook
- Document camera
- Smart Board / Smart TV
- Classroom computers (In some classrooms as needed)
- 1:1 Chromebooks in grades K-12
- Integrated technology instructional tools including:
  - Google Classroom
  - Aleks K-12
  - Reading Plus 6-8
  - IXL
  - Study Island (or comparable adaptive learning technology)

Other technology within the building that supports learning:

- Computer lab
- Video broadcasting system for relaying live and recorded video messages (ex. Student Morning News program)

## 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, is failing multiple courses, or has missing assignments may lose the privilege to go on field trips. All school expectations for student conduct continue while on trips.



## Standardized Testing

### **ILEARN**

ILEARN was new for the 2018-19 school year and replaces ISTEP+ as our state-wide measurement of student achievement. ILEARN measures student achievement according to Indiana Academic Standards. ILEARN is the summative accountability assessment for Indiana students in grades 3-8 and assesses: English/Language Arts (Grades 3-8), Math (Grades 3-8), Science (Grades 4 and 6), Social Studies (Grade 5). This is an online computer adaptive test that is administered toward the end of the spring semester in a single testing window.

### **ILearn Checkpoints**

Students in grades 3-8 take the ILearn Checkpoints tests throughout the school year. Scores are used to determine readiness levels and growth against grade level standards in Math, Reading, and Language Arts.

### **mClass DIBELS**

Students in grades K-3 will take the mClass DIBELS assessment throughout the school year. This assessment will measure reading readiness and reading skills allowing teachers to customize instruction and support students reading growth. This assessment will also serve as our required dyslexia screener, helping us identify students at risk for reading challenges.

### **IREAD-3 (Indiana Reading Evaluation and Determination)**

The IREAD-3 assessment was developed by the Indiana Department of Education in accordance with Public Law 109. This law requires all third grade students to be assessed in reading foundational skills. Students are required to meet third grade proficiency before moving on to fourth grade. State law mandates retention for students not meeting proficiency.

If a child is being considered for retention, the following action should occur:

1. Parents of any child whose promotion is in consideration will be notified well in advance of any actual decision regarding the possibility of promotion/retention. Final determinations are to be made before the beginning of the following school year.
2. A parent-teacher conference should be held whenever the retention of a child is being considered.
3. The school principal has the legal responsibility for student classification, and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

### **SAT School Day**

The SAT School Day Digital Assessment was implemented state-wide in 2021-22 to replace the ISTEP+ assessment for high school aged students. The SAT School Day is a computerized test through the College Board which measures students' knowledge in the areas of Math, Reading, and Language/Writing. This test is administered in March of the students Junior year (Grade 11).

## Report Cards and Progress Reports

Report cards will be sent home after each nine-week grading period. Progress reports may 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.

## Parent-Teacher Conferences

The academic success of a student is shared by students, parents/guardians, and the school. While formal parent/teacher conferences may take place periodically during the school year, all SSSC teachers and staff are strongly encouraged to hold conferences with students and parents whenever it appears useful and appropriate. Because teachers are responsible for student groups throughout the day, it is best to pre-arrange conferences by scheduling an appointment. A teacher may not be able to meet if the visit is not pre-arranged.

## Health and Wellness

### SCHOOL NURSE'S OFFICE

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

#### A. Notice to Parents

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

### Medications

#### B. Rules for Medications Given at School

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

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

1. **All medication must be brought to school directly by the parent. Medication May Not be sent to school with the student. It must be in its original, unopened container.** The Medication Request and Authorization form must be filled out and turned in before the student will be allowed to begin taking any medication during school hours. No expired medication will be accepted. Prescription medicines must have a current pharmacy label with the student's name and instructions printed on it. The pharmacy will give you a second labeled bottle for dividing the medication upon your request.
2. **Written permission from the doctor must be submitted at the onset of any newly prescribed prescription medication use**, for any changes, and when the medication is discontinued. The Authorization for Medication/Physician Statement form is available on the school website or can be picked up in the school office.
3. All controlled substance medications, such as Ritalin, Adderall, etc., will be counted when brought to the school and when the medication is discontinued with the school nurse or designated school employee and the parent. Narcotic Pain Medication will not be administered at school.
4. Your child should not come to school on narcotic medication for pain management as these medications may cause dizziness, lightheadedness and sedation which make it difficult for your child to function safely and effectively in school.

5. **Nonprescription medicines or over the counter medication** must have the student's name written or taped on the container. **It must be in its original, unopened container. Parents and/or Guardian must bring the over the counter medication to the school. No medication should be given to the student(s) to bring to our schools.** Written permission with specific instructions from the parent must be completed for the medication to be given to the student. Permission forms are available at the schools. (On the school corporation website you can access printable forms by clicking on SERVICES---HEALTH---MEDICAL FORMS & INFO).
6. Aspirin/Aspirin Containing Medication and Herbal/Homeopathic Medication will not be administered by school personnel without a prescription due to the risk of Reye's syndrome and / or lack of FDA approval.
7. All medications must be turned in to the office. The medication will be stored in a locked cabinet in the nurse's office.
8. All medications must be administered by a designated school employee. The student must come to the office to take his/her medication regardless of what type of medication it is.
9. **Students are not allowed to carry any medication with them unless the following conditions are met:**
  - The student's parent has completed the Authorization for Medication Form and is on file in the school office.
  - The doctor states in writing that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication; the student has been instructed in how to self-administer the medication; and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement must be filed annually with the school office.
10. For students that take daily medications, it is the Parent and/or Guardian's responsibility to ensure that medication is supplied to the school. Parents are encouraged to keep in contact with the school nurse regarding the amount of medication at the school. 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 medicine before school, after school, and at bedtime.
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 Medication in the School Setting**

#### **C. Pain Management in the School Setting**

Oftentimes, students will require pain management when returning to school after dental surgery, orthopedic injuries, or other surgeries. Students should be able to manage their pain with acetaminophen or ibuprofen as prescribed by their physician before returning to school. With the parent permission form completed either Tylenol or Ibuprofen may be administered according to the manufacturer's suggested dosage by the school nurse or designated school employee. A physician's order from the student's personal physician is required if any of the following applies:

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

Indiana State Law requires parental permission for your child to take Tylenol at school. Under the standing orders of the Medical Advisor, Acetaminophen (generic form of Tylenol) may be given with Parent's authorization. Acetaminophen may be administered by mouth for symptoms of toothache, dental discomfort, menstrual cramps, simple headaches and minor joint pain. **Students may not receive Acetaminophen for colds or chronic pain, under the standing order. Complaints such as these require a written order from the student's private physician/provider.** Acetaminophen will only be given between the hours of 10:00 a.m. & 1:00 p.m. Your child

will not be given a dose in excess of the recommended dose on the package without a physician's order, regardless of parental request.

Per the Standing Order of the Medical Advisor: **Only one dose will be administered during the school day up to twice in one week.** If the student continues to be uncomfortable, the parent/guardian will be contacted regarding the necessity of a medical evaluation. **A written physician's order from the student's private physician will be required if the student is to receive Acetaminophen more than twice a week.** The Tylenol Permission Form is available in the school office. During online registration, you may also indicate that you give permission for your child to receive acetaminophen (Tylenol) during school hours.

### **Narcotic Medication in the School Setting**

D. Narcotic medication will not be administered at school.

For your child's safety, he / she should not return to school on narcotic medication for pain management. Narcotics including but not limited to Lortab, 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**

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

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

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

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

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

### **Control of casual-contact communicable diseases and pests**

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

### **Control of non-casual-contact communicable diseases**

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

## Immunizations

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

### IMMUNIZATION REQUIREMENTS

# Required and Recommended School Immunizations, Indiana 2024-2025



Updated 1.30.2024

Grade	Required		Recommended
<b>Pre-K</b>	3 Hepatitis B 4 DTaP (Diphtheria, Tetanus and Pertussis) 3 Polio	1 Varicella (Chickenpox) 1 MMR (Measles, Mumps and Rubella) 2 Hepatitis A	Annual influenza COVID-19
<b>K-5</b>	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual influenza COVID-19
<b>6-11</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria and Pertussis)	Annual influenza 2 or 3 HPV (Human papillomavirus) COVID-19
<b>12</b>	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual influenza 2 or 3 HPV 2 MenB (Meningococcal) COVID-19

**HepB:** The minimum age for the third dose of Hepatitis B is 24 weeks of age.

**DTaP:** Four doses of DTaP/DTP/DT are acceptable if fourth dose was administered on or after the fourth birthday.

**Polio\*:** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the fourth birthday and at least six months after the previous dose.

\*For students in grades K-12, the final dose must be administered on or after the fourth birthday and be administered at least six months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12<sup>th</sup> grade. Parent report of disease history is not acceptable.

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

**MCV4:** Individuals who receive their first dose on or after their 16<sup>th</sup> birthday only need one dose of MCV4.

**Hepatitis A:** The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels.

For additional immunization information, visit: [in.gov/health/immunization](https://www.in.gov/health/immunization) or call **1 (800) 701-0704** during normal business hours.

## Use of Pesticides

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

## Allergies Policy

SSSC serves 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. Peanut and nut free zones may be established at any of our schools as necessary to accommodate students with these allergies. Whenever possible, please do not send peanut butter sandwiches or crackers for lunch with your child, or other products containing peanuts. Please realize that these children have a severe allergy which could be fatal. We ask that you talk with your child about the importance of not sharing their lunch or personal snacks. We thank you in advance for your cooperation. It will take a team effort to create a safe environment.

Students may have food or environmental allergies (including chemical sensitivities) which adversely affect their ability to learn. Students with allergies who require accommodations in school or school-related activities should be provided accommodations pursuant to an individual health plan (IHP), a Section 504 Plan, or an individualized education program (IEP). While SSSC staff will attempt to identify students with life-threatening allergies, parents and guardians of students with allergies should alert the school building principal and nurse upon enrollment or diagnosis. A student may be eligible for a Section 504 Plan if the allergy substantially limits a major life activity, such as breathing, respiratory function, immune system function, or learning. In addition, a student may be eligible for special education and related services pursuant to an IEP if the allergy adversely affects his or her educational performance. If the student's allergy(ies) are the only concern impacting the student's ability to receive a free and appropriate public education (FAPE), it will most likely be appropriate to have a Section 504 Plan. An IHP, including an emergency action plan (EAP), may be developed for students with allergies that do not rise to the level of a disability. Appropriate accommodations are determined by the student's case conference committee or Section 504 team based on the unique needs of the individual student to receive FAPE. This committee or team may include school representatives, the student's parent(s) or guardian(s), and/or the student's private medical provider. If the student's medical provider indicates that a specific accommodation should be provided, the committee or team will determine if that accommodation is needed for the student to receive FAPE. The committee or team's determination is a highly individualized process and no "standard" accommodation shall be mandatory for all students (e.g., it may not be appropriate for all students with a peanut allergy to sit at a "peanut-free" lunch table). Reasonable accommodations may include, but are not limited to:

- Allowing the student to carry an epinephrine auto-injector pen
- Posting notices via parent-teacher groups about ensuring that snacks sent to school by parents are allergen-free
- There may be designating zones as allergen-free (such as a "peanut-free" table in the cafeteria or a "peanut-free" classroom) with well-posted signs.
- Using specialized cleaning procedures for designated classrooms, zones, or tables, which may include separate supplies to clean allergen-free areas
- Publishing school breakfast/lunch menus with allergens specified
- Using specialized food preparation procedures which include separating utensils, surfaces, dishes, etc.
- Enforcing "no eating" policies on bus

## 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).

## Information Regarding Rights and Privacy

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

1. inspect and review the student's education records within forty-five (45) days after receipt of a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
2. request amendments if the parent or adult student believes it is inaccurate or misleading or is otherwise in violation of any rights of students."
3. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law.
4. challenge Corporation noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
5. file a complaint with the U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
6. obtain a copy of the Corporation's Policy 8330 on student records.

Other rights granted to students and parents:

1. The right to due process for any disciplinary acts subject to the Indiana Code.
2. The right to a smoke-free, drug-free and weapon-free environment subject to the Indiana Code.
3. The right to convene a meeting of the school's instructional support team to address specific learning difficulties a student may be experiencing in addition to those rights accorded by Article 7, and Section 504, and the Americans with Disabilities Act.
4. The right to initiate prayer and religious meetings subject to Federal and State Statutes.

## Directory Information

The South Spencer School Corporation designates the following items as Directory Information: a student's name, school email, address, telephone number, date and place of birth, grade level, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, hair and eye color, dates of enrollment/transfer/withdrawal/graduation, degrees and awards received, most recent previous school attended, photograph and video (not used in a disciplinary matter) of students participating in public events (e.g., sporting events, concerts, awards programs, theater performances, etc.), student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose directory information to any individual, other than a for profit organization, even without a parent's prior written consent.

Parents may refuse to allow the school to disclose any or all directory information upon written notification to the school district by the end of the first week of the school year.

## Non-Discrimination Policy and Grievance Procedures

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self worth.

As such, the Board of School Trustees does not discriminate on the basis of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the Corporation, or social or economic background, to learn through the curriculum offered in this Corporation. Educational programs shall be designed to meet the varying needs of all students.

### Complaint Procedures

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

In accordance with Federal and State law, students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Federal and/or State law pertaining to discrimination in education.

In addition, students will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights or the Indiana Civil Rights Commission, as well as a concurrent criminal complaint with the law enforcement agency having jurisdiction in the Corporation.

## Child Abuse/Neglect Reporting / Missing Child Reporting

Employees of the school corporation are **required by law** to immediately report all relevant information concerning suspected child abuse/neglect to the Department of Child Services and the building principal.

Students enrolling in South Spencer Schools must have reliable proof of age such as, but not limited to, a birth certificate, driver's license, or passport. A report will be filed with the Indiana Clearing House for missing children if such evidence is not presented to school authorities within 30 days.



## Insurance

The Board of School Trustees is not generally responsible for injuries to children at school or at places under school auspices and cannot pay damages, hospital bills, or medical bills, regardless of the seriousness of the case.

## Attendance, Makeup / Late Work Policies, and Academic Authenticity Policies

### A. Introduction

The Indiana Compulsory Attendance Law (IC 20-33-2) compels all children of legal school age to attend public school or its equivalent every day unless legally excused. In accordance with IC 20-33-2-26, South Spencer County school officials will make every effort to ensure that all children attend school as required under this chapter. If an enrolled student is not in compliance with the Compulsory Attendance Law, SSHS will notify the proper authorities.

### B. Absence

When a student is ill or cannot attend class, the parent or guardian is expected to contact the school by noon via phone. If a parent does not call before noon, upon the student's return to school, he or she should bring a written excuse stating the reason for the absence, the date of the absence, and the signature of the parent or guardian. Failure to adhere to the above guidelines will result in an unexcused absence.

For Elementary: At times students arrive late or leave early. Below details how tardies/absences are determined in those instances:

- Late, but arrived at school before 9am = A.M. Tardy
- Leave school before 9:00am = All Day Absence
- Arrive late after 9:00am = A.M. Absence
- Leave school before 2:00pm = P.M. Absence
- Leave school after 2:00pm = P.M. Tardy

### C. There are four levels of absences: Certified, Excused, Unexcused, and Truant.

1. Certified: A note (within 7 days of appointment) from a doctor, counselor, or court hearing is received by the office--still counts against the student as an absence but will not count toward warning letters or truancy referral calculations.
  - a. Illness verified by a note from a medical provider, counselor, or the court
  - b. Verified funeral
  - c. Maternity
  - d. Required religious observances
2. Excused: Parent calls before noon to report student's absence or brings a note the day of return (written, dated and signed by parent/guardian stating the days missed and reason). Excused absences are not reflected in Harmony until the office receives the phone call before noon or the parent/guardian note including the proper information noted above.
  - a. Illness verified by phone call/note from a parent/guardian - Parent/guardian may only call in or provide a note for up to 3 absences per semester. Beyond 3 absences a doctor's note or other documentation will be required.
  - b. Military Connected Families (e.g. absences related to deployment and return)
  - c. Pre-arranged absences (see vacations on p. 26)
  - d. Exceptions designated in law (IC 20-33--2-14 to 20-33-2-17.7)

3. Unexcused: School does not receive a phone call before noon or a note (see #2 above) on the day of return from parent/guardian stating reason for student's absence. In order for an unexcused absence to be changed to an excused absence, a note (see #2 above) must be turned in to the office on the date of return.
4. Truancy (skipping school) is a form of unexcused absence and will be dealt with through disciplinary/attendance procedures. See Truancy Policy below.

**Note:** Notes and documentation not submitted in the designated time frame or notes without the required information (see #2 above) will result in the absence being unexcused.

D. **Makeup Work – All Absences (including suspensions)**

When the absence is unexcused, the student/parent has the obligation to ask for make-up work. This may include the actual classwork assigned during the student's absence, or an alternate assignment that covers the same material.

It is the student's responsibility to learn the missed material, including completing alternate assignments deemed appropriate by the teacher. Make-up assignments or tests are available to students after any absence. It is the student's responsibility to find out the assignments and make-up the work within the period of time designated by the school or teacher policy.

The general rule will be extending the same number of days in which the student was not present at school to make up the work (there may be exceptions including those noted below). If students meet the teacher's requirement, they shall receive credit for satisfactory make-up work after an absence, including absences as a result of school suspension. If the student does not meet the requirement communicated by the teacher, they may receive a zero for the work.

- When a student is absent/suspended for three or more days, the parent/student must make an effort to obtain available assigned work from the school/teacher. The teacher(s) will make every effort to get available work ready for pickup. Unless approved by the teacher, all work provided in advance or during the absence is expected to be returned on the day the student returns to school.
- The school may deny all make-up privileges to students should the parent/student fail to follow the guidelines listed above.

E. **Late Work**

Homework is an essential part of the learning process for all students as a means of learning objective reinforcement, skill development, development of critical thinking, responsibility, and assessment. Students' primary purpose at South Spencer is to learn. For middle and high school students, a critical component of development is learning to manage multiple course criteria and individual teacher requirements as they relate to their specific classroom and instructional technique. Therefore, each teacher may develop classroom-specific criteria with regard to the acceptance or not of latework. It is the responsibility of the student to be familiar with teacher expectations and guidelines for their given course. Each teacher will include their policy on student late work in their course syllabus and on their Google Classroom pages.

F. **Attendance Problems/Potential Attendance Problems**

The Indiana Department of Education has established attendance at or above 94% as the threshold for accountability. Students who miss more than 10 days of school, whether excused, unexcused, or certified, fall below a 94% attendance rate. Therefore, it is imperative that your child miss no more than 10 total school days for the entire year. Failure to comply with attendance expectations will result in strict accountability.

- Three (3) unexcused absences or three (3) excused absences (warning for both): Written notice to the parent from the principal or designee that includes communicating the possibility of a referral to the Spencer County Truancy Court upon the 5th unexcused absence.
- Five (5) days of unexcused or seven (7) combined excused/unexcused: Referral to the Spencer County Truancy Court
- Additional unexcused absences may result in legal remedies decided upon by the school in conjunction with the Spencer County Truancy Court and/or Referral to the Department of Child Services (DCS).

- 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 truant absence, including the first occurrence of days, and Truancy Court referrals may happen at the school's discretion regardless of the number of days missed.

**Habitual Truancy:** May result in legal remedies being sought against student and parent including referral to the Spencer County Truancy Court. Also, any habitual truant, thirteen (13) or fourteen (14) years of age, will be identified in a list submitted to the Bureau of Motor Vehicles and may not be issued an operator's license or learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is eighteen (18) years of age. A periodic review (at least once each school year) of the student's attendance record will be conducted by school officials to determine whether this probation will continue.

**Excessive Absences:** Upon the fourth (4th) unexcused absence per semester or the sixth (6th) unexcused/excused combined absences for the school year, a student and parent will be required to conference with school administration or school counselor/school social worker to help the student improve their attendance. The school, student, and parent will enter into an attendance contract to correct attendance problems. Excessive absences may result in a student not graduating on time and/or being denied the privilege of walking in the graduation ceremony. Ten (10) unexcused absences per semester in any given class will result in loss of credit for that class.

#### G. Vacations

Vacations are highly discouraged during instructional time throughout the school year. Whenever a proposed absence for vacation is required, parents/guardians **must** submit a parent/guardian written request to the principal/designee **one week prior** to the vacation. Only three (3) days will be excused for the school year for vacations. Students should check with their teachers in advance how to handle quizzes and tests. **All homework is due upon return to school.**

#### H. Truancy Policy (in accordance with SEA 282)

When a student in Grades K-12 reaches 5 unexcused absences within a 10 week period the school will:

- Immediately provide written notification to the parent of an absent student that includes the following information:
  - That the student has 5 or more unexcused days in a 10 week period based on the student's school attendance.
  - That the parent is responsible for:
    - monitoring the absent student's school attendance
    - ensuring the absent student attends school in accordance with compulsory attendance laws
  - That the school will be initiating truancy prevention measures regarding the absent student.
  - That the parent is required to attend an attendance conference regarding the truancy prevention measures that the school will be implementing for the absent student.
  - That, if the student meets the requirements of a habitual truant:
    - the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25
    - juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3
    - The parent of the student may be subject to prosecution under IC 35-46-1-4.
- Hold an attendance conference not more than 5 instructional days after the 5th absence to discuss the student's absences and establish a plan for the student to prevent future absences.
  - Attendees will include:
    - A representative of the school.
    - A teacher of the student.

- The student's parent.
- A representative chosen by the student's parent who may provide insight into the student's absenteeism if the student's parent: (i) makes a request to the school that the representative attend; and (ii) provides notice to the school regarding the identification of the representative; at least forty-eight (48) hours before the attendance conference.
- The school will make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent, but the conference must be held within the required timeframe regardless of if the student's parent or a representative chosen by the student's parent is able to attend.
- The attendance conference will result in a plan that may include the following:
  - Any wraparound services that are able to be provided to the absent student to ensure the absent student attends school.
  - A specific description of the behavior that is required or prohibited for the absent student.
  - The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date the plan is established.
  - Any additional disciplinary action the school will take if the absent student does not comply with the plan.
  - If applicable, a referral to counseling, mentoring, or other services for the student and, if applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the student.
    - The school will offer additional counseling or services if the school determines that the student's absences are related to any of the following:
      - (A) The student's pregnancy
      - (B) That the student is in foster care (as defined in IC 31-9-2-46.7).
      - (C) That the student is homeless.
      - (D) That the student has a severe or life threatening illness or related treatment.
  - To the extent possible, the signature of the parent of the student agreeing to comply with the plan.

### **Academic Authenticity**

Students who help others cheat or plagiarize are held to the same disciplinary process as those who commit the offense themselves. Academic honesty requires that students take responsibility for producing work that is reflective of the student's best effort. Academic dishonesty is evidenced by cheating, plagiarism, the use of artificial intelligence, or involves any attempt by a student to show possession of knowledge and skills he/she does not possess or share information with others that allows another student to cheat or plagiarize. For purposes of this policy, the following definitions are in effect:

Cheating is:

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids (electronic or otherwise), or the help of another student on tests in ways other than those expressly permitted by the teacher.
- Looking at another student's tests or answers or talking to another student during a test or quiz.
- Copying or allowing another student to copy a quiz, test, or individual assignment.
- Tampering with an instructor's record of student grades/scores.

Plagiarism is:

- Taking the specific substance of another person's work and creating or offering it as one's own work without giving credit to that source.

- Not using quotation marks, indentation, and/or footnotes to denote material that has been directly quoted from another source.
- Paraphrasing an author without giving credit.

Fabrication is:

- The intentional use of invented information or the falsification of research or projects or other products with the intent to deceive.
- Citation of information not taken from the source indicated or listing sources not directly used in the academic exercise.
- Submitting an assignment that uses falsified, invented, or fictitious data or a deliberate concealment or distortion of the true nature of data or evidence.
- Submitting as one's own any assignment prepared totally or in part by another person, entity, or artificial intelligence (AI).
- Taking a test for someone else or permitting someone to take a test for you. Academic Authenticity Policy

## Disciplinary Procedures and Student Due Process

### A. Detention

Additional time assigned at school, either before or after regular school hours, under supervision. Students who have detention time to serve are responsible for arranging their own transportation. The detention will be served on the day or days assigned by the principal or designee. Students serving detention must arrive by 7am for morning detention and immediately after school for after school detention. All students must arrive on time to serve the detentions or they will be considered tardy and will have to serve detention on another day. Detentions last for 45 minutes.

### B. In-school Suspension (ISS)

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

### C. Out-of-school Suspension (OSS)

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. Students can find assignments on their Google Classrooms and will submit completed work to their teachers no later than the day the student returns to school. Tests/assessments will be made up at a time designated by the teacher. In regards to this policy, administration may take unusual circumstances under consideration. Under IC 9-24-2-4 the state gives the school authority to invalidate or prohibit driving privileges after a second suspension or expulsion.

### D. Expulsion

A student is suspended by the principal for up to ten (10) days and a Due Process Hearing is requested by the principal. The student may not participate or attend any school activity or function during the time of the suspension. Public Law 162 is followed. Under IC 9-24-2-4 the state gives the school authority to invalidate or prohibit driving privileges after a second suspension or expulsion. Expulsions may be appealed to the board and subsequently to the appropriate court.

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

1. on school grounds, immediately before, during and after school.
2. off school grounds at a school activity, function or event.
3. traveling to or from school or a school activity, function or event.
4. anytime if the potential to distract the educational process exists.

## **SUSPENSION PROCEDURE**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  1. a written or oral statement of the charges;
  2. if the student denies the charges, a summary of the evidence against the student will be presented;
  3. the student will be provided an opportunity to explain his or her conduct.
- The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
- Following the suspension, the parent or guardian of a suspended student will be notified in writing (documentation in Harmony) and/or by phone. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal or designee.
- While a student is suspended from school the student will receive: 1) notice of any assignments or school work due (check Google Classroom); 2) teacher contact information (email/phone on school website) in the event the student has questions regarding the assignments or school work; and 3) credit, in the same manner that a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes (I.C. 20-33-8-18).

## **EXPULSION PROCEDURE**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

- The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  1. legal counsel
  2. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
- An expulsion will not take place until the student and the student's parent(s) are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
- The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
- At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but an attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
- If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent(s).

## Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

## Gang Activity

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

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

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

## Harassment / Bullying by a Student

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

### A. Bullying--Physical/Cyber

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of social media, phone, data, or computer software that is accessed through any device is also prohibited.
2. In investigating all allegations of bullying school administration and school staff will prioritize the safety of the victim.
3. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities and privileges provided by the school.
4. This rule may be applied regardless of the physical location of the bullying behavior when a student commits bullying behavior and the targeted student attends a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school function or to prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
5. 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 a School Administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher, social worker, or counselor who will be responsible for notifying School Administration. This report may be made anonymously.
6. School Administration will immediately investigate 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.

7. School Administration will be responsible for working with the school counselors/social workers 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/social workers 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.
8. 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.
9. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
10. 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.
11. 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.
12. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
13. 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.
14. Reporting:
  - a. A report of a bullying incident shall be made to parents of both the targeted student and the alleged perpetrator in an expedited manner that is not later than five business days after the incident is reported.
  - b. Acts of bullying and abusive behaviors against a victim and committed by a verified perpetrator shall be documented.
15. Parents of a child in the school corporation may review any materials used in any bullying prevention or suicide prevention program. Parents may request to review these materials through their child's school administrator.
16. 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.

### **Possession of a Firearm**

No student will possess, handle or transport any firearm on school property. The following devices are considered to be a firearm as defined in Section 921 or Title 18 of the United States Code:

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

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

### **Substance Abuse**



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

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

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

## **State Law**

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

## **Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property.

This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks and the summer period when a student may not be attending classes or other school functions.

## **Search and Seizure**

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

## **Student Rights of Expression**

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

- is obscene to minors, libelous, indecent, or vulgar
- advertises any product or service not permitted to minors by law
- intends to be insulting or harassing

- intends to incite fighting
- presents a clear and present likelihood of substantial disruption

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

### **Student Grievance**

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

### **South Spencer County School Corporation Student Technology Acceptable Use Policy**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. South Spencer School Corporation provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. South Spencer provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and South Spencer imposes reasonable restrictions on its use consistent with its limited educational purpose.

South Spencer regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen

materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, South Spencer has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of South Spencer or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that South Spencer has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
4. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. South Spencer expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms, and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation

with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

South Spencer designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

#### Responsible Use of Hardware - SSSC Student Technology Acceptable Use Policy (continued)

1. Students are solely responsible for the care and safekeeping of Chromebooks and/or Corporation issued technology devices on and off South Spencer School Corporation.
  - a. **Cases:** Devices must be kept in its approved and provided case/shell when being transported as a reasonable precaution against damage, theft or loss.
  - b. **Proper Care:** Respect for and proper care of computer equipment is expected to be shown at all times. Food and drink are not permitted near computers, including but not limited to, lab computers, other devices, and Chromebooks.
  - c. **Proper Care:** Do not disassemble any part of lab computers, Chromebooks, or other devices or attempt any repairs.
  - d. **Proper Care:** Do not write or place decorations (such as stickers) on or mark in any way lab computers, Chromebooks, or other devices.
  - e. **Proper Care:** Chromebooks and other devices must never be left in a car, bus or any unsupervised area.
  - f. **Proper Care:** Never carry a Chromebook or other device while the screen is open or exposed. Never pick up a Chromebook by the screen (they will flex and break).
  - g. **Breaking or Damaging a Device:** Any loss or damage to student issued Chromebooks or devices are the financial responsibility of the student/parent/caregiver. **Students must immediately report damage or loss, including theft, to South Spencer School Corporation.** Repair fees will be assessed and invoiced to students and families. If left unpaid, these fees may be referred to collections.
  - h. **Leaving the Corporation:** If/When students leave South Spencer School Corporation, any loaned Chromebook or device must be returned to the school immediately. Failure to return the Chromebook or device will result in a charge for a full replacement (including purchase of the device, appropriate license fees, and accidental damage protection). Financial responsibility for the device falls to the student/parent/ caregiver.

2. Members of the South Spencer community will use Chromebooks and devices, along with all other electronic communication and computing devices, in a responsible, ethical and legal manner at all times.
3. Lab computers, Chromebooks and all other South Spencer owned equipment must be used for school-related purposes only.
4. Common sense and good judgment must be used at all times.
5. Users must not engage in deliberate attempts to damage or disconnect computer equipment or peripherals, alter hardware components, change security configurations, develop or activate viruses, install unauthorized software or change settings.
6. In order to maintain the safety and security of the South Spencer community, computer activity, including communications, Internet history and other uses is subject to monitoring by South Spencer School Corporation. With respect to students' privacy, such monitoring would only occur if reasonable suspicion of inappropriate activity or a policy violation is present.
7. All files created, sent, received and stored on South Spencer owned equipment are the property of South Spencer School Corporation.
8. Only authorized, licensed South Spencer School Corporation - installed software can be used on South Spencer School Corporation owned technological resources including lab computers, Chromebooks, and other devices. Users must not install software of any kind (legally licensed or otherwise) or load software from a USB drive without the expressed permission of the South Spencer School Corporation IT Department. Chrome Web Store applications may be installed for school-related purposes only.
9. There is limited bandwidth and space for saving files and users must respect these resource limits.
10. This agreement will extend for the period a student is in attendance at South Spencer School Corporation.
11. The use of electronic information resources and the electronic device is a privilege, not a right, and may be revoked or limited at any time. The school administration reserves the right to address any incidents involving the use of electronic devices on a case-by-case basis. The school administration holds the right to issue disciplinary consequences based on school/corporation rule and/or policies. Some violations, as a result of misuse of the Chromebook or other device, could result in a possible fine (removing identification tags/labels, cleaning feeds, lost/damaged power cords, etc. *see item 1g above*)

## School Specific Information

The following sections are intended to provide school specific information to help with any additional procedures or policies that relate to each individual building.

### Luce Elementary



**Luce Elementary**  
1057 N., Co. Rd. 700 W. Richland, IN 47634  
Principal- Trent Martin  
Phone - 812-359-4401 Fax - 812-359-4465

### Mission Statement

To achieve our vision of all students all the time, we will prepare our students to become independent lifelong learners by enacting a learning environment which supports the whole child, is focused and directed by teachers, and supported by home and community.

### Student Motto

Be Amazing, Be Awesome, Be YOU!

### Luce Elementary Before and After School Care

Luce Elementary After School program will run Monday through Friday from 3:00-5:00 p.m. This year we will be offering Before School Care for an additional \$10.00 per week. Students may arrive at school at 7:00 a.m. Students must be registered to attend before they come in the morning and/or afternoon.

## Drop off and Dismissal Procedures

Parents who are transporting their children should pick up a number from the school office to display on the front windshield when picking students up at the end of the day.

Any student who does not take their regular bus or ride home must first bring a permission slip from their parent (i.e. riding bus to a different address, going home with another student, etc.) Students must bring a note to the office to receive a bus pass to give to the driver of the bus.

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 be signed in at the office by a parent to receive a tardy slip before allowed in his/her classroom.

**Student Drop off and Pick Up is in the rear of the building and traffic is ONE way. Please display your number in the front windshield when picking up your child.**

## 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 or guardian or by 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.

## Dress Code

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, midriff, tank tops, halter-tops or spaghetti strap shirts are to be worn.
- For safety, flip-flops cannot be worn.
- All sandals/crocs 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 should dress for the weather and the season. Weather conditions often change rapidly, and when it may be warm in the morning it can be very cold later in the day. We intend to go outside for recess as much as weather permits. Also, there are times during drills or emergency procedures when we must go outside even in inclement weather. Shorts should not be worn between the end of Fall Break and until after Spring Break.

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.

## Birthday Celebrations / Classroom Celebrations

In order to comply with the current wellness policies and to minimize interruption to instruction, birthday treats are not allowed. Do not send in balloons or flowers to school because of possible allergies and also because of the distraction they may cause. Birthday invitations can be distributed at school only if there is an invitation for every member of the class.

If you bring in food for a class celebration, they must be store-bought items with product ingredient labels, rather than homemade ones, that are in compliance with our Wellness Policy and help our students who have life-threatening allergies. The elementary schools have also created a Safe Snack list to use for classroom parties. Please refer to this when planning a classroom party. School offices have a copy of this for your reference.

## Recess

South Spencer School Corporation recognizes the benefit of daily outdoor recess to get kids moving and enjoying both free and structured play. Indoor recess may need to be held in the event of rain or extreme temperatures. South Spencer uses the following temperature guidelines to determine the need for indoor recess due to temperature.

- Heat: if the temperature or heat index is above 95 degrees, students will remain inside.
- Cold: If the temperature is 25 degrees, including wind chill, or lower, students will remain inside.

It is the family's responsibility to ensure students are appropriately dressed to participate in recess (especially during colder weather).

If a student needs an excusal from recess a parent/caregiver can write a letter stating the student should remain inside for recess. The letter is good for two school days. A doctor's note is required for longer than two school days.

## Attendance at Corporation Athletic and Other Events

South Spencer School Corporation strongly encourages elementary students to attend High School, Middle School, and other corporation sporting events and other events (such as but not limited to plays, music performances, academic competitions, etc.). Elementary school aged students **must be accompanied** by an adult at all events. Students are expected to conduct themselves appropriately, and they should be monitored by the adult who is attending the event with them. If a student is acting in an unsafe or disorderly manner, they may be asked to remain seated with or in the immediate proximity of the adult accompanying them to the event. Continued behaviors deemed unsafe or disorderly could result in the student being asked to leave the event.

## Cell Phones / iPods / Earbuds

Students are discouraged from bringing cellphones to school. Cell phones are not allowed to be turned on or visible at any time while at school. If they are brought to school, they must be kept in the student's backpack and turned off. The school day is time is vital to a child's education and is not to be interrupted by cell phone usage.

Violations will be at the school/teacher's discretion and will be as follows:



- **First Offense:** Device will be confiscated and will be returned to the student at the end of the day.
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- **Continued Problems:** Continued problems will be considered defiance of school policy and will result in other disciplinary action.

The use of cell phones by students at school or school events to take photos or record audio / video of issues/events at school is strictly prohibited. This includes all school grounds, school events, and while riding the bus. Recording, sharing, or posting of this media, will at a minimum, result in complete loss of cell phone being allowed to be brought to school and will result in other disciplinary actions.



**Rockport-Ohio Township Elementary**  
200 South 6th Street, Rockport, IN 47635  
Principal - Rick Hunt  
Phone - 812-649-2201 Fax - 812-649-9185

**Mission Statement**

To achieve our vision of all students all the time, we will prepare our students to become independent lifelong learners by enacting a learning environment which supports the whole child, is focused and directed by teachers, and supported by home and community.

**Student Motto**

Be safe, be respectful, be responsible, be the best me I can be, be a Rockport student!

**Rockport Elementary Before School Walking Club and Boys and Girls Club Programs**

Rockport Elementary offers a before school Walking Club. Students should not arrive before 7:00 A.M. From 7:00 A.M. until 7:30 A.M. students may be dropped off to join our Walking Club. Walking Club is a before school option for students to get a bit of exercise before starting the day. Students who join the Walking Club are expected to walk with the group. On all days the weather permits, Walking Club will be outside. Drop off for the walking club is in the rear of the building at door 11 (the side facing Lincoln Ave.)

The Boys and Girls Club provides programming at Rockport Elementary each day after school for any student who registers with their program. The fees are very reasonable. Students must be 5 years old to attend the Boys and Girls Club. The student must be registered before they can stay for Boys and Girls Club. You may inquire more about this service through the school office or by contacting the Boys and Girls Club.

## Drop off and Dismissal Procedures

Parents who are transporting their children should pick up a number from the school office to display on the front windshield when picking students up at the end of the day.

Any student who does not take their 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.) Students must bring a note to the office to receive a bus pass to give to the driver of the bus.

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.

**Any student who arrives after 8:00 A.M. must be signed in at the office by a parent to receive a tardy slip before allowed in his/her classroom.**

**Drop Off** - Students being transported in cars are to be dropped off and picked up in the rear of the building at door 11 (the side facing Lincoln Ave.) Enter the drop off line through the entrance off of Lincoln Ave. You will see the Rockport Elementary school sign at that entrance. Pull to the curb area and let your child out of the car. Please DO NOT PASS cars in front of you in the line. This is a serious safety concern.

**Pick Up** - Enter the pick up line through the entrance off of Lincoln Ave. The line often crosses Lincoln Ave so please do not "cut" in line by entering straight from Lincoln Ave. Also, please do not stop on Lincoln to wait to enter the line. Please join the line on Seminary St. Stay in line and pull to the curb area near the awning on the north end of the building. There will be colored dots on the sidewalk indicating pickup spots. Please wait at a spot until your child comes to you. Please DO NOT PASS cars in front of you in the line. This is a serious safety concern. Please do not block this pick up area by parking your vehicle along this route.

## Change of Plans/Transportation

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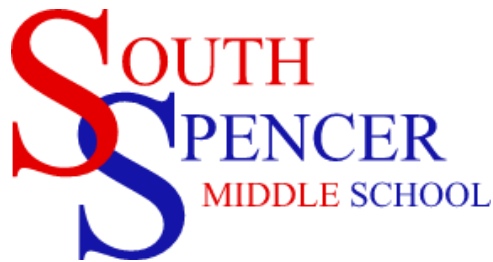
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**South Spencer Middle School**  
1298 N. Orchard Road, Rockport, IN 47635  
Principal - Scot French  
Phone - 812-649-2203 Fax - 812-649-9630

**Building Guidelines**

The building will be open to students at 7:30 AM. Students who arrive before that time will remain in the vestibule area at the front entrance. At 7:30 A.M. students must report directly to the gym, library or cafeteria and remain until being dismissed to lockers and first period. Classes convene at 8:00 AM. Students are expected to be punctual for all classes. Dismissal in the afternoon begins at 3:00 PM. Students will leave the school building immediately upon dismissal unless they have prior permission to stay.

**DROP OFF/PICK UP**

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

**BOOK BAGS**

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

**LOCKERS**

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

**LUNCH**

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

## **CONVOCATIONS/ASSEMBLIES**

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

## **TELEPHONE**

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

## **WATER IN CLASSROOMS**

Students are allowed to have water in the classroom, but only water, and it must be in a clear and sealable container.

## **ATTENDANCE ON EXTRACURRICULAR ACTIVITIES AND EVENTS**

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

## **AFTER SCHOOL PRACTICE/GAMES/EXTRA-CURRICULAR ACTIVITIES**

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

Student Attendance at School Events: The school encourages students to attend as many events held after school as possible without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise an unaccompanied student nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Since transportation to and from games is provided by the Board of Education, students may not use their own transportation to any contests. If a student wishes to return home from a contest other than by means provided, he or she must present prior written authorization from his or her parent or guardian. Also, no student/athlete shall leave the school premises with anyone other than their parent or guardian, or the mode of transportation provided, unless we have prior written permission from a parent or guardian.

### **Cell Phones / Smartwatches/ IPods / Earbuds**

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

Cell phones & smartwatches are allowed to be turned on or visible only before/after school. Students must keep cell phones & smartwatches in their lockers during all instructional times. This time is vital to your education and is not to be interrupted by cell phone or smartwatch usage.

Phones must be set on silent/vibrate at all times. ONE earbud/earphone is allowed before school, and after school. Using earbuds in both ears is a safety issue and will be considered a violation of rules. Violations will be at the school/teacher's discretion and will be as follows:

- **First Offense:** Device will be returned to the student at the end of the day.
- **Second Offense:** Parent(s) must pick up the device in the office; the student will be issued a morning or after school detention.
- **Continued Problems:** May result in complete loss of cell phone being brought to school or other disciplinary actions.

The use of cell phones by students at school or school events to record or video issues/events at school is strictly prohibited. Recording, sharing, or posting of this media, will at a minimum, result in a temporary loss of cell phone privilege.

**Academic Guidelines**

**RETENTION POLICY**

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

**Students may be retained based on the following criteria:**

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

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

**GRADING SCALE**

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

**STUDENT OF THE MONTH**

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

- Participate in extracurricular activities or out of school related activities



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

## **OUTSTANDING STUDENT AWARD**

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

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

## **ACADEMIC BANQUET**

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

## **PERFECT ATTENDANCE**

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

## **Academic and Behavioral Sanctions and Support**

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

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

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

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

**CLASS 1:** (Handled by teacher; after two (2) violations, sent to Principal's Office with referral)

Penalties:

- Counseling with student
- Lunch detention
- After/before school detention
- Reduction of credit/loss of credit on assignment
- Recommendation to principal to restrict participation in and/or attendance at extracurricular activities
- In-school suspension

Violations:

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

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

Penalties:

- Lunch Detention
- Temporary Loss of cell phone privilege (turn in to office each morning)
- Multiple after/before school detentions
- In-school suspension
- Removal from class with loss of credit
- Rearranging the student's class schedule
- Tobacco/vaping education program

Violations:

- School bus violations
- Recording, sharing, or posting cell phone footage from school issues/events
- Leaving class without permission, cutting class, not reporting to the office
- Failure to comply with directions of school personnel
- Tobacco or Vaping infraction
- Obscenity
- Multiple Cell Phone/Smartwatch Violations (two)
- Chromebook misuse/abuse
- Unexcused absences
- Leaving school grounds without permission
- Continued insubordination, inappropriate behavior, and/or distraction of the education process

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

Penalties:

- Alternative School (temporary placement)
- In-school suspension/Out-of-school suspension
- Removal from class with loss of credit
- Referral to Law Enforcement

Violations:

- Excessive absences/tardies
- Fighting
- Harassment (sexual, racial, ethnic, verbal, physical and / or emotional), (severe cases will be considered a Class 4 violation)
- Possession or use of tobacco products on school property or at school activities
- Truancy
- Multiple Tobacco or Vaping infractions (Three +)
- Damage to school property

- Intentional damage to Chromebook
- 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
- Use of Cell Phone/Smartwatch (three or more)
- Falsifying notes or information
- Continued insubordination, inappropriate behavior and/or distraction to the educational process

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

Penalties:

- Up to ten (10) days out-of-school
- Expulsion
- Alternative School (in lieu of expulsion)
- Restitution as needed
- Referral to Law Enforcement/Department of Child Services

Violations:

- Excessive absences
- Possession, use of firecrackers, smoke bombs, etc.
- Theft
- Drugs, possession, use or under influence, involved with any such incident
- Vandalism
- Alcohol, possession, use or under influence-involved with any such incident
- Possession of, use, or threatened use of a weapon
- Possession of firearm are grounds for immediate expulsion
- Unauthorized access to computer files and malicious use of files
- Gang activity
- Threats to students or staff
- Failure to report information to administrator regarding potential dangers related to school
- Repeated insubordination, non-compliance, inappropriate behavior and / or distraction to the educational process
- Fighting
- Habitual Truancy as identified by Indiana Code
- Any Class 1, 2 or 3 violations that the administration deems severe enough to be considered a Class 4 Violation

## **THE EFFECTS OF BEHAVIOR ON EXTRACURRICULAR ACTIVITIES AND EVENTS**

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

## **THE EFFECTS OF GRADES ON EXTRACURRICULAR ACTIVITIES AND EVENTS**

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

## **STUDENT COUNCIL GUIDELINES**

## Purpose

The purpose of the Student Council organization shall be to enhance the lives of the SSMS student body. This includes, but is not limited to the following...

- To provide a means by which the belief of democracy and good citizenship may be learned and practiced.
- To join the student body and administration together to serve as one voice to improve the school and local community.
- To provide opportunities for members to serve our school and local community.
- To encourage school spirit.
- To promote academic excellence.
- To promote respect for all individuals in our school and community.
- To involve all students by sharing ideas and support for school improvements and projects.

## Member Eligibility

Each grade 6-8 will elect 4 representatives to the Student Council. All students on the council will have the opportunity to vote on council proposals and offer ideas to the council. Students interested in running for the SSMS Student Council will need to meet the following requirements...

- Grades: 2.0 Cumulative GPA and NO D/Fs on semester grades
- Conduct: NO ISS or OSS suspensions
- Attitude: Students should represent SSMS in the best way possible at all times. Students should have a positive and helpful attitude at SSMS events.
- Application completed by the election deadline

Students who do not maintain these membership requirements, shall be dismissed from the council by the Student Council Sponsor.

## **EXTENDED SCHOOL SERVICES**

### ICU/ESS/Homework Help:

Dedicated staff at SSMS would like to provide a service to those students not completing and turning in work on time. We understand that some students will accept a zero and not be concerned about how it affects their grade. We also understand that allowing them to do so, can negatively impact their level of learning, understanding, and responsibility in the classroom.

To help support, organize, and motivate the students not completing their work, we have implemented ICU, ESS, and a Homework Club. ICU takes place during 5th period. Students will go to the ICU room to eat lunch and work on late school work. ESS can take place in the morning or afternoon. In the morning, it will be combined with the students voluntarily attending homework help. If a student is still not completing assignments in a timely manner, then they can be assigned to after school ESS. After school ESS will run from 3:00 PM to 3:45 PM. Homework Help will be held in the library from 7:30-8:00 each morning. Students can voluntarily come for support, or teachers can assign students due to lack of completed assignments in their classroom. Teachers will fill out an ESS referral form on those students needing support, and call the student's parents to notify them. A copy of the ESS referral form will be mailed home to a parent. Once referred, the teacher will place missing assignments on the google doc form created for that grade level.

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

Upon a student's third referral to ESS, he or she will be assigned up to three days of ISS. If all work is not completed during the ISS assignment, then students will receive an out of school suspension.

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

## Dress Code

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

Students should consider the following questions when dressing for school:

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

Personal expression is permitted within these general guidelines.

1. Shoes or sandals are to be worn at all times while at school.
2. Students' clothing should be clean, safe, and non-disruptive to the educational process.
3. Shorts, skirts and dresses must be an appropriate length (covers all private areas at all times).
4. Strapless tops or dresses, tube tops, halter tops, low-cut tops, and bathing suit tops are not permitted. Off the shoulder and sleeveless shirts are not allowed. Cold shoulder shirts are allowed.
5. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment.
6. Offensive or suggestive slogans and designs on clothing are not permitted. (No alcohol and drug ads, no profanity, no Tobacco/Vape ads, no mention of gangs, bands, or any illegal or immoral activity, satanic, etc...) The administration reserves the right to determine if clothing is gang related or relates to one of the above mentioned activities.
7. Hats/hoods are not to be worn inside the building unless a specific activity has been proclaimed.
8. No jewelry or clothing is to be worn that can be considered a weapon. This includes wallet chains, neck chains, or dog collar necklaces with sharp points. Pierced jewelry in parts of the body other than the ears will be allowed if not a distraction to the educational process and is approved by the administration.
9. Jeans, slacks, pants, etc... with rips, holes, etc. are allowed to be worn, as long as all holes are below finger-tip length. Holes showing skin that are above finger-tip length are not acceptable and will be considered a violation of the dress code policy.
10. Sunglasses are not to be worn in the building unless under a doctor's care for a concussion.
11. No pants that are cut too low or hang too low (baggy) will be allowed.
12. Bandanas are prohibited.
13. No gloves to be worn in the building.
14. No confederate flags may be displayed on any type of apparel.
15. No blouses or shirts that are too revealing.
16. Pajama clothing is not allowed unless a specific activity has been proclaimed.
17. No undergarments should be exposed.

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

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

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



**South Spencer High School**  
1142 N. Orchard Road, Rockport, IN 47635  
Principal - Lori Hermann  
Phone - 812-649-9157 Fax - 812-649-2214

### Mission Statement

South Spencer School Corporation strives for excellence and continual improvement in academics ensuring that every one of our students is empowered to seek employment, enlistment, or further education beyond their K-12 schooling. The ultimate goal is to develop highly successful contributors to society.

### Convocations/Assemblies

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

### Lockers

Students are assigned lockers by the Guidance Office. Students are responsible for the condition of their lockers and will be assessed a fine for any damage done to the locker. Food and drink are not to be kept in the locker. Lockers are subject to inspection by authorized school personnel. Students are not permitted to change lockers after assignments have been made. The school is not responsible for stolen or lost articles; however, if reported the school officials will make every effort to retrieve stolen items. Students are not permitted to put a non-school lock on any locker. Locker searches may occur periodically as prescribed by law (IC 20-33-8-32).

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

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

## Automobiles

Driving to school is a privilege. Students who fail to observe safe driving practices may lose their driving privileges. Vehicle searches may occur periodically as prescribed by law. Students must park their vehicles in the student parking lot, in their assigned spot that is numbered, on the north side of the building as directed by the principal. Students must obtain a parking permit in order to park on school property during the school day. Students will be charged \$2.00 (the cost of the permit/sticker). New permits/stickers will be numbered and issued each year. Failure to park in assigned parking spots or to have parking passes not properly displayed will result in disciplinary actions.

Vehicles are to be locked. Once on the school grounds, students must enter the school without loitering in the vehicles or the parking lot. Vehicles not properly parked in a marked parking space may be towed at student/parent/guardian's expense. Students may not leave school grounds after arriving and may not go to their vehicle during the day without permission from the office. All student drivers arriving at school or leaving the school grounds will yield to school buses at all times. Students are responsible and will be held accountable for items in their automobiles. All students driving to school and/or operating a vehicle on school property during the school day and parking on school property will be subject to the Random Drug Testing Policy.

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

## Closed Campus

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

## Commons Area / Cafeteria

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

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

## Writing Checks to SSHS

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

## Fund-Raising

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

## Lost and Found

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

## Early Dismissal

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

## Student Records

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

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

## Counselor

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

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

## Dropping and Adding Classes

After the start of the school year, students may drop/add classes only during the first three (3) days of each semester. To request a change, students must:

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

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



## Credit Recovery

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

## College Visitation/Family Trip

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

The same rule applies to any family trip/vacation. Students must obtain a form from the office, have it signed by all teachers and parents at least one week prior to leaving school. If completed properly, on time, and approved by the office, these absences will be excused (**3 days maximum**). Failure to do so may result in the absence being unexcused.

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

## Class Designation

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

	<b>Credits</b>
<b>Freshmen</b>	0-7
<b>Sophomore</b>	8-14
<b>Junior</b>	15-28
<b>Senior</b>	29-40

## Registration

Registration for the next school year takes place each spring. Registration for classes calls for careful planning on the part of students, parents and the school. Certain courses are required for graduation, and others are elective. Students with specific goals after high school must select courses that will help to attain those goals. Course selections are finalized by the last day of the current school year and students will have 3 days at the beginning of next school year to make necessary changes.

## Graduation Requirements

Refer to the Course Description/Curriculum Guide for details, or contact the Guidance Office.

# INDIANA GRADUATION PATHWAYS



## CREDITS

Earn credits toward a diploma designation.

- **Core 40**
  - Minimum 40 credits
- **Academic Honors**
  - Minimum 47 credits
- **Technical Honors**
  - Minimum 47 credits
- **General**
  - Minimum 40 credits
  - Core 40 opt-out conference required



## EMPLOYABILITY SKILLS

Learn & Demonstrate Employability Skills

- **Project-Based Learning:** Allows students to gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging, and complex question.
- **Service-Based Learning:** Integrates academic study with service experience, reflects larger social, economic, and societal issues, and collaborative efforts between students, schools, and community partners.
- **Work-Based Learning:** Activities that occur in a workplace while developing the student's skills, knowledge, and readiness for work.
- **Work Products for a student's experience can include:**

Videos	Five Year Goal Plan
Papers	Reflection of Experience
Resume	Letter of Recommendation
Dual Credit	Letter of Employment
Certifications	Verification
Portfolio	Post-secondary Related
Projects	Experiences
Slideshows	Skills List
Presentation	



## POSTSECONDARY READY COMPETENCY

Meet one of the following:

- **Honors Diploma:** Academic or Technical
- **SAT:** Reading/Writing = 480 & Math = 530
- **ACT:** English = 18, Reading = 22, Math = 22, Science = 23 (Two out of Four Needed with at least 1 in English/Reading & 1 in Math/Science)
- **ASVAB:** Minimum score of 31
- **Industry Recognized Certification:** Must Be on DWD's Graduation Pathways Approved List
- **Apprenticeship:** Must Be Federally Recognized
- **CTE Concentrator:**
  - Class of 2023-2024-** C average or higher in at least 2 advanced HS courses in a state-approved CTE Pathway
  - Class of 2025 and Beyond-** C average or higher in Required NLPS Concentrator Courses in a state-approved CTE Pathway (Principles, Concentrator A, & Concentrator B)
- **AP/IB/Dual Credit/Cambridge International/CLEP:** C average or higher in 3 courses (1 of the 3 courses must be in a core content area or all 3 must be a part of a CTE pathway)
- **Locally Created Pathway:** Approved by SBOE



INDIANA  
DEPARTMENT of  
EDUCATION

## Commencement

South Spencer High School expects all students to be enrolled for at least seven (7) semesters. In order to graduate and participate in the commencement exercises, all requirements for graduation must be met. Only school issued and military stoles may be worn at graduation.

## Final Exams

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

\*Refer to the course syllabus of each class for method of grade calculation.

## Finals Exemption Policy

Final exemptions will be granted to seniors only who meet the following criteria:

1. Students can only exempt out of a maximum of two (2) finals. *NOTE: May not exempt the same finals each semester*
2. Students who are failing a class may not exempt the final in that period.
3. Students must meet two out of the three criteria:
  - a. Currently are receiving a 90%+ average for both quarters in the class they wish to exempt (**Teacher Verifies**)
  - b. No conduct office referrals for current semester—not period specific—a conduct referral impacts every period (Office Verifies)
  - c. Zero (0) unexcused absences **AND** maximum of two (2) certified/excused absences (combined) for the current semester in the class they wish to exempt **AND** may have a maximum of two (2) tardies in the class they wish to exempt. (Office Verifies)
  - d. **NOTE:** If a student uses the attendance criteria as one of the two qualifying requirements for exemption and a student leaves early on Thursday, those absences will count towards the total absence calculation for the exempted period. A student **should not** leave early on Thursday in periods 3, 4, and/or 7 if doing so results in going beyond the two allowed certified/excused absences used to calculate an exemption in any of those courses. Should this occur, a “zero” (0) will be entered as the score on the final for the class(es) in which the attendance criteria was not met. Finals may not be “made-up” in this scenario.
4. Tardy referrals will be covered under bullet 3 above and will only impact the class in which the tardy referral was documented.
5. Students may not exempt AP, dual credit, or project/presentation-based finals.

## Grading Scale/Grade Point Average Scales (GPA)

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

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

## Grading Reports

Course grades will be established at the end of each nine weeks. The 9-week grades and final exam grade will be used to develop a semester grade. Each nine weeks grade will be 40% and the final exam will be 20% of the semester grade. The semester grade is used to determine GPA and class rank and becomes a part of the student's permanent record. Athletic Eligibility is determined at the 4 ½ week mark.

## Valedictorian and Salutatorian/Academic Honors

### A. Class Rank

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

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

1. Class rank shall be computed by the final grade in all subjects. Any two (2) or more students whose computed grade point averages are identical shall be given the same rank.
2. The rank of the student who immediately follows a tied position will be determined by the number of students preceding him \ her and not by the rank of the person preceding him \ her.
3. In recognition of the heavier burden of advanced work, grade point averages shall be weighted by awarding one (1) extra unit for unusually difficult courses (AP/dual credit classes) as approved by the superintendent. Class rank is calculated using the weighted grading scale.
4. A student's grade point average and rank in class shall be entered on his \ her record and shall be subject to the board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

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

### B. Academic Honors

The academic honors of Valedictorian, Salutatorian and top ten percent academically ranked students will be based on weighted GPA and class rank at the end of the 8<sup>th</sup> and final semester. To receive Academic Honors a student must successfully complete the requirements for an Indiana Academic Honors Diploma. The Valedictorian shall rank number one (1) and the Salutatorian number two (2).

**TARDIES: PER CLASS/PER SEMESTER**  
**2024 - 2025**

**FIRST** Notification

**SECOND** Teacher Warning

\*After the second tardy per class,  
students will be referred to the office for each additional tardy.

**THIRD** Office Warning

**FOURTH** After/Before School Detention

**FIFTH** Conference with Student and Parent

**SIXTH** Two After/Before School Detentions

**SEVENTH** One Day ISS

**EIGHTH** Two Days ISS

**NINTH** Out of School Suspension (OSS)

**TENTH** OSS/Possible Loss of Credit for Class

## Daily Schedules

### A. Normal Schedule

<u>PERIOD 1</u>	7:51 - 8:41 (50 min)
<u>PERIOD 2</u>	8:46 - 9:34 (48min)
<u>PERIOD 3</u>	9:39 - 10:27 (48min)
<u>Krunch Time</u>	10:32 - 10:57
<u>PERIOD 4</u>	11:02 - 12:20
	A LUNCH 11:02 - 11:27 A CLASS 11:32 - 12:20 (48min) B CLASS 11:02 - 11:50 (48min) B LUNCH 11:55 - 12:20
<u>PERIOD 5</u>	12:25 - 1:13 (48min)
<u>PERIOD 6</u>	1:18 - 2:06 (48min)
<u>PERIOD 7</u>	2:11 - 2:59 (48min)

### B. Two-Hour Delay

<u>PERIOD 1</u>	9:51 - 10:26 (35 min)
<u>PERIOD 2</u>	10:31 - 11:06 (35min)
<u>PERIOD 4</u>	11:11 - 12:16
	A LUNCH 11:11 - 11:36 A CLASS 11:41 - 12:16 (35min) B CLASS 11:11 - 11:46 (35min) B LUNCH 11:51 - 12:16
<u>PERIOD 3</u>	12:21 - 12:57 (36min)
<u>PERIOD 5</u>	1:02 - 1:38 (36min)
<u>PERIOD 6</u>	1:43 - 2:19 (36min)
<u>PERIOD 7</u>	2:24 - 2:59 (35min)

### C. Early Release

<u>PERIOD 1</u>	7:51 - 8:31 (40 min)
<u>PERIOD 2</u>	8:36 - 9:16 (40min)
<u>PERIOD 3</u>	9:21 - 10:01 (40min)
<u>PERIOD 5</u>	10:06 - 10:46 (40min)
<u>PERIOD 4</u>	10:51 - 11:56
	A LUNCH 10:51 - 11:16
	A CLASS 11:21 - 11:56 (35min)
	B CLASS 10:51 - 11:26 (35min)
	B LUNCH 11:31 - 11:56
<u>PERIOD 6</u>	12:01 - 12:28 (27min)
<u>PERIOD 7</u>	12:32 - 1:00 (28min)

#### **KRUNCH Time**

KRUNCH time is designed primarily for student remediation and study time. Students are to seek help on assignments and quietly work on homework. This time is also designed for networking and to make connections. This is a great opportunity to do make-up tests and quizzes. Club meetings may also take place during this time. Students should not be roaming the hallways during this time.

K--Knowledge  
R--Remediation  
U--Understanding  
N--Networking  
C--Clubs  
H--Homework

#### **Extra-/Co-Curricular & School-related Event Attendance Requirements**

Students are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests or school-related field trips/activities. Students must be in attendance for at least 3 periods to be eligible for athletics on that day. Students are expected to be in attendance at school on time the day following any athletic competition. School-related functions/field trips do not count when calculating daily attendance.

#### **Communication Chain**

Whenever classroom questions or concerns arise, students and parents are expected to communicate with the teacher first, school administration second, and corporation administration last. Direct communication with the most local entity is best for effective communication and problem solving.

## Student Behavior/Accountability

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

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

## Accountability Guidelines

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

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

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

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

**CLASS 1:** (Handled by teacher; after two (2) violations, sent to Principal's Office with referral)

Penalties:

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

Violations:

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



- Foul language

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

Penalties:

- Multiple after school detentions
- In-school suspension
- Saturday School
- Removal from class with loss of credit
- Rearranging the student's class schedule
- Restitution

Violations:

- School bus violations
- Leaving class without permission, cutting class, not reporting to the office
- Failure to comply with directions of school personnel
- Repeated dress code violations
- Tobacco or Vaping infraction
- Chromebook misuse/abuse
- Obscenity
- Multiple Cell Phone/Smartwatch Violations (two)
- Driving/parking lot violations
- Unexcused absences
- Leaving school grounds without permission
- Continued insubordination, inappropriate behavior, and / or distraction of the education process

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

Penalties:

- Saturday School
- Alternative School (temporary placement)
- In-school suspension/Out-of-school suspension
- Removal from class with loss of credit
- Revocation of Driving Privileges
- Restitution
- Referral to Law Enforcement
- Restriction of driver's license per IC 9-24-2-4

Violations:

- Excessive absences/tardies
- Fighting
- Harassment (sexual, racial, ethnic, verbal, physical and / or emotional), (severe cases will be considered a Class 4 violation)
- Possession or use of tobacco products on school property or at school activities
- Reckless Driving
- Damage to school property
- Intentional damage to Chromebook
- Truancy
- Multiple Tobacco or Vaping infractions (Three +)
- 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
- Use of Cell Phone/Smartwatch (three or more)
- Falsifying notes or information
- Continued insubordination, inappropriate behavior and / or distraction to the educational process

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

Penalties:

- Up to ten (10) days out-of-school suspension
- Expulsion
- Alternative School (in lieu of expulsion)
- Restitution
- Referral to Law Enforcement/Department of Child Services
- Restriction of driver's license per IC 9-24-2-4

Violations:

- Excessive absences
- Possession, use of firecrackers, smoke bombs, etc.
- Theft
- Drugs, possession, use or under influence, involved with any such incident
- Vandalism
- Alcohol, possession, use or under influence-involved with any such incident
- Possession of, use, or threatened use of a weapon
- Possession of firearm are grounds for immediate expulsion
- Unauthorized access to computer files and malicious use of files
- Gang activity
- Threats to students or staff
- Failure to report information to administrator regarding potential dangers related to school
- Repeated insubordination, non-compliance, inappropriate behavior and / or distraction to the educational process
- Fighting
- Habitual Truancy as identified by Indiana Code
- Any Class 1, 2 or 3 violations that the administration deems severe enough to be considered a Class 4 Violation

### Vaping Protocol

For students who choose to vape/use tobacco, the following disciplinary protocol (in accordance with the broad, discretionary authority granted to school officials for maintaining safety, order, and discipline) will be followed:

1. First time offense:
  - a. 5 (five) day suspension: 1 (one) day OSS + 4 (four) days ISS  
or
  - b. 1 (one) day in-school suspension and participation in a Saturday smoking cessation course (parent/guardian attendance is required with student) at SSHS--date to be determined by school administration. Student responsible for cost.
2. Second (and subsequent) offenses:
  - a. Referral to county prosecutor's office/juvenile probation office/appearance in court and/or
  - b. Citation issued by law enforcement (\$137.00 fine) and/or
  - c. 5 (five) day school suspension (in-school suspension time may increase with subsequent offenses/out-of-school suspension may result from subsequent offenses)

## Removal from class by a teacher

When students are removed from class, they will not return to class that same day. They are to be seen by an administrator or counselor and spend the remainder of that class in the office area. The administration and teacher will determine if a student's behavior warrants an extended removal from the classroom.

## Driver's License Invalidation/Non-issue

- A. Suspended and expelled students and dropouts IC 9-24-2-1
1. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
    - a. Is a habitual truant under IC 20-33-2-11.
    - b. Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15.
    - c. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
    - d. Is considered a dropout under IC 20-33-2-28.5.
  2. At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:
    - a. Driver's license or learner's permit; and
    - b. Employment certificate.

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

- B. Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students IC 9-24-2-4
1. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section A of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:
    - a. The person becomes eighteen (18) years of age.
    - b. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
    - c. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.
  2. The bureau shall promptly mail a notice to the person's last known address that states the following:
    - a. That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.
    - b. That the person has the right to appeal the invalidation of a license or permit.
  3. If an aggrieved person believes that:
    - a. The information provided was technically incorrect; or
    - b. The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.

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

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

As a campus-wide default criteria for homework, the following guidelines have been established:

1. Homework is due on the due date assigned by the teacher.
2. No credit (0) will be given for late work unrelated to an absence.
3. No credit (0) will be given for excused/certified absences beyond the designated time allowed for completion of work (full credit) at a 1:1 ratio for days missed--ie. If a student is out for 2 days, they will have 2 days to make up the work; day 1's work is due the day of return and day 2's work is due the following day. Certified absence documentation is due to the office within 7 days of the documented appointment.

## Academic Dishonesty

### Penalties:

- First Offense: Teacher contacts parents, Zero (0) on assignment, and office notified  
 Second Offense: Student referred to office, administrator contacts parents, Zero (0) on assignment, and up to 3 days ISS  
 Third Offense: Student referred to office, administrator contacts parents, out-of-school suspension, and removal from class with a F

## Dress and Grooming

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

Students should consider the following questions when dressing for school:

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

Personal expression is permitted within these general guidelines.

1. Shoes or sandals are to be worn at all times while at school.
2. Students' clothing should be clean, safe, and non-disruptive to the educational process.
3. Biker shorts are NOT permissible
4. Skirts and dresses must be finger-tip length all the way around.
5. Strapless or spaghetti strap tops or dresses, tube tops, halter tops, low-cut tops, and bathing suit tops are not permitted. Off the shoulder and sleeveless shirts are not allowed. Cold shoulder shirts are allowed.
6. No skin is to be exposed between the waist of the pants or skirt and the bottom of the upper garment.
7. Offensive or suggestive slogans and designs on clothing are not permitted. (No alcohol and drug ads, no profanity, no Tobacco/Vape ads, no mention of gangs, bands, or any illegal or immoral activity, satanic, etc...) The administration reserves the right to determine if clothing is gang related or relates to one of the above mentioned activities.
8. Hats/hoods are not to be worn inside the building unless a specific activity has been proclaimed.
9. No jewelry or clothing is to be worn that can be considered a weapon. This includes wallet chains, neck chains, or dog collar necklaces with sharp points. Pierced jewelry in parts of the body other than the ears will be allowed if not a distraction to the educational process and is approved by the administration.
10. Jeans, slacks, shorts, pants, etc... with rips or holes are allowed to be worn. Holes showing skin that are above fingertip length are not acceptable and will be considered a violation of the dress code policy.
11. Sunglasses are not to be worn in the building unless under a doctor's care for a concussion.
12. No pants that are cut too low or hang too low (baggy) will be allowed.
13. Bandanas are prohibited.
14. No confederate flags may be displayed on any type of apparel.
15. No blouses or shirts that are too revealing.
16. Pajama clothing is not allowed unless a specific activity has been proclaimed.
17. No undergarments should be exposed.

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

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

- First Offense: Warning, students must change clothes.
- Second Offense: Detention, students must change clothes.
- Three or More Offenses: Multiple detentions, in-school suspension, and/or students must change clothes.

## Cell Phones/Smartwatches/Earbuds

Cell phone and smartwatch usage at school is a privilege; not a right. Anytime a teacher, office staff, or administrator asks for a student's device, the student is allowed to turn it off (if desired) and must immediately give it to that faculty/staff member. If this does not occur, it will be viewed as direct insubordination, and consequences will follow.

Cell phones and smartwatches are allowed to be turned on or visible only before/after school, and during lunch. Students must keep these devices in their lockers during all instructional times. This time is vital to your education and is not to be interrupted by cell phone and smartwatch usage.

Personal devices must be set on silent/vibrate at all times. ONE earbud/earphone is allowed before school, at lunch, and after school. Using earbuds in both ears is a safety issue and will be considered a violation of rules. Violations will be at the school/teacher's discretion and will be as follows:

- **First Offense:** Device will be returned to the student at the end of the day.
- **Second Offense:** Parent must pick up the device in the office; the student will be issued an after school detention.
- **Continued Problems:** May result in complete loss of cell phone and/or smartwatch being brought to school or other disciplinary actions.

The use of cell phones by students at school or school events to record, video, and/or photograph issues/events at school is strictly prohibited. Recording, sharing, or posting of this media, will at a minimum, result in a temporary loss of cell phone privilege.

## Random Drug Testing

### AIM

The aim of the South Spencer School Corporation's Random Drug Testing Policy is to support parents and families in helping children say no to drugs, resist negative peer pressure and promote a healthy life-style.

### A STATEMENT OF NEED AND PURPOSE

Students using drugs illegally pose a threat to their own health and safety, as well as that of other students. Therefore, a program of deterrence will be instituted as a proactive approach to strive for a drug-free school environment. In addition to the AIM, the purpose of the random drug-testing program is to encourage students who use drugs illegally to participate in drug treatment programs.

Students involved in driving to and from school and extra-curricular/co-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular/co-curricular activities while s/he has residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle.

The primary purpose of this program is not intended to be punitive or disciplinary in nature. However, there are consequences for a positive test result. A positive test result in the random drug-testing program will not result in suspension or expulsion from school, and it will not be documented in the student's academic records. A positive test result will however; result in consequences tied to driving privileges or participation in extra/co-curricular activities.

## INTRODUCTION

The Random Drug Testing program was initiated during the 2020/2021 school year. This program does not affect the current policies, practices, or rights of SSSC with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. SSSC reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or alcohol usage.

## REASONABLE CONCERN

A substance abuse-free environment must be the stated goal of the school district, and the support and cooperation of the entire community are essential if the goal is to be realized. South Spencer School corporation has a strong commitment to the health, safety, and welfare of its students. Our commitment to maintaining a safe and secure educational environment at SSSC requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in driving, extra-curricular/co-curricular activities.

## SCOPE

The extra-curricular/co-curricular activity programs of SSSC, herein referred to as extra-curricular activities, are an integral part of the school system and community. Extra-curricular activities are school-sponsored activities. The recognized value of extra-curricular activity to a student's personal development has given these activities a high priority in the total school program. The Board of School Trustees encourages all students to participate in extracurricular programs of the school but believes the opportunity for such participation is not a right.

Participation is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be the agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. This drug-testing program will be applied to all high school and middle school students (grades 6 -12), male and female, who participate in any one or combination of the following:

- **Extra-curricular activities (sports, clubs, student government, etc.).**
- **Co-curricular activities (band, choir, musical, theater, BETA, FFA, KEY, etc).**
- **Drive a vehicle to, from, or during school.**
- **Students enrolled in drivers education through South Spencer School Corporation.**
- **Any student whose parent/guardian or custodian elects to enroll his/her student in the random drug testing policy.**

## FORMS

Any student/participant who refuses to sign the appropriate form will be ineligible to participate in all extra-curricular activities and from driving to or from school. Any student/participant who fails to sign and return a consent form by the selection date set by the building principal and then decides to participate in an extracurricular activity program at a later date must submit to a drug test (which must be negative) and sign the consent form.

## CONSENT FORM (See Appendix)

It is **MANDATORY** that each student/ participant who participates in extracurricular and co-curricular activities or drives to or from school sign and return the "consent form" by the selection date set forth by the building principal.

Each student/participant shall be provided with a "consent form", a copy of which is at the bottom of this document, which shall be dated and signed by the student/participant and by the parent/guardian or custodian. In so doing, the student/participant is agreeing to participate in the random drug-testing program at SSSC. A new consent form is required each school year.

## **NON-CONSENT FORM** (See Appendix)

A student/participant signing the “non-consent form” is stating s/he does not plan to participate in extracurricular activities or drive to or from school for the current school year. If a student/participant wishes to participate in extracurricular or drive to or from school at a later date that same school year, s/he must submit to a drug test, test negatively, and sign the consent form. The student and/or parent/guardian or custodian will be financially responsible for the drug test, and the drug test must be negative.

## **WITHDRAW OF CONSENT FORM** (See Appendix)

If a student/participant wishes to withdraw from the random drug-testing pool, s/he must sign a “Withdrawal of Consent Form.” The “Withdrawal Consent Form” must be signed by the student/participant and custodial parent/guardian or custodian before the student/participant is removed from the pool. Once the form is signed, all corresponding privileges will no longer be available to the student/participant for 365 days. After the 365 days has elapsed, s/he may reenter the testing pool by signing a “Consent Form” and by testing negative. The student/participant and/or parent/guardian or custodian will be financially responsible for the drug test.

## **TESTING PROCEDURES**

The selection date is defined as the date set forth by the building principal.

- A. The selection of participants to be tested will be done randomly by the testing facility and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of those agreeing to be tested. The first pool will include students in grades 6, 7, and 8. The second pool will include students in grades 9-12. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students/participants conscious of the possibility of being tested at any time during the year. Each student/participant will be assigned a number that will be placed in the drawing. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing. Students/participants will be selected randomly. Up to eight total from the middle school and the high school.
- B. No student/participant will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid test or outside influences.
- C. Beginning the first semester of 2020 -2021 school year, the random drug screen will test for the following; Amphetamines, Cocaine, Opiates, Methamphetamines, THC, and Cotinine (Tobacco). Those students who are twenty-one (21) or older and are not involved in extracurricular or co-curricular activities will not be tested for tobacco.
- D. Upon being selected for a drug test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian or custodian, or a follow-up test, a student/participant will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the testing. All students will remain under school supervision until they have produced an adequate specimen.
- E. If it is proven that tampering or cheating has occurred during the collection, the drug test will be considered positive. This will be reported to the parent/guardian or custodian.
- F. If a student/ participant refuses to submit, or is not able to submit in the allotted amount of time provided by the testing company, to the drug test, it will be considered a positive test.
- G. The specimens will then be turned over to the testing laboratory, and each specimen may be tested for alcohol, nicotine, and “street drugs”, (which may include all drugs listed as controlled substances under the laws of the State of Indiana).
- H. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA).



## **PICK-UP PROCESS**

The school is responsible for contracting with a third party for pick up and delivery to the testing laboratory.

## **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without express written consent of the South Spencer Board of Trustees. However, the lab will provide the building principal with a quarterly report showing the number of tests performed, the rate of positive and negative tests, and what substances were found in the positive specimens.

Under this drug testing program, and staff, coach, or sponsor of South Spencer who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the SSSC commitment to confidentiality with regard to the program.

## **CERTIFYING SCIENTIST RESPONSIBILITIES**

The certifying scientist will review all results of drug testing. Any specimen testing positive for illicit or banned substances will be handled in the following manner:

- A. The certifying scientist determines if any discrepancies have occurred in the "Chain of Custody".
- B. Depending on the substances found in the sample, if necessary, the principal/designee will contact the parent/guardian or custodian to determine if the student/participant is on any prescribed medication from a physician.
- C. If the student/participant is on medication, the parent/guardian or custodian will be asked to obtain a letter from the prescribing physician, within two (2) business days, to document what medications the student/participant is currently taking. Failure to provide such requested information will be considered a positive result.
- D. The certifying scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the certifying scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results.
- F. The certifying scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substances from the body. If the certifying scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- G. The certifying scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

## **NOTIFICATION PROCEDURE FOR A POSITIVE TEST**

When a principal/designee is notified that a student/participant has tested positive, the principal will notify the student/participant and parent/guardian or custodian of the positive test result and give the student/participant and the parent/guardian or custodian the following information:

- A. The substance(s) they tested positive for in the drug test.
- B. The student/participant and/or parent/guardian or custodian may submit any CURRENT documented prescription, explanation, information or doctor's letter within two (2) business days, which will be considered in determining whether a "positive" test has been satisfactorily explained.
- C. The consequences of the positive drug test will be determined by the administration based on school policy and explained to the student/participant and/or parent/guardian or custodian.

## CONSEQUENCES

The student/participant will be prevented from participating in the activities listed under these guidelines until the consequence in all situations that apply to the student/participant is served and after a "follow-up" test is conducted and the results are negative.

**NOTE: Administration reserves the right to apply consequences for student drivers who test positive and are also athletes and/or participate in band/choir.**

### 1st OFFENSE FOR ATHLETES & CO-CURRICULAR BAND AND/OR CHOIR MEMBERS

- A. **Tobacco/Vaping:** The student will miss the next scheduled event/contest date plus any official action by school officials.
- B. **Drug/Alcohol Abuse:** Suspension from athletic activities for 25% of all activities in which the student is engaged at the time of the violation. To receive a grade or award, the student must continue to participate, practice and complete the activity in good standing **UNLESS** more stringent action is being taken by school officials. Failure to meet the criteria for reinstatement will result in suspension for 100% of the season. If the entire twenty-five percent (25%) cannot be served within the season the violation occurred, the remaining percentage will be served during the next contest season.

**NOTE:** The suspension may be reduced to 10% if the student participates in three counseling sessions. The student/parent may choose the provider and will be responsible for payment of these services. Verification of these counseling sessions must be submitted to the school.

If a student chooses to reduce it to 10% they must provide a lab certified negative test before returning to contests. Students and parents are responsible for payment associated with this test.

- C. Offense becomes part of the student/participant's extra-curricular record.
- D. While under suspension for the first offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc... while under suspension, with the approval of the administration/athletic director and coach/director. The student/participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.
- E. The student/participant, at the parents' expense, has a follow up drug test and/until the result is negative.
- F. The student/participant will be required to have at least one (1) non-random test within the next six (6) months from the date of the first positive test on a date the school chooses.
- G. After testing positive a student may not add another sport in which they have not previously participated in order to avoid a suspension in their established sports.

### 1st OFFENSE FOR ALL OTHER EXTRA-CURRICULAR AND/OR STUDENT DRIVERS

The student/participant will be ineligible to participate in any extr-curricular activity and will not be allowed to drive on school property for forty-five (45) school days. In addition, the following steps must be taken:

- A. The student/participant, at the parents' expense, has a follow up drug test and/until the result is negative.

- B. The student/participant will be required to have at least one (1) non-random test within the next six (6) months from the date of the first positive test on a date the school chooses.

## **2nd OFFENSE FOR ATHLETES & CO-CURRICULAR BAND AND/OR CHOIR MEMBERS**

- A. **Tobacco/Vaping:** The student will miss the next two scheduled event/contest dates plus any official action by school officials. The student will also be required to participate in an approved substance abuse assessment and complete any recommendations before they may be reinstated.
- B. **Drug Abuse/Alcohol:** Suspension from all athletic activities for the equivalent of 100% of the season. The suspension may carry into the next sport season until it equals 100%. The student will also be required to complete an approved substance abuse program at their expense, and complete ten hours of community/school service before they will be reinstated. The student also forfeits the right to receive any post-season awards. The student may still earn their varsity letter, if they meet the team requirements. Failure to meet the requirements for reinstatement will result in suspension from all school activities for one calendar year (365 days) from the date of the second violation.
- C. A conference will take place within five (5) school days for drug or alcohol related offenses. The conference may include: the participant, the parent(s), guardian(s), the principal, the assistant principal, the athletic director, the coach or director, and school counselor.
- D. Offense becomes part of the student/participant's extra-curricular record.
- E. While under suspension for the second offense, the student/participant may continue to practice with the approval of the administration/athletic director and coach/director. The student/participant may continue to travel with their respective squad to away contests, with the approval of the administration/athletic director and coach/director. The student/participant may continue to be on the sideline, bench area, etc. while under suspension, with the approval of the administration/athletic director and coach/ director. The student/ participant must not wear any part of the competitive uniform or team warm-up to the contests while under suspension.

In addition, the following steps must be taken:

- A. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parents' expense.
- B. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information.
- C. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and/until the result is negative.
- D. The student/participant will be required to have at least one non-random test within the next six (6) months from the date of the previous positive test on a date the school chooses.

## **2nd OFFENSE FOR ALL OTHER EXTRA-CURRICULAR AND/OR STUDENT DRIVERS**

The student/participant will be ineligible to participate in any extr-curricular activity and will not be allowed to drive on school property for ninety (90) school days. In addition, the following steps must be taken:

- A. A letter from an out-of-school licensed counseling agency has been received by the school verifying the student/participant is enrolled in a drug rehab program at the parents' expense.
- B. The parent has signed a consent allowing the school and the out-of-school counseling agency to exchange information.
- C. The student/participant, at the parents' expense, has a follow-up drug test at or near the end of the suspension and/until the result is negative.
- D. The student/participant will be required to have at least one (1) non-random test within the next six (6) months from the date of the previous positive test on a date the school chooses.

### **3rd OFFENSE FOR ATHLETES & CO-CURRICULAR BAND AND/OR CHOIR MEMBERS**

- A. **Tobacco/Vaping:** The student will be suspended for the equivalent of 100% of the season. The suspension may carry over into the next sport season until it equals 100%. The student will also be required to participate in an approved substance abuse assessment and recommendations before they may be reinstated.
- B. **Drug Abuse/Alcohol:** Suspension from all athletic activities for one calendar year (365 days) from the date of the third violation. The student must also complete an approved substance abuse program at their own expense and complete twenty hours of community/school service. The student also forfeits the right to receive any post-season awards. The student may still earn their varsity letter, if they meet the team requirements. Failure to meet all of the criteria for reinstatement will result in permanent suspension from all school activities.
- C. Parents will be notified by the administration within five (5) school days.
- D. Notification will be both written and verbal.
- E. At this time, parents and the student/participant may meet with a drug dependency agency for evaluation and possible treatment if drugs and alcohol are involved.
- F. Parents may submit written results of their action with a chemical dependency agency for a possible appeal process to regain eligibility.

### **3rd OFFENSE FOR ALL OTHER EXTRA-CURRICULAR AND/OR STUDENT DRIVERS/DRIVING STUDENTS**

The student/participant will be ineligible to participate in any extra-curricular activities and co-curricular activities and will not be allowed to drive on school property for one calendar year from the date of the positive test confirmation.

### **4th OFFENSE FOR ATHLETES & CO-CURRICULAR BAND AND/OR CHOIR MEMBERS**

- A. **Tobacco/Vaping:** Suspension from all athletic activities for one year (365 days) from the time of the fourth violation.
- B. **Drug Abuse/Alcohol:** Permanent suspension from any athletic activity for the remainder of their high school enrollment at South Spencer High School.

### **4th OFFENSE FOR ALL OTHER EXTRA-CURRICULAR AND/OR STUDENT DRIVERS/DRIVING STUDENTS**

- A. Permanent suspension from any extra-curricular activity and permanent loss of driving privileges on school property.

### **APPEALS**

Upon receipt of the notice of violation of the Athletic Code, the student or his/her parent/guardian may deliver a written request to the Principal, in person or by mail, within five (5) school days after receipt of the notice, to have the original specimen tested again by the certified laboratory at a cost to the student/ participant or his/her parent/ guardian or custodian and to initiate a hearing on the determination of the discipline. During the appeal, the consequences of the offense will be enforced. All appeals will be made on a case by case basis by the superintendent/administration. If a request to retest the specimen or to hold an appeal hearing is not requested within the time specified, all rights administratively and judicially, to contest and appeal the determination will be waived. If a hearing is requested, the Principal and/or the Athletic Director shall set a time, date, and place for a hearing on the determination of whether or not a violation has been committed. A Review Committee that will consist of the Principal, Athletic Director, School Administration, Head Coach/Director/Sponsor, and a coach/teacher to be selected by the Athletic Director/Administration shall conduct the meeting. After acceptance of all evidence at the hearing, the Review Committee shall make a determination as to whether or not a violation has occurred. The Review Committee shall prescribe the discipline to be imposed for the violation if the should determine that the violation has, in fact, occurred.

## **SELF-REPORT CLAUSE**

It is the intent of SSSC to assist students/participants with developing responsibility for their actions and to encourage honesty. Therefore, any student/participant who voluntarily reports on himself/herself as to a violation of the Code of Conduct may be permitted leniency. This report must be student/participant initiated and without school officials being able to learn about the incident by any other means. This means that once the student/participant is caught by legal authorities, reported by other courses, or requested to provide a sample for a drug screen, it is too late to use the self-report clause to lessen the penalty. The Self-Report Clause can be used only once during the student/participant's four (4) year high school or two (2) year middle school career and may be used only for the first offense. The student/participant may pay a lesser penalty for the infraction than stated; s/he will not be permitted to participate in less than a number of contests that equals twenty-five percent (25%) or at least two (2) scheduled contests. In cases of substance abuse, the self-reporting student/participant must participate in an approved counseling program and follow the prescribed/directed recommendations of the provider.

## **FOLLOW-UP TESTS**

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student/participant will be allowed to resume extra-curricular/co-curricular activities and/or driving. If a "positive" result is obtained from the "follow up" tests, the student will not be able to participate until the student tests negative.

## **FINANCIAL RESPONSIBILITY**

- A. Under this policy, SSSC will pay for all random drug tests and all reasonable suspicion drug tests.
- B. Cost of the first follow up test will be covered by the school corporation. If this test is positive, all following tests will be paid for by the student/ participant until a negative test occurs.
- C. The student/participant or parent/ guardian or custodian may appeal by requesting that the original specimen be tested again by a certified laboratory at a cost to the student or his/her parent/guardian or custodian.
- D. A mandatory drug test will be given to a student/participant who chooses to participate after the selection date of a school year, and it is the financial responsibility of the student/ participant or parent/guardian or custodian.
- E. Counseling and subsequent treatment by non-school agencies, which are not funded by the school or grants received by the school, are the financial responsibility of the student/participant or his/her parent/guardian or custodian.
- F. If a parent/guardian requests a drug test, the parent/guardian is responsible for paying for the testing.

## **Election of Class Officers**

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

## Dances/ECA Activities

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

## Extra Curricular Activities

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

To be eligible for these clubs or participation in extracurricular activities, you must meet their requirements. Homecoming requirements are the same as for a class office. Additionally, students who are a part of a Homecoming Court as an underclassman are not eligible to run again until their senior year.

Academic Teams\*

Athletics

Beta Club\*

Cheerleading

Chess Club

Drama Production

Fellowship of Christian Athletes\*

Future Farmers of America\*

Homecoming Court\*

Jazz Band

Key Club\*

Marching Band\*

Pep Band\*

Poetry Club

Rebel Singers

Spirit Club\*

Student Council

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

**Beta Club:** is a national honor society. It allows students an avenue for demonstrating their leadership skills. Throughout the year we are involved in many school and community projects. Students must maintain a 3.5 GPA

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

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

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

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

**\*Any student in violation of attendance and discipline guidelines for the current school year cannot represent their class in Homecoming.**

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

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

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

## Rebel Rewards Program

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

### A. Attendance Goals

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

### B. Scholarship Goals

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

### C. Character Goals

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

### D. Incentives

- Student of the Month
- Senior Awards Night
- Underclassmen Awards Night
- Recognition for Perfect Attendance

## Student of the Month

Students of the Month will be nominated by a teacher and voted on by teachers who teach a majority of students of that grade level. One boy and girl will be chosen each month from each grade level during the months of September, October, November, February, March, and April.

Students must meet the following criteria:

- Participation in extracurricular activities
- Leadership at SS or in the community
- Service to SS or to the community
- Achievement in academics (C Average)
- No discipline referrals
- Regular attendance: no unexcused absences

Each student chosen will receive the following:

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

## Senior Awards Night

All seniors who have distinguished themselves scholastically or athletically will be eligible to attend the Senior Awards Night. A variety of scholarships and awards will be presented including: Departmental Awards, Perfect Attendance and Academic Honors of 3.5 GPA for current year. Seniors will be notified with a special invitation.

## Underclassmen Awards

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

## Recognition for Perfect Attendance

Perfect attendance for the Year:

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

## Seniors with Perfect Attendance

**Four years perfect attendance:** personalized desk-top clock

**For 12 years of perfect attendance:** personalized desk-top clock and personalized SSHS jacket



**Appendix A: SSSH Drug Testing Form**

**South Spencer School Corporation  
Extra-Curricular/ Co-Curricular Activities & Student Driver CONSENT Form  
Random Drug Testing 2022/25**

I have received a copy of the SSSC Random Drug Testing Policy.

I, \_\_\_\_\_, desire to participate in this program of South Spencer School Corporation, and hereby, voluntarily agree to be subject to its terms for the entire school year. I accept the method of specimens, testing, and analysis of such specimens, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and result provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosure in the program.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian or Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**South Spencer School Corporation  
Extra-Curricular/Co-Curricular Activities & Student Driver NON-CONSENT Form  
Random Drug Testing 2024/25**

I have received a copy of the SSSC Random Drug Testing Policy.

I, \_\_\_\_\_, have decided not to participate in this program of South Spencer School Corporation. I understand that I will not be able to participate in any extra-curricular/co-curricular activities and/or drive to or from school for this current school year. In order for me to participate in an extra-curricular/co-curricular activity program at a later date or to begin driving to and from school for this current school year, I understand that I must submit to a drug test, which must be negative, **and** sign the CONSENT form.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian or Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**South Spencer School Corporation  
Extra-Curricular/Co-Curricular Activities & Student Driver WITHDRAW Form  
Random Drug Testing 2023/24**

I have received a copy of the SSSC Random Drug Testing Policy.

I, \_\_\_\_\_, have decided to withdraw my name from the random drug testing pool. By doing so, I understand that once signed, I will not be allowed to participate in any extracurricular/co-curricular activities or drive to or from school for 365 days. After 365 days have elapsed, I may re-enter the testing pool with a CONSENT form **and** by testing negative.

Student Signature \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian or Custodian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix B: ACKNOWLEDGEMENT OF RECEIPT OF THE  
South Spencer School Corporation Student Handbook and the  
Student Technology Acceptable Use Policy**

Student's Name: \_\_\_\_\_

Student's School: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I have read and understand the South Spencer School Corporation Student and Family Handbook and 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 South Spencer School Corporation Student and Family Handbook and 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 Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt of this handbook may be digitally signed within the online registration portal.

Refusal or failure to sign and acknowledge receipt of this handbook does not remove the student and family from the responsibility of adhering to the policies and procedures with the South Spencer School Corporation Student and Family Handbook.

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