

**NORTH SPENCER COUNTY SCHOOL CORPORATION**

**PARENT-STUDENT HANDBOOK**

**2019-2020**

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

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**NORTH SPENCER COUNTY SCHOOL CORPORATION  
MISSION:**

*The North Spencer County School Corporation provides inviting  
and challenging learning opportunities for everyone.*

# **North Spencer County School Corporation**

*David Turnham Educational Center*

*Chrisney Elementary*

*Lincoln Trail Elementary*

*Nancy Hanks Elementary*

August 2019

Welcome to the elementary schools of the North Spencer County School Corporation! We have put together this handbook in the hope that it provides clarity regarding the policies and procedures of our schools. The partnership of an enthusiastic staff and well informed parents is one of the most significant factors in the success of our schools! We hope you will feel welcome when you visit us. By being an active participant in your child's school, you demonstrate the importance of education. There are numerous ways to get involved: PTO, classroom volunteers, field trip chaperones, and attending school events/functions.

Our schools are committed to providing a culture in which students are required to be active participants in the learning process, challenged to meet high expectations, and rewarded for exhibiting positive character traits. We believe it is our responsibility to help our students be productive citizens of the 21<sup>st</sup> century, and as such, teach them how to be knowledgeable users of technology. All of this occurs in an environment where children feel safe, secure, and cared about.

Please feel free to contact us if you have any questions regarding your child's education. We are always open to your concerns and feedback. Our contact information is outlined below and can also be found on each school website. We look forward to working with you during this exciting, new school year!

Sincerely,

Mrs. Lori Hermann, Principal – Chrisney Elementary

Mrs. Jody Schmitt, Principal – Nancy Hanks Elementary

Mr. Ben Lawalin, Principal – Lincoln Trail Elementary

Mrs. Kelsey Henrickson, Principal – David Turnham Educational Center

## TABLE OF CONTENTS

Absence	4	Field Trips	17
Academic Honesty	4	School Messenger	17
Arrival / Dismissal Procedures	4	Guidance / Counseling Services	17
Athletic Code of Conduct	4	Health Services	18
Attendance Policy	5	Homework Policy	19
Bullying	6	Hours of Operation	20
Bus Rules and Passes	7	Internet / Technology Policy	20
Cafeteria	7	Non-Discrimination Policy	23
Cell Phones	8	Notes to School From Parents	24
Discipline	9	Parent Conferences and Visitation	24
Corporation Policy	9	Parent Teacher Organization	25
Principal's Plan of Action	10	Physical Education	25
Desk / Locker Search	11	Playground Rules	25
Disciplinary Action	12	Retention	26
In-School Suspension	12	Rewards and Incentives	26
Out of School Suspension	12	Safe Schools	26
Responsibility / Supervised Study	12	School Safety	27
Detention	12	Student Assessment	27
Major Student Violation	13	Student Records / Directory Info	28
Saturday School	13	Telecommunications Device Policy	29
Time Out	13	Textbooks	29
Search and Seizure	14	Transportation	29
Dress Policy	14	Volunteers	30
Emergency Info	15	Weather Related Information	31
Emergency Procedures	15	Weekly Folders	31
Extracurricular Participation	15	Permission to Publish	31
FERPA	16	Pest Control Policy	32

## **ABSENCE – STEPS TO FOLLOW**

Parents must telephone the office by 8:00 a.m. The school has voice mail that will record messages concerning a child's absence. All absences and tardies are considered trancies until a phone call or note signed by the parent or doctor has been received. Parents should request homework for their child before 9:00 a.m. Homework assignments can be picked up at the office after 2:00p.m. Makeup work will be required following an absence. Students will be given two days for each missed day to complete the makeup work and receive credit.

## **ACADEMIC HONESTY**

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgement. A student must give due credit to the originality of others for their work. This includes work cited from Internet sources.

## **ARRIVAL/DISMISSAL PROCEDURES**

If for any reason your child comes in late (after 7:50 AM), they must sign in at the Main Office and have a note for the classroom teacher. If for any reason your child needs to leave early (before 3:10), you must sign them out in the elementary office and send a note to the classroom teacher the day this occurs. Parents are not to go directly to the classroom; they should report to the office. The office staff will contact the teacher that the student should be ready to leave and the student will be sent to the office. This is to prevent interruptions of the instructional time.

## **ATHLETIC CODE OF CONDUCT**

A student who reflects discredit upon his/her school, or creates a disruption in the discipline, good order, moral, or educational environment of his/her school or school activities shall be ineligible to participate in athletics. Prohibited conduct that requires suspension of athletic eligibility includes, but is not limited to: (1) possession or use of tobacco, alcohol or other drugs, (2) fighting or battery, (3) verbal or sexual harassment, (4) theft, or (5) vandalism.

Any suspension may be appealed, within seven (7) school days, to the building principal. During the appeals process, the student will not be allowed to participate in any athletic contests.

## **ATTENDANCE POLICY**

Regular and punctual attendance is vital. Research indicates there exists a direct correlation between school attendance and achievement. Higher academic achievement occurs for students who regularly attend classes, while excessive absences result in achievement below the level of expectation and or failure. Consistent daily attendance of students is a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute. Ensuring students consistently attend class on a daily basis is a responsibility which is shared by students, school officials, parents and community.

A parent must also recognize that time away from school for vacations, healthcare appointments, or other events not directly related to the child's educational curriculum should be kept to an absolute minimum. When this is unavoidable, it is important that you discuss the situation with the school principal in advance. An approved absence may be granted for a student going on a trip. Requests must be made within a reasonable time prior to the trip. Students going on a trip may be absent only upon meeting the following conditions: 1) the student can be absent no more than 5 days or principal's discretion; 2) the student will be accompanied by a parent.

Absence is defined as the following:

1. Illness, injury, or surgery, ten (10) school days or less;
2. Legal, medical, or dental appointment that **cannot** be scheduled after school hours;
3. Home emergency **approved by the principal**, which includes illness or death of family member;
4. Absence conducive to the educational process **as approved by the principal**;
5. Religious holidays - verification of absence **may be required by the principal**;

Approved absences may be granted by the principal when conditions warrant.

Any absences for a reason other than those listed above or in excess of **10 days per year** are unexcused, unless accompanied by a doctor's statement. However, a doctor's note may be required by the principal at any time.

**Truancy** is any absence other than those listed above. Unreported absences will be recorded as truant. Truancy is a violation of the school rules established by the School Board. If a student is truant, he or she will not be allowed to make up the class work and will receive a zero (0) for any tests or work done in class while absent. A student who is habitually truant falls under the Indiana Absent Truancy Regulations

and will be referred to the Spencer County Prosecutor's Office, or the principal can recommend expulsion.

**Tardiness:** A student is considered tardy if not in school when the morning bell rings. When a student is tardy, he or she is not counted as absent unless they have not arrived by 8:45 a.m. If a student arrives after 8:45, he or she will be counted as absent ½ day. If a student leaves before 2:30, he or she will be counted as being absent ½ day. If a student leaves school after 2:30 but before the dismissal bell, it will be considered an early dismissal.

### **Guidelines for Follow Up on Attendance Violations**

1. When a student has been absent **5 days**, a letter indicating the number and types of absences recorded for the student will be mailed to the parents. **The letter will explain that a referral may be made to Spencer County Attendance/Truancy Court after 10 days of absences.**
2. When a student has been absent 10 days, a letter will be mailed to the parents requesting a conference or indicate a referral to Spencer County Attendance/Truancy Court. **The principal/designee will determine the appropriate actions based on the reasons for the absences and the appropriate documentation.**
3. When a student has reached **3** days of unexcused absences, a letter will be mailed to the parents requesting a conference and/or warning that further unexcused absences will result in a referral to Spencer County Attendance/Truancy Court.
4. Should a student be absent for more than **5 unexcused** absences for non-documented medical or legal reasons, the principal/designee **will make a referral to Spencer County Attendance/Truancy Court.**
5. If a student is suspended from school, this is an absence. However, this absence will not be counted in compiling actual days attended but will affect perfect attendance.
6. **Should a student be absent for 10 or more 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.**

### **BULLYING**

It will be a violation of North Spencer School Corporation policy for students to harass or bully other students. Acts of harassment may be aimed at a person's sex, race, color, national origin, religion, disability, or other personal characteristics. "Bullying" is defined as overt, repeated acts or gestures, including: verbal or written communications transmitted; physical acts committed, or any other behaviors

committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm. Violation of the school's anti-harassment policy will result in disciplinary action that could include suspension or expulsion. Indiana Code 20-33-8-02

### **BUS RULES AND PASSES**

Safety concerns for all students being transported makes it critical that school bus drivers have control of all the school children being transported. The driver shall maintain discipline at all times to ensure the safety of all students. Progressive steps of discipline will be followed using verbal warnings, contacting parents, temporary suspension from bus privileges to ensure the safety of the rest of the students. A bus conduct form will be completed by the driver and signed by the principal to inform parents of serious behavior problems that require consequences for the student's actions. A copy of this form will be sent to the parents to be signed and returned.

Students will:

- Remain well back from the roadway while awaiting the arrival of the bus.
- Follow directions of the driver.
- Stay in their seats.
- Keep all parts of their body inside the bus.
- Keep hands, feet, and objects to self. No fighting.
- Give the bus driver the proper note from the office when going home with a friend.

All students riding a bus other than the normal route must have a bus pass. Students will not be allowed to ride a different bus without a pass. Passes may be obtained from the office. All transportation change requests should be in writing from the child's parent/guardian, or a phone call from the parent/guardian. If a parent/guardian requests a bus pass after 2:00 the pass will only be written in the case of an emergency which must be approved by the building principal or the transportation director.

### **CAFETERIA**

While in the cafeteria, students are expected to:

- a. Use good table manners.
- b. Use soft voices.
- c. Show respect for others at all times.
- d. Sit down promptly and remain in seat until dismissed.

Trading food brought from home is prohibited, and trading from the cafeteria tray is highly discouraged due to health and sanitation regulations. Glass bottles and carbonated beverages are prohibited. Food and beverages are not to be taken from the cafeteria (apples, unopened snacks, etc. may be taken out to recess.)

The purpose of the school breakfast and lunch program is to make available to each student a nourishing and well balanced meal. The price of meals is determined each year by the school board and parents will receive price information in their opening day school packets. School menus are sent home in Thursday folders at the beginning of each month and are also published in the local newspaper each week. Money for meals should be placed in an envelope with the students name and number marked on it. All money will be placed in the child's account. Parents will be notified when students run out of money in their account. Free or reduced applications are mailed to all corporation families during the summer months and are also available in the school office.

The North Spencer County School Corporation has determined that a school lunch account balance exceeding negative twenty five dollars ( – \$25.00) that has had previous notification as follows

1. No less than 3 phone calls have been attempted
2. Notification has been made via mail and certified mail with no response, may be turned over to small claims court and pursued until the balance has been paid in full.

### **CELL PHONES: IMPORTANT NOTICE REGARDING CONTENT/DISPLAY**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or



describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school.

## **DISCIPLINE**

### **Corporation Discipline Policy**

One of the most important lessons education should teach is discipline. While it does not appear as a subject in the curriculum, it underlies the whole educational structure. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline students cannot realize their greatest opportunities for growth. Good discipline develops self-control, character, orderliness, and efficiency.

Student discipline, delegation of authority, and due process is outlined under Indiana Code.

The following types of student conduct may constitute grounds for expulsion subject to the procedural provisions.

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeating damage or theft involving school property of small value.

3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a school employee
4. Intentionally doing serious bodily harm to any student.
5. Threatening or intimidating any student for the purpose of obtaining money or anything of value from such student.
6. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
8. Failing in a substantial number of instances to comply with directions of a member of the administrative staff constitutes an interference with school purposes.
9. Engaging in the unlawful selling of narcotics or other violations of criminal law, which constitutes an interference with school purposes.

### **Principal's Plan of Action**

At such time that the classroom plan has been exhausted, the child will be sent to the principal's office. Each time this happens, the principal will meet with the student and determine the appropriate consequences. These offenses do carry over and do not start over each day. Parents will be informed of actual or impending consequences. The emphasis is on assisting students through a learning process that will reduce the possibility of repeating the same mistakes. Alternative actions and student responsibilities will be discussed.

In the case of fighting or provoking a fight, a warning will be given for the first offense reported to the principal. A repeat would result in disciplinary action such as suspension (in or out), Saturday School, after school detention. Parents will be provided written notifications of the incidents in which the students are to obtain parent signatures and return it to the office the following day. This process is to teach the students to be responsible for their actions, the consequences, and communicating with their parents. Parents wishing to discuss the situation further should contact the principal to schedule a conference.

**Severe Clause:** If a student is involved in any activities listed in the corporation Discipline policy under "conduct that constitutes grounds for expulsion" he/she immediately skips all steps and goes straight to the principal.

### **Desk - Locker Search**

A student using a locker, tote tray, or desk that is the property of the school is presumed to have no expectation of privacy in that locker, tote tray, or desk, or the contents there-in.

The principal or a member of the administration staff designated in writing may in accordance with these rules, search a locker or desk at any time.

The North Spencer County School Corporation by publishing this rule in the Elementary Parent-Student Handbook has provided each student and each student's parents a written copy of the rules of the North Spencer County School Corporation regarding searches of lockers and desks and their contents.

Other than general search of lockers or desks of all students, any search conducted under this section shall comply with the following:

- a. When possible, the student involved will be present during the search.
- b. The purpose of the search will be limited to the search for such contraband as drugs, alcohol, weapons, stolen goods, unreturned library books, or such item, or items, as may affect the health, safety, or order of the school unless otherwise removed.
- c. That prior to the search there should be reasonable indication that a particular locker, student electronic device, or desk contains contraband as set forth in the paragraph above.
- d. Any law enforcement agency having jurisdiction over the geographic area in which the North Spencer County School Corporation exists, may at the request of the school principal, assist in the school administrators in searching a locker, personal tech device, or desk, or its contents, provided that the principal has determined that the probable contents of the locker warrant the expertise of the law enforcement agency. Once opened and/or searched and contraband found to exist, may necessitate law enforcement agency's assistance.
- e. This regulation shall not apply to the general search of lockers, personal electronic device, or desks of all students or a class of students for a general administrative inspection of lockers, tote tray, and desks for cleaning purposes.

### **Disciplinary Actions**

Disciplinary actions may include the loss of recesses, exclusion from school activities (i.e., athletics, field trips), time out or separation from the others, Saturday School, detention/ supervised study, suspension (in or out of school), corporal punishment, or expulsion, depending on

the severity and frequency of the misbehavior. Support and cooperation between home and school will ensure a quality environment in which the students will be able to learn.

### **In-School Suspension**

In-school suspension is another manner of handling serious behavior problems. Students report to the office at the beginning of the school day and remain under office supervision until the close of the school day. The student attends no classes, and eating privileges will be restricted to the office area. The student is to bring all textbooks in the morning, assignments will be sent in by the teachers. The principal and teacher will determine if credit will be allowed for any missed make-up work or tests. One student will not necessarily receive an in-school suspension for the same offense as another if (1) he is a repeat offender, (2) the office area is already crowded, or (3) if he is or becomes a supervision problem in the office area.

### **Out-of-School Suspension**

There are times when a serious offense requires that student's removal from the school environment. When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of ten days. The principal and teacher will determine if credit will be allowed for any missed make-up work or tests. Suspended students are not permitted to return for any reason until the morning following the final day of their suspension. This includes all athletic activities during and after school hours. Parents of suspended students are encouraged to make an appointment with the principal to discuss the student's behavior, which led to a suspension in order to, prevent its recurrence.

### **Responsibility Time or Supervised Study**

Per the plan of each individual school, students may be assigned to responsibility time or supervised study during recess times for behavior or late homework.

### **Students Assigned to Detention**

Detention can be assigned for behavior problems, general consequences, or having missed 3 or more assignments during a quarter.

### **"Major" Student Violation**

The acts set forth below are prohibited. Offenders may be suspended and/or expelled for each misconduct.

1. Engaging in any conduct that disrupts or interferes with school purposes. For example, but not limited to - the use of violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct.
2. Intentionally causing or attempting to cause physical injury to a student or school employee.
3. Refusing to follow directions of school employees or engaging in other acts of serious disrespect to school employees.
4. Engaging in any activity forbidden by Indiana State Law.
5. Willfully truant from school.
6. No student will be allowed to possess or transport to school property any type of firearms at any time. If a student violates this policy, the student will be subject to an immediate recommendation of expulsion for a mandatory period of one year. All expulsion proceedings shall follow due process requirements. Note: The expulsion penalty may be modified by the expulsion-hearing officer, the superintendent or school board.
7. Other serious disruptive acts as determined by the building principal.

### **Saturday School**

This program is an extension of the school discipline procedures. Students (grades 5-6) may be assigned to this program for various offenses in lieu of out of school suspension. The principal has the authority to assign Saturday School at any time.

### **Time Out**

Time out is a period of time in a less reinforcing environment made contingent on a behavior. Once the behavior is modified the student will return to the regular classroom activities. Time out is for students who disrupt the education process and less directive behavior modifications have not altered the behavior.

Time out is a progression in the discipline code that the classroom teacher may employ to help the child gain self-control, or that the principal may employ to keep a student from hurting themselves or other students. The goal is for the student to gain self-control and return to the regular educational environment.

### **Search and Seizure**

The Board of Education acknowledges the need for in-school storage of students' possessions. Where locks are provided for such storage places, including lockers, students may lock them against incursion by

other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search should be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. The school administration has a responsibility to provide for the safety and well being of students while at or going to or from school or school functions. In discharging this responsibility, the school authorities may find it necessary to search not only student lockers, but also the person or property (including vehicles) of a student. Searches may include the use of law enforcement officers and/or trained dogs. The extent of a search would be governed by its purpose, the seriousness of a suspected student infraction and the student's age and past disciplinary history. Exploratory searches by a trained dog of buildings, parking areas, vehicles and student property may be conducted without prior notice and may provide reasonable cause for more extensive searches by building administrators.

### **DRESS POLICY**

The school has an obligation to provide a safe and educational atmosphere conducive to the learning process. Students, teachers, and administrators have the right to be safe and free from distracting influences, which hinder the learning process. The school has an obligation to enforce acceptable standards of safety, cleanliness, personal hygiene, and neatness.

It is the parent's responsibility to see that their child is dressed in a manner, which would encourage a positive mental attitude toward learning. Clothing or hats that advertise alcohol, taverns, tobacco, etc. are considered inappropriate for the school setting and should not be worn to school. Mid-riff, halter, see-through tops, flip flops (sandals without back straps) or ill-fitting clothes are considered inappropriate and should not be worn. Shirts MUST have a sleeve. Shorts that are too short or too baggy are also considered inappropriate (shorts must go past "fingertip" length). If a child arrives at school in attire that is not safe or conducive to the learning process, the parents will be called for their assistance or alternative clothing will be given to the student

to wear.

## **EMERGENCY INFORMATION**

In case of an emergency, each student is required to have on file at the office the following information:

- Parent (s) or guardian(s) name.
- An emergency phone number of a friend or relative who could be contacted in the event the parent/guardian could not be reached
- Complete up to date address, home phone, and parent/guardian work phone. (Cell phone may also be included.)
- Physician's name and phone number.
- Medical alert information concerning physical impairments or other health conditions.

## **EMERGENCY PROCEDURES**

### *Fire-Tornado-Earthquake-Toxic Air-Security Drills*

North Spencer School Corporation has collaboratively developed a Crisis Plan with teachers, administrators, and outside agencies. The Crisis Plan serves a resource and guideline in the event of various disasters or crisis situations. Prevention, safety, and student's needs are addressed. Parents and community members are asked to cooperate and follow the guidelines as implemented by the administrators. For example, in the aftermath of any disaster, parents are required to work with the school officials. Students must be accounted for at all times. Parents would need to sign-out/check-out their children from the principal or secretary.

Disaster drills will be held regularly during the school year. Disaster drill instructions are posted for each room in the building. Quiet must prevail in the building during a drill in order that any instructions given for the safety of the students can be heard and understood.

## **EXTRACURRICULAR PARTICIPATION**

It is a privilege to participate in extra curricular activities. Students representing our schools have certain obligations pertaining to conduct both in and out of school. Students should take pride in representing the school and exemplify high standards of personal behavior and academic accountability. Each student shall fulfill all the expectations established by school, sponsor, or coach.

Students who are absent from school may not participate in or attend any extracurricular activity that day.

## **FERPA**

The Family Educational Rights and privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: (1) The right to inspect and review the student’s education records within 45 days of the day the school receives a written request for access identifying the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate through a written request to the school principal that clearly identifies the part of the record they want changed, and specifies why it is inaccurate. If the school decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment and additional information regarding the hearing procedures. (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the US. Department of Education concerning alleged failures by North Spencer County School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## **FIELD TRIPS**

Field trips for K-6 students are limited to one (1) per semester within a seventy five (75) mile radius from the Corporation office located in Lincoln City, Indiana. Overnight trips in grades K-6 are not permitted. These are sponsored by the PTO through their fund-raising efforts. An overall annual field trip permission form signed by the parents will be



required to participate. This permission form covers all field trips that are held throughout the school day. Any other field trip that goes beyond the regularly scheduled day will require a separate permission form. Parents will be notified of departure, arrival, and location of field trips through class notes or through the weekly menu announcements.

A request is often made for parents to accompany the field trip to assist the teacher in providing adequate supervision. Teachers will notify parents of field trips that require additional supervision. Some field trips limit the number of adult participants; therefore some parents may not be able to attend. Space on the bus may also limit the number of attending adults. School lunches will be prepared for field trips.

On occasion, a student may be prohibited from attending a field trip for health or disciplinary reasons. Parents, teacher, and principal will work out a suitable arrangement for the child, if such a situation arises. All students are expected to attend. Students are to ride the bus to and from their field trip destination with the class. Students are not allowed to leave the group unless the parent has submitted a request in advance to the principal and been approved. Teachers are not allowed to permit students to leave the group without this pre-approval.

### **SCHOOL MESSENGER**

School Messenger is the centralized calling system used by North Spencer County School Corporation. It is used to notify parents via a phone call about cancellations and/or upcoming events.

### **GUIDANCE/COUNSELING SERVICES**

Guidance/Counseling services will be automatically provided to students in grades Kindergarten through grade six on an as needed basis per teacher and/or parent recommendation. The purpose of this counseling is to help students who are having a particularly difficult time at school either in their academic work or in the areas of social/emotional growth. Through the at-risk counselor, classroom instruction is provided to cover topics such as building self-esteem, conflict resolution, and peer pressure. Parents with any questions or concerns may contact the school.

### **HEALTH SERVICES**

Students need to inform the office about any serious health problem that may effect their participation in physical education. A doctor's written statement is required in order to be excused from participation in physical education for more than two days. Any accident, no matter how minor, that occurs on school property or at any school-related activity should immediately be reported to the school personnel sponsoring the activity.

Immunization requirements for attending school are established by state law. Parents are required to provide the school with a current immunization record for their child. A student may not attend school if his/her immunizations are not in compliance with state statutes.

Any medication to be taken by a student during the school day, including aspirin and other over the counter medications, must be in the original container, have the student's name on the outside, and be accompanied by a signed permission slip from the parent or guardian and delivered to the nurse's office. The student will then report to the office at appropriate times to take the medication. If a parent wants their child to carry an emergency medication such as an inhaler or epi-pen, then a special self administration form must be completed by the parents and child's physician.

If under any circumstances a child is required to be administered oral medication during school hours and the parent cannot be at school or administer the medication, only the nurse, teacher, or school employee designated by the principal will administer the medication in compliance with the regulations that follow:

1. Written consent signed by the parent is required and will include:
  - a. Date
  - b. Child's Name
  - c. Name of medication
  - d. Time to be administered
  - e. Dosage
  - f. Termination date for administering the medication
2. All medication must be in original container and kept in the nurse's office. Any medication not in its original container will not be given.
3. The school has non-aspirin, tums, and cough drops, which may be given, if the annual permission is completed with parent signature, and is on file in the clinic.
4. The parents of the child must assume the responsibility for informing the school of any changes in the child's health or change in medication.
5. The parents of the child must assume the responsibility on

- how the medications arrive and leave the school.
6. The school retains the discretion to reject requests for the administration of medicine if the above requirements are not met.

North Spencer County Schools will no longer be permitted to send medication home with students in kindergarten through eighth grade. Medication may only be released to the student's parent or an individual at least 18 years of age and designated in writing by the student's parent to receive the medication (IC 20-8.1-5.1-7.5). This will include ALL medications prescription and nonprescription, including Tylenol, cough drops, antibiotics, etc.

Attendance is very important. However, students with vomiting, diarrhea, temperatures of 100 or over, or with any communicable disease should remain at home. We ask that students who have been out sick be fever free for 24 hours before returning to school.

### **HOMEWORK POLICY**

The school board is aware that good schools are not products of teachers, administrators, or school boards alone, but are representative of the entire community. Because parents and teachers should be partners in educations of students, their cooperative effort in assigning and monitoring homework can provide an excellent opportunity to strengthen this educational partnership.

Homework is an out of school assignment that contributes to the educational process of the student. It should be an extension of class work that should be related to the objectives of the curriculum that is presently being studied. Homework may include practice exercises, reading of material on a specific subject, in-depth extension of the classroom activities, or independent project work related to the subject.

Homework should fulfill the following purposes or objectives:

- a. To review, or reinforce or extend classroom learning by providing practice and application of knowledge gained.
- b. To teach students responsibility and organizational skills.
- c. To promote wise and orderly use of time.
- d. To ensure that worthwhile school activities are applied to everyday living.
- e. To provide opportunities for broad enrichment activities.

It is the parent's responsibility to monitor and encourage their children by showing interest in their school work and seeing to it that their child is provided the time, as well as a quiet, comfortable place to complete

homework. Parents should check to see that the child has completed the assignments.

## **HOURS OF OPERATION**

Due to the varying times buses drop students off at each elementary school, the hours for drop off differ slightly from school to school. Each elementary school will send parents notice of drop off, pick up, beginning and ending time. However, there are a few things that remain constant from school to school:

1. When students arrive at school in the morning, they should report to the cafeteria/gym
2. Students being picked up before school ends will occur through the office only.
3. Students are not to be left unsupervised for an extended period of time after or before school. For example, if practice doesn't start until 5:00 PM, then parents will need to make transportation arrangements and not expect their child to wait at school unsupervised.

4. Program Hours:

Hours vary by school location. Before/After school care will begin no earlier than 6:00 am and end no later than 6:00 pm. Parents should contact their home school for specific hours of operation.

Attendance:

Please either call or write a note if your child will be staying after school that day or coming the following morning. For staffing reasons, the school must be notified by 9:00 a.m.

Daily attendance is NOT required. Parents may utilize this service as needed. Drop-ins are welcome, but for staffing reasons, the school must be notified by 9:00 a.m.

You will need to sign your child in and/or out each day and the staff must be notified if a change in the person picking your child up occurs.

## **INTERNET/TECHNOLOGY POLICY**

Student users of computing resources are expected to accept and follow certain guidelines in return for the privilege of using the computers, programs, and associated equipment and information. Students are to use only programs and equipment as specified by their teachers. Students should not share their individual password with

others.

Any student who is found tampering with the computer system at any North Spencer school may be assigned to a minimum two days of Out-of-School Suspension on the first offense. They may be recommended for expulsion on the second offense during the same school year. Tampering includes using another students or teachers password to enter the system, being in an unassigned area of the system, or causing any other damage to the computer network or the system software.

Internet access is available to students and teachers in the North Spencer School Corporation. The School Corporation is bringing this access to our students in order that they may receive a broad-based exposure to knowledge and experiences. This program will aid in meeting the educational needs of its students. It will also help our students accomplish educational goals, which are significant, durable, and transferable.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers may have access to:

1. electronic mail communication (e-mail) with people all over the world;
2. remote login to computers around the world using: Telnet, and File Transfer Protocol;
3. research using Archie, Gopher, and Wide Area Information Servers;
4. the World Wide Web which allows all of the above using graphics and sound;
5. discussion groups on any topic imaginable;
6. talking in real time to other users anywhere on the Internet.

Students will have limited access that is teacher-directed. Internet access is a privilege that may be granted during the regular school day. Access after school will only be permitted under principal's approved supervision.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. North Spencer School Corporation has taken precautions to restrict access to controversial materials.

Because the Internet provides access to other computer systems around the world, it is specifically understood that the school system

does not have control of the content information residing on these other systems. Students and parents are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. The North Spencer School Corporation does not condone the use of such material and does not permit usage of such material in the school environment. Students who bring such materials into the school environment may have their account terminated and will be dealt with according to the discipline policies of the individual school building.

It is generally accepted that the education value of student Internet access is the joint responsibility of students, parents and employees of the North Spencer School Corporation.

Examples of unacceptable use that may result in the suspension or revoking of the Internet account include but are not limited to:

1. Using the Internet for any illegal activity, including violation of copyright or other contracts;
2. Gaining unauthorized access to resources or entities;
3. Accessing, transmitting, upload, or download pornographic, obscene, or sexually explicit materials;
4. Violate any local, state or federal statute.
5. Vandalize, damage, or disable the property of another person or organization.

You are expected to abide by the following generally accepted rules of network etiquette:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited on-line contact. Inform the system operator immediately.
4. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligation on the part of the parent. Under no circumstances should a credit card number be used in the Internet.

The North Spencer School Corporation does not warrant that functions or services performed by, or that the information or software contained on the system will meet the member's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. The Corporation does not make any warranties, expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose, with respect to any services provided by same and any information or software contained therein.

In the interest of teaching digital citizenship and providing fair access to technology for all, North Spencer will issue student Google accounts when appropriate. These accounts are monitored by the corporation and the North Spencer Acceptable Use of technology Policy.

Account holders specifically agree to identify the North Spencer School Corporation for any losses, costs or damages incurred by the Corporation arising out of any breach of this section. Any and all provisions of the Acceptable Use Policy are subordinate to local, state, and federal statutes.

### **NON-DISCRIMINATION POLICY**

The North Spencer County School Corporation is committed to equal opportunity and does not discriminate on the bases of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such bases under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Dan Sherry, Acting Superintendent, North Spencer County School Corporation, P O Box 316, Lincoln City, Indiana 47552, and (812) 937-2400.

Employer agrees to comply with all corporate education student-learner applicable state and federal employment regulations, will provide student trainees equal opportunity employment and will

not discriminate on the bases of race, color, national origin including limited English proficiency, sex, or handicapping conditions.

**TITLE IX Compliance Officer Information:**

Dan Scherry, Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
FAX: (812) 937-7187

**Section 504 Compliance Officer:**

Dan Scherry, Superintendent  
P.O. Box 316  
Lincoln City, IN 47552  
Phone: (812) 937-2400  
FAX: (812) 937-7187

**NOTES TO SCHOOL FROM PARENTS**

Communication between home and school is very important. In order to ensure good communication, the school asks that these guidelines be applied when communicating with the school or making requests:

- All notes from home should include the child's name, teacher's name, the date, and the parent's signature.
- A written request is needed for a student to stay in at recess. A note must be sent for every day the child is to stay inside unless a doctor's statement is issued.
- A note or phone call is necessary if a student is to leave school on a bus other than their regular bus.
- Please notify the school if a person other than the student's parents or guardian will be picking him or her up from school.

**PARENT CONFERENCES AND VISITATION**

Parent-Teacher conferences are scheduled in the fall of each school year. This conference is considered the most effective way for home and school to work together to provide the best understanding of your child. All parents are urged to make every effort to attend this conference. When a problem arises between student and teacher, the parent should first discuss the problem with the teacher. Parents can call the school to arrange additional conferences as needed.

Communication and cooperation between home and school are



extremely important in creating a positive educational experience for the students. Parents with questions and/or concerns should contact the teacher first. If questions still exist, parents should then contact the principal.

### **PARENT-TEACHER ORGANIZATION**

Each parent of a child attending an elementary school is an automatic member of the Parent-Teacher Organization and is urged to participate in its activities, including parent volunteers in the school program. This organization provides for mutual cooperation in all that concern the development and training of the children. The PTO seeks to foster a direct parental involvement in the child's formal education.

### **PHYSICAL EDUCATION**

Students are required to wear appropriate clothes and shoes for physical education classes. This would include tennis shoes, T-shirts, and shorts. Sandals, crocs, dress shoes, flip-flops, and boots with or without heels are not suitable for physical education class. These requirements are needed to ensure the students' safety and fitness development. If these requirements are not met, students will get a "No Dress" for the day. After the second "No Dress" in the grading period, a supervised study will be given.

Participation is required by all students. Progress reporting will be based on the Indiana Academic Standards and assessed through student participation (appropriate dress), individual progress, and any written tests or assignments. Non-participation will be excused only if students have a doctor's written release or parent written request for specific health reasons (returning from an illness, sprained ankle, etc.). After two consecutive physical education classes have been missed with a parent release, a doctor's excuse will be required to continue non-participation for a specific medical condition. In such cases, a specific limit of time should be indicated.

### **PLAYGROUND RULES**

Students will:

- Obey adults on duty.
- Remain on school grounds at all times unless permission is given by adult on duty.
- Re-enter the building during recess only after receiving permission from the adult on duty.
- Express themselves using appropriate language.
- Display good sportsmanship during play.

- Keep hands, feet, and objects to themselves.
- Not engage in snowball fights or slide on ice.
- Not visit with guests at or near the fence.
- Use playground equipment in an appropriate and safe manner.

Any child who has been sick and brings a note from home stating that the child must remain indoors will go to supervised study where there is supervision for students. Any child who does not wear appropriate clothing for outdoor weather will be required to stay indoors with adult supervision, also. A wind chill factor of 20 degrees and a heat index of 95 are used to determine outdoor or indoor play.

## **RETENTION**

The school has the right to retain students when in the professional judgment of school personnel, the academic, and/or social development of the student will benefit. The parents or guardian will be consulted and parental agreement and cooperation are highly desirable. The State of Indiana holds schools accountable for making wise decisions for retention if a child has not mastered the grade level curriculum necessary to be successful at the next grade level.

## **REWARDS AND INCENTIVES**

Each individual school recognizes and rewards students in unique ways. Parents will receive information specific to the elementary school in the Weekly Folder.

## **SAFE SCHOOLS**

Safety is one of our district's top priorities and to help safeguard our school community, we've taken an important step.

Our district is now using SafeSchools Alert, a tip reporting service that allows students, staff, and parents to submit safety concerns to our administration 4 different ways:

1. Phone: 1-855-4ALERT1, ext 1020
2. Text: Text #1020@tip + your tip to ALERT1 (253781)
3. Email: [1020@alert1.us](mailto:1020@alert1.us)
4. Web: <http://1020.alert1.us>

You and your child can easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about through SafeSchools Alert. When you submit a tip, be sure to use your districts identification code: 1020 in your communication.

Every tip received is immediately logged in the system and our administration is notified so they can investigate and take appropriate action. And, tips may also be submitted anonymously if you prefer.

## **SCHOOL SAFETY**

All visitors must report to the office upon entering the building.

The North Spencer County School Corporation has worked in consultation with county emergency personnel, law enforcement officials, and school safety specialists to develop guidelines for the promotion of school safety. Administrators, counselors, school nurses, teachers, and community representatives continue to work collaboratively in the development and evaluation of crisis prevention and intervention guidelines. The school strongly promotes safety as a priority for all students and staff. It is the responsibility of students, parents, faculty, and staff to create and promote a safe environment for all school-related activities.

Fire, storm, earthquake, and security drills will be held periodically throughout the school year. Follow the procedures that are posted in each classroom.

Move quietly and follow the directions of the teacher. For statewide emergency situations, the school corporation will follow directives as received from state and/or national agencies.

In an effort to ensure the safety of all of our students, all food and snacks that are sent in to be shared with a class must be pre-packaged and purchased from a store. The list of ingredients must be visible. Students may continue to bring a single snack of their choosing as long as it is not shared with other students.

## **STUDENT ASSESSMENT**

### **Testing**

There are multiple forms of assessment that occurs throughout the year including, but not limited to, Dibels, Acuity, Benchmarking, SRI, IREAD, ISTEP+, and Math Fluency. Parents will receive updated report/information when it becomes available. Schools will keep parents informed through the weekly folder.

### **Progress Report**

Student progress can be monitored in a variety of ways. Student assessments are based on a variety of student products, such as: assignments, worksheets, tests, quizzes, projects, Benchmarks assessments, and participation. Through these various ways, students will become aware of their progress beyond the typical progress report

cards. A formalized reporting and communication of student assessment will be through the quarterly (every nine weeks) Progress Reports that will be sent home. Student progress will be reported in relation to their level of understanding and mastery of the Indiana Academic Standards covered during that grading period.

If at anytime you have questions concerning your child's work, please call the teacher at school. Except in unusual circumstances, progress report cards are sent home with students at the end of each nine-week quarter. The final report will indicate the child's promotion, retention, or assigned status for the next school year.

### *On-going Communication*

Providing quality communication to the students and parents concerning their academic progress will be made throughout the grading period. Communication may be provided in a variety of ways (i.e. notes, papers to be signed and returned, phone calls, requests for conferences). Parents are always encouraged to contact the teacher at any time with questions or concerns.

### *Benchmarks*

Student progress will also be monitored through the use of benchmarks for grades K-2. The assessed benchmarks were selected from Indiana Academic Standards that students have had difficulty in achieving. Parents are provided with the Indiana Academic Standards for the current grade level. Student benchmark's assessment record sheet will be sent home a week after the nine-week progress report. Note that the Benchmarks results are one portion of the assessments used in determining the Progress Report ratings. Parents are encouraged to use the Benchmark information to provide extra assistance at home. The Indiana Academic Standards indicate academic expectations at each grade level.

## **STUDENT RECORDS/DIRECTORY INFORMATION**

The school maintains records on each student. Confidential information may not be released without written parental consent except when their transcript is moved to Heritage Hills Middle School at the end of the sixth grade year. Parents have the right to review their child's record. By law, any suspensions or expulsions become a part of the record that is transferred to other schools if a child is seeking enrollment or transfer.

**Directory Information** is the information about your child such as name, grade level, photographs, awards, participation in events, sports,

etc. that the school does have permission to disclose and use for yearbooks, newspapers, newsletters, webpage, school power point presentations, class videos, etc. If a parent does not want their child's directory information used for these purposes they must notify the school, in writing, no later than the second week of the new school term and file an objection to the directory information being used by the school. If no objections are made, the school may use the information without consent.

### **TELECOMMUNICATIONS DEVICE POLICY**

Students may possess handheld cellular telephones only under the following conditions:

During the school day, telephones may be used only with permission of and in the presence of licensed teaching or administrative personnel.

Should this policy be violated, the device will be confiscated and taken to the office. The device will only be returned to a parent.

### **TEXTBOOKS**

Textbooks are issued by teachers on the first day of school. The student is responsible for the books that are checked out in their name. If a book is lost, the student should check in the lost and found to see if any lost books have been recovered. A student may receive a replacement by paying for the lost book. Keep your receipt to receive a refund in case you find the book later. You will receive the full amount on the receipt. A rental book that is damaged beyond normal wear shall be paid for by the responsible pupil. The price will be determined by the principal.

In case a pupil withdraws from school, rental will be prorated according to the date of withdrawal and the cost of the books. New entrants are to be charged according to the date enrolled and the number of books to be used.

Application forms for financial assistance for textbooks and the school lunch program are available at the principal's office. Anyone who qualifies for free and reduced lunches will automatically qualify for textbook assistance. The state's textbook assistance does not cover all of the textbook fees.

### **TRANSPORTATION**

School bus drivers have the responsibility to make safe transportation their first priority. Occasionally, a student will misbehave on the bus

that may be distracting to the driver. If the misbehavior persists, the driver may have to deny transportation for a day. The principal may add days depending upon the severity of the problem. In some cases, permanent suspension from the bus may be considered. Public school transportation is a privilege rather than a right.

### School Bus Rules

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body inside the bus.
4. No pushing, shoving, or fighting at any time.
5. No eating, drinking, or smoking.

During the first week of school, the bus driver will be discussing with the students seating and safety expectations. The bus driver has the authority to change the seating assignment when they feel necessary.

### Other information

If a student requests to be let off the bus at a stop other than their regular stop, the bus driver will require a special bus form from the office. This bus pass form will be completed by the office when the parent has sent in a written note that has been signed by the parent. Should a parent wish for their child to ride a bus other than their regular bus, the parent must notify the bus driver and be certain the bus has available seating for the student. If there is room, then the student must have a note signed by the parent to give to the principal and bus driver. The bus driver will not make stops at places other than those designated for their route.

Students who normally ride a bus must give the office a WRITTEN NOTE from parents if they wish to go home another way OR if they are to ride a different bus. If the student does not have a note, he/she will be sent home on his/her regular bus.

### VOLUNTEERS

Volunteers are valued at all of our elementary schools. Parents, grandparents, business people, clergy, and community members have donated their time, expertise, and love of learning and sharing. Anyone wishing to volunteer in any manner or for any length of time should contact the school. A Criminal check must be run on all volunteers. Volunteer tasks may include the following: reading to students, demonstrating skills, assisting on a class project, sending some materials for a class project, judging, or making popcorn. In order to keep track of the various volunteering efforts that help make our schools a special place, volunteers are asked to sign-in at the office and wear their Volunteer's Badge when they visit.

## **WEATHER RELATED INFORMATION**

On days of inclement weather when roads are considered to be unsafe for school bus transportation, the decision to close schools is made by the superintendent. All attempts to make decisions prior to 6:00 a.m. will be made when possible. Parents and students are urged to listen to the following radio stations for weather and school information when inclement weather conditions exist: WBNL (107.1) -Boonville, WITZ (104.7) - Jasper, WBKR (92.5) - Owensboro, WTCJ (1230 AM)- Tell City, WBDC (100.9) - Huntingburg, and WAXL (103.3) - Santa Claus.

Students will be notified by the Central Office using Global Connect whenever possible.

## **WEEKLY FOLDER**

To encourage communication between home and school, your child will bring home a folder each week on Thursday with notes from the classroom, notes or newsletters from the office, lunch notices, etc. Parents are asked to carefully read the packet each week and respond accordingly. The first folder of the year will actually come home on the first day of school and will have many important papers for you to begin the year such as textbook rental, lunch notices, student handbook, and insurance papers.

## **PERMISSION TO PUBLISH**

The North Spencer permission to publish form now includes social media sites such as Twitter and Facebook. By signing the permission slip, parents/guardians are granting the school permission to publish photos on these sites. The permission form is available in the school offices and distributed at registration.

## **PEST CONTROL POLICY**

North Spencer schools are committed to providing students a safe environment. The school seeks to prevent children from being exposed to pests and harmful and unnecessary pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing harmful pesticide exposure to children. Parents who wish advance notice of all pesticide applications should notify the school nurse. Advanced notice of all pesticide applications will be given to parents who have notified the school nurse in writing of such a request two days prior to the date and time the pesticide application is to occur.