

SOUTH ADAMS ELEMENTARY

Student Handbook

2020-21



Inspiring Students to Reach for the STARS!

This Handbook Belongs to:

Name: _____

Teacher: _____

Classroom #: _____ Locker #: _____

South Adams Elementary
1012 Starfire Way
Berne, IN 46711

(260) 589-1101 phone
(260) 589-2112 fax

www.southadams.k12.in.us

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*South Adams Elementary Student Handbook
Approved by the South Adams School Board – May, 2020*

SCHOOL FIGHT SONG

Cheer, cheer for gold and black,
Starfires will fight back,
Fight, fight with all your might,
It's victory TONIGHT!

Starfires, we've got spirit,
Come all you fans let's hear it,
Fight, fight with all your might,
It's victory TONIGHT!

WELCOME

Welcome to South Adams Elementary School. The information in this handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. We encourage parents to sit down with your children and read over this handbook. Please keep the handbook available for future use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your child's teacher, school counselor, or the principal. The School Board has approved this handbook, and it is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy will supersede. This handbook replaces all prior handbooks and other written material on the same subjects.

The elementary staff is very excited to become a part of your child's life. The responsibility we have is enormous. Our primary goal this year is to enable your child to learn and in so doing, raise his/her self-esteem through many positive experiences. We know this is a great responsibility and will be very difficult to do without your help and support. Working together for our primary goal is extremely important. Please contact your child's teacher, school counselor, or the principal if you have any questions or concerns. Thank you for entrusting your child to us.

CORPORATION INFORMATION

SOUTH ADAMS VISION - Leading the way in education, South Adams Schools' vision is to instill in our students the courage to reach beyond perceived limitations. We will inspire and empower them to set high personal academic standards and to lead ethical lives. South Adams will provide students with valuable life experiences to promote the development of responsible and productive citizens. First and foremost, South Adams will be a place of learning, where students are eager to attend, and where a professional and caring staff demonstrates personal integrity, models the importance of lifelong learning, and works as a team for student success. Strong partnerships with families and collaborative relationships within the community will provide unique educational opportunities for individual students. Lastly, South Adams will embrace the future with a strong educational philosophy and fiscal responsibility.

SOUTH ADAMS CORE VALUES

1. Every student can learn and can grow academically, physically, emotionally, and socially to reach their unique potential and achieve specific goals.
2. Student development is the top priority at South Adams Schools.
3. In the value of personnel, who are student-centered, highly trained, use effective methods, reflect personal integrity, work as a team, and model the importance of lifelong learning.
4. The best educational opportunities are the result of family partnerships and ongoing community collaboration, participation, and support.
5. A relevant student curriculum focuses on essential skills and timeless principles and is challenging, integrative, aligned, and based on standards.
6. The implementation of technology enhances learning and is a valuable and necessary tool for students and staff to succeed in today's world.
7. In the value of facilities that promote a safe and progressive learning environment.
8. Responsible stewardship of the school's resources is a necessity to support long-term, effective, educational opportunities.

SOUTH ADAMS MISSION STATEMENT

"Inspiring students to reach for the STARS!"

DIRECTORY INFORMATION - Persons who require assistance or need information regarding access to a program session and availability of special facilities are requested to contact

Corporation Office	589-3133	Elementary	589-1101
Transportation.....	589-3188	Middle School	589-1102
Maintenance	589-2379	High School	589-3131
Technology	589-1117	Athletics	589-8321
Food Service.....	589-1112		

CRIME STOPPERS HOTLINE (260) 223-2988 - Adams County Crime Stoppers and the Adams County School Safety Commission provides a number for all to respond anonymously to criminal or school violence issues. Cash rewards are given. A website is also available at www.adamscountycrimestoppers.com.

EQUAL EDUCATION OPPORTUNITY - It is the policy of this Corporation to provide an equal education opportunity for all students. Any persons who believe that the School or any staff member has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, sexual orientation, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer. The complaint will be investigated and a response, in writing, will be given to the concerned person within a reasonable time period. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

MOMENT OF SILENCE - In compliance with Indiana law (IC 20-30-5-4.5), in order that the right of each student to the free exercise of religion is guaranteed within South Adams Schools; and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds;

- South Adams Schools has established the daily observance of a moment of silence in each classroom or on school grounds;
- During the moment of silence required by subsection (1), the teacher responsible for the classroom shall ensure that all students remain seated or standing and silent and make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

*Students who are disruptive during the moment of silence
will be disciplined as per the teacher's classroom behavior plan.*

PLEDGE OF ALLEGIANCE - The United States flag shall be displayed in each classroom of every school building at South Adams Schools. In compliance with Indiana law (IC 20-30-5-0.5), South Adams Schools shall provide a daily opportunity for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- The student chooses not to participate; or
- The student's parent chooses to have the student not participate.

Students who are disruptive during the Pledge of Allegiance will be disciplined as per the teacher's classroom behavior plan.

POLICY NOTIFICATION STATEMENT - The South Adams Community Schools will not discriminate against any employee or student because of race, color, ethnic background, religion, sex, sexual orientation, national origin, age, and/or handicap or employment policies as required by the Indiana Civil Rights Act (IC 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). Inquiries regarding compliance with Title IX may be directed to the Superintendent of Schools at 1075 Starfire Way, Berne, IN 46711, (260) 589-3133, or the Director of the Office of Civil Rights, Department of Health and Human Service located in Washington, D.C.

PEST CONTROL AND USE OF PESTICIDES - Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision. Applications will be done during non-instructional time or during vacation periods. Any pesticide application is prohibited when in the presence of children while they are in the room or on school grounds in or near the area to be treated.

Parents and staff members may register for prior notice of pesticide applications. Each school office will maintain a registry of people requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice will receive notification, either through a phone call, email, or regular mail, to be received no later than two school days prior to the application unless an emergency is declared. In the rare case of an emergency application, notice will be given to those people who have previously requested notice of pesticide applications as soon as possible.

The maintenance director, Dave Vorhees, will maintain the records of each pesticide application on school grounds for two years. For additional information, contact Mr. Vorhees.

RELEASE OF RECORDS - Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c). Generally schools must have written permission from the parent of eligible student in order to release any information from a student's educational record. However, the Family Educational Rights and Privacy Act (FERPA) allows schools to disclose those records, without consent, to the following parties or under the following conditions.

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accredited organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information including student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents may request in writing that directory information not be disclosed.

PARENT CONSENT FOR INSTRUCTION ON HUMAN SEXUALITY - SEA 65 (effective July 1, 2018) requires schools to inform parents (and/or students who are age 18 or emancipated minors) about the school's curriculum as it pertains to instruction on human sexuality. Instructional materials on human sexuality are available to parents for review in the school office. Any student who does not participate in instruction on human sexuality will be given alternative academic instruction during the time the other students are receiving instruction on human sexuality. Parents are required to sign the consent form each year before the student receives any instruction on human sexuality. Students will participate in the human sexuality instruction if parents fail to specifically decline the human sexuality instruction or fail to give consent.

SAFETY DRILLS (FIRE, STORM/TORNADO, LOCKDOWNS ETC.) - The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Storm/Tornado drills will be conducted using the procedures prescribed by the state. *The PA System will be used to direct student and staff to their designated shelter areas.*

Lockdowns (with Instruction and/or without Instruction) will be conducted periodically throughout the school year. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in the building rather than evacuated.

SCHOOL RESOURCE OFFICER (SRO) - It is the intention of the Berne Police Department and South Adams Schools to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, and visitors.

Goals and Objectives

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
- Maintain a safe and secure environment on school campuses which will be conducive to learning.
- Promote positive attitudes regarding the police role in society.

Duties of the School Resource Officer

- Assist the superintendent, principals, faculty, and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
- Present topics to students on various law enforcement/safety issues.
- Contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner.
- Take law enforcement actions when necessary.
- Conduct investigations of crimes that occur at any school and use other resources if needed for follow up investigations.
- Follow the guidelines of case law, school board policy, and the Berne Police Department general orders in regards to investigations, interviews, and searches relating to juveniles.
- Assist the superintendent, administrator, and staff in enforcing the campus code of conduct and other school rules in order to maintain a safe learning environment.
- The SRO will make one (1) trip to a residence to transport students that missed the bus. All other instances will be marked unexcused.
- When it pertains to preventing a potential disruption that would, if ignored, place students, faculty and staff at risk or harm, the SRO will resolve the problem to preserve the school climate. IN ALL OTHER CASES, disciplining students is a School Corporation responsibility, and the SRO will take students who violate the code of conduct to the office where school discipline can be determined.

SOLICITATION OF SCHOOL PERSONNEL - Solicitation (subscriptions, contributions) by students or student groups is generally prohibited. No solicitation or selling to the general public will be made except by prior approval of the administration. No solicitation of students or staff will be made during school hours without administration approval. No student is permitted to sell any item or service for personal gain in school without the approval of the administration. Violation of this policy may lead to disciplinary action.

SPECIAL EDUCATION - Special education services are available to eligible children/youth with disabilities at all schools within the school corporation. These services are designed to assist the student in learning, despite the disability. Special education services are provided by a wide variety of licensed teachers, related therapists, school psychologists, and support staff. Adams-Wells Special Services Cooperative supports and works with our local schools to make sure that all students are successful learners. If you have a question about special education services, you may speak to your student's building principal. If you know of a preschool aged child who may have a disability, you may refer the parent/family to the special education cooperative at (260) 824-5880.

SURVEILLANCE CAMERAS - Surveillance cameras are installed throughout the building, the surrounding areas of the school and on school buses. The images from these cameras are confidential and can be viewed by school officials only. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal prosecution, the images may become evidence at the trial and therefore will probably end up becoming public. Under such circumstances, the images are under the control of the courts, not the school.

VIRTUAL (e-Learning) LEARNING DAYS - When weather or unforeseen circumstance dictate school is closed for the day, a virtual (e-Learning) learning day may be declared for that day. The school district will notify families through the automated call service to inform students and parents of an e-Learning day. In addition, the notification will be posted on the school website, Remind, Twitter, local radio, and local television broadcasts. The primary objective is to maintain the momentum of learning, not to make-up missed days of school. A secondary purpose is for teachers to thoughtfully integrate technology into teaching and learning so students become more proficient with blended learning. While there is no school in the building that day:

- Students are expected to submit e-Learning assignments within three (3) school days to receive full credit. Depending on circumstances the teacher may work out details with individual students at the discretion of the teacher.
- Staff will have assignments on Canvas by 9:00 a.m. (10:00 a.m. if a 2 Hour Delay is called first) on these days.
- Teachers, Principals and Technology Department personnel are available via school phone or email during regular school day hours.
- Classrooms and labs are available after school the following days to allow students without technology (computer, internet, etc.) at home the opportunity to complete all assignments.

VISITORS TO SOUTH ADAMS ELEMENTARY - South Adams Schools maintains a closed campus. All visitors must enter from the North through door N5 (flagpole) or from the South through door S17 (cafeteria) and report directly to the Elementary office. All visitors, including recent graduates and parents, must first sign in and pick up a visitors badge in the office. Parents wishing to have a conversation with a teacher should plan to come during the teacher's planning period. It is usually best to plan these meetings in advance. If a family has a guest or relative staying at the home, exceptions may be considered during lunch with *prior* approval. Visitors who cause disruptions will be asked to leave immediately, and may not be permitted to return. Guests for programs in the auditorium are asked to arrive no earlier than 30 minutes before the scheduled start time and should enter from the south side of the school through door S12 and receive an Event Guest badge.

WEATHER EMERGENCIES - During periods of inclement weather, when buses have difficulty traveling or schools may delay, families will be notified through the K-12 Parent Notification system and the Remind texting feature. The information will also be broadcast on radio stations WZBD (92.7), WOWO (1190 am); TV Channels 15, 21, or 33; and the South Adams website <http://www.southadams.k12.in.us>.

WELLNESS POLICY - South Adams Schools promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. The district's Wellness Policy (8510) establishes goals and requirements that improve the nutrition and physical fitness of all students. The intent is to reduce childhood obesity and result in the improvement in the overall wellness of our children as required for public schools participating in the National School Lunch Program authorized by the Richard B. Russell National School Lunch Act (79 PL 396, 60 Stat. 230) and the Healthy, Hunger-Free Kids Act of 2010 (PL 111-296). The district Wellness Policy will be reviewed and updated bi-annually by the Wellness Advisory Council (WAC) consisting of certified school staff, administrators, health professionals, teachers, parents, students and the food service director. The entire Wellness Policy (8510) is available for viewing on the school website.

ELEMENTARY INFORMATION

SOUTH ADAMS ELEMENTARY'S VISION - South Adams Elementary is a nurturing environment where students become lifelong learners and develop skills to lead productive and responsible lives.

SOUTH ADAMS ELEMENTARY'S MISSION - South Adams Elementary believes, provides and serves.

We believe...

- Each student in an individual deserving respect, fairness and understanding;
- Students can learn;
- Students learn at different rates;
- Students have different learning styles and abilities;
- School and home collaboration enhances student success;
- A solid academic foundation is an important key that can lead to student success;
- Students are responsible for personal decisions, actions and behaviors;
- Teachers are key facilitators of learning.

We provide...

- A safe and structured environment;
- Instruction that is meaningful and connected to prior experiences;
- Necessary tools for student academic instruction guided by the Indiana Academic State Standards;
- Technology to enrich the learning process.

We Serve...

- Students in preschool through 5th grade, parents and South Adams community members.

RULES OF EXPECTED BEHAVIOR - there are five basic rules to ensure this vision and mission remains at the core of what we do:

- I will walk in the hallways at all times;
- I will not keep the teacher from teaching or others from learning;
- I will keep my hands, feet, and other objects to myself;
- I will use appropriate school language at all times;
- I will respect all members of our school family, including visitors.

STUDENT RESPONSIBILITIES

- Accept and cultivate a positive attitude concerning homework
- Listen in class so skills and instructions will be understood and ask the teacher for clarification when needed
- Make sure necessary books and materials are taken home
- Develop good study habits at school and at home
- Avoid distractions (radio, television, etc.)
- Be responsible for turning in work on time and know the consequences of work not completed (each grade level will establish its own late assignment policies with the principal's approval)
- Take pride in completed work
- Make up work missed when absent

TEACHER RESPONSIBILITIES

- Instill positive attitudes toward homework by making students aware of the purpose of homework
- Assign homework, which encourages the application of skills learned
- Make assignments reasonable, meaningful, consistent, and related to specific objectives (not busy work or punishment)
- Make assignments with students' capabilities in mind
- Make assignment instructions clear and specific to each student, giving guided practice to prepare for homework
- Make sure students know when the assignment is due
- Properly and promptly evaluate through grade, credit, or some form of feedback
- Make clear to both parents and students the grading policy of homework

- Give instructions in methods of study, research, and time management
- Encourage innovation and creativity through open-ended and challenging assignments

PARENT RESPONSIBILITIES

- Check with child nightly about assignments
- Instill within child the importance of completing tasks assigned by encouraging a positive attitude
- Provide quiet, well-lighted study area (away from noise, and distractions)
- Help child establish regular study time and place
- Provide auxiliary study aids (dictionary, etc.)
- Review and spot check work for accuracy and neatness-make constructive suggestions and avoid severe criticism
- Encourage, motivate, and compliment good work
- Cooperate with and support teachers
- Communicate with teachers when problems arise and make an appointment when a poor progress report is received
- Check the School website (Canvas) to see your child's assignments, progress, and grades. Use PowerSchool to check your child's grades. The web site address is *www.southadams.k12.in.us*

ARRIVING AND/OR LEAVING THE BUILDING - All students arriving for school in the morning are expected to wait outside in designated areas until 7:45 when they may go to class. The only exception for entering the building earlier is for students going to breakfast. Each child should have a normal procedure of transportation home provided to the school. Notification (phone call, note, email) should be provided by the parent/guardian indicating any changes from this plan. *There is no supervision provided inside or outside the school building before 7:45 am.*

Bicycles - Kindergarten and First Grade students should not ride bicycles to school unless accompanied by an adult. Bicycles must be parked at the designated place near the school building from arrival time to dismissal. Skateboards are not permitted.

School Bus - Students riding school provided transportation will be picked up and dropped off in the south parking lot. Students are expected to ride their assigned bus unless prior arrangements have been made with notification to the school.

Student Pick Up and Drop-Off Areas

- *If the youngest student is in kindergarten or 1st grade* - all students in the family/car pool should be dropped-off and picked-up at the north entrance of Starfire Way.
- *If the youngest student is in 2nd grade or older* - all students in the family/car pool should be dropped-off and picked-up at the south circle entrance of Starfire Way.
- Cars are not allowed to drop-off or pick up students in the bus zone of the south parking lot. No adults and/or children should walk between buses.
- Use the right hand lane and please be patient as you drop off students.
- No parking is permitted in the circle drives during the morning drop off. Students must exit when the vehicle comes to a stop. If parents wish to wait with their child(ren), they must use the parking lot.
- Do not allow students to exit the car from the left lane of traffic.

Walkers - The intersection at Parkway Street and Starfire Way is supervised each morning (7:30-7:55) and afternoon (2:55-3:10) by a crossing guard. Students on bicycles must walk the bicycle across the street. Crossing in the middle of the block is unsafe and forbidden.

CONTACTING STAFF MEMBERS VIA PHONE - All phone calls for teachers and staff will be sent directly to voice mail unless determined to be an emergency. Staff members may inform the office they are expecting a call and request the call be put through instead of sent to voicemail.

CRIMINAL HISTORY CHECKS - All school volunteers and visitors who will have close contact with students (including eating lunch with students and field trip chaperones) are to complete a criminal history check form to be submitted to the Indiana State Police every school year. Volunteers and visitors who have a criminal history are subject to restrictions.

LEGAL POLICIES AND GUIDELINES GIVEN TO SCHOOLS UNDER INDIANA LAW:

- IC 20-33-2-47: “Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.” A prosecutor who is aware of a parent who has allowed his or her child to accrue a single unexcused absence may criminally prosecute a parent (Class B Misdemeanor).
- IC 20-33-2-25 Habitual Truants - The superintendent or attendance officer shall report a student, who is habitually absent from school in violation of this chapter, to an intake officer of the juvenile court or the department of child services.
- IC 20-20-8-8, amended by SEA 338 - Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parent request filed with the school. Chronic Absenteeism includes students absent from school for ten (10) percent (18 days) or more of a school year for any reason.

Good attendance is a shared responsibility of students, parents, and school.

- South Adams defines excellent attendance as a 99% attendance rate, which allows students 2 absences per school year
- Standard attendance is a 97% attendance rate, which allows for 5 absences per school year
- Excellent attendance (99% attendance rate) is the goal for all students
- Student attendance will be a consideration for retention, promotion and assignment for the next school year

Attendance expectations are as follows:

STUDENT RESPONSIBILITY

Students are responsible to be in school and in their assigned area. All personal appointments and obligations should be planned for times outside the instructional school day when at all possible. *Students must be in school by 8:30 am in order to participate in co-curricular and/or extra-curricular activities of that day unless verification from a doctor note or prior approval from administration. Students cannot leave early and still participate that night without verification from a doctor note or prior approval from administration*

PARENTAL RESPONSIBILITY

It is the parent’s responsibility to:

- Make sure the school has your updated and correct phone numbers, e-mail, and address at all times.
- Call the school at (260) 589-1101 to report the child’s absence **and the reason for the absence** by 8:30 a.m. the day of the absence. The parent need not call when the absence has been pre-arranged and approved by school officials.
- Send appropriate verification with the child for school attendance records the day of the child’s return following the absence, such as a doctor’s verification or parental note.

Note: Any absence without a parent/guardian call, note or email will be considered “unexcused” until the parent contacts the school.

SCHOOL RESPONSIBILITY - PARENTAL NOTIFICATION

If a parent has not notified the school by 8:30 am, South Adams personnel will make a reasonable attempt to call the parent that day to document the absence and to assure each child’s safety. This notification cannot always occur as time constraints and non-working telephone numbers may prevent verification.

South Adams will notify parents of total absences (excused and/or unexcused) by letter or email as follows:

- Upon **five (5) days** of total absence in a school year
- Upon **ten (10) days** of total absence in a school year
- Upon **fifteen (15) days** of total absence in a school year and schedule parent conference
- Upon **twenty (20) days** of absence in a school year the school will notify parents that additional consequences including request for expulsion will be considered for future absences except for documented health reasons verified by a *Certificate of Incapacity* from the Indiana Department of Education

Absences after a total of twenty (20) absences for the school year will be counted unexcused without acceptable medical verification or principal approval for unique/extreme situations and emergencies.

FULL DAY ABSENCE - No school attendance on a scheduled school day.

PARTIAL DAY ABSENCE - Students must check in and check out at the office as they arrive and leave school for doctor appointments, etc.

	<u>Regular Day</u>	<u>2 Hour Delay</u>	<u>3 Hour Delay</u>
Tardy to School	arrive after 7:55 am	arrive after 9:55 am	arrive after 10:55 am

If a student leaves and returns to school the same day it will be marked as a half day absence.

ABSENCES COUNTED AS PRESENT (EXEMPT ABSENCES) - Special circumstances when a student is excused from school, to be counted as present for the day and to not be penalized in any way by the school.

- Service as a page or honoree of the General Assembly (IC 20-33-2-14)
- Participates or exhibits in the Indiana State Fair by the student or student's household for educational purposes for up to five (5) days. A pre-arranged absence form should be completed in advance (IC 20-33-2-17.7)
- Service on a precinct election board or helper to a political candidate on the date of an election with prior approval of the principal (IC 20-33-2-15)
- Subpoena to appear in court as a witness in a judicial proceeding (IC 20-33-2-16)
- Service in active duty with the National Guard Duty for not more than ten (10) days (IC 20-33-2-17)
- Serving as a member of the Indiana wing of the civil air patrol for not more than five (5) days (IC 20-33-2-17.2)
- Other per South Adams policy:
 - Homebound instruction or placement in a hospital or other juvenile facility providing instruction
 - Field trips as approved by the school principal
 - Post-secondary/college visits when arranged through guidance (see pre-arranged absences p. 13)

EXCUSED ABSENCES (Administration may request verification)

- Personal illness
- Medical appointments
- Death or serious illness in the immediate family
- Family trips or needed with parents with prior approval of the principal (see pre-arranged absences p. 13)
- Other absences as approved by the school principal

UNEXCUSED ABSENCES

- Absence due to truancy
- Absence due to bus suspension
- Absence after a total (excused and/or unexcused) of twenty (20) absences for the school year without acceptable medical verification (Certificate of Incapacity) or prior principal approval
- Parent call without giving a reason for being absent
- Arriving after 8:30 am without reason for excused/exempt absence
 - oversleeping will be marked unexcused
 - missing the bus will be marked unexcused
- Absences not confirmed by the parent within one day of the absence
- School work not submitted for e-Learning day(s) within three (3) school days
- Prevention from attending school due to inadequate immunization verification per Indiana Department of Health guidelines and Indiana Code
- Other reasons not defined as excused in South Adams attendance policy

Corrective Action for unexcused absences in a school year:

First through Fifth Unexcused Absence - Parent Notification via one of the following means:

Parent email
First Class Mail

Sixth Unexcused Absence - Parent Notification via one of the following means:

Certified Mail
Personal delivery from School Resource Officer (SRO)

Seventh Unexcused Absence - Considered a "habitual truant" (HEA 1794) and will be reported to the Adams County Prosecutor.

EXCESSIVE ABSENTEEISM - When a student reaches a total of twenty (20) days of absences (excused and/or unexcused) for any reason during the school year, all subsequent absences must be documented by one of the following to be considered "excused". Ten absences in a semester calculates to missing over 11% of class time.

- *Certificate of Incapacity* from the Indiana Department of Education obtained or sent from the South Adams Elementary School office.
- Pre-approval or verification by the school principal for unique and/or extreme situations or emergencies.

TRUANCY - South Adams definitions regarding truancy are as follows:

- **Truancy**: An absence from school or class period without school authorization or parental consent
- **Habitual Truant**: A student who has been truant three (3) times during the school year

Corrective Action:

First Truancy - one (1) to three (3) After-School Detentions (administration discretion) and parent contact.

Second Truancy - one (1) to three (3) days of ISS and parent contact, at the discretion of the administration.

Third Truancy - Parent conference to determine solutions and student is deemed a "habitual truant."

Other Possible Consequences:

- Student may be suspended and referred to the Superintendent for request for expulsion.

TARDINESS - Any student arriving at school after the start time bell must sign in at the office. Students will not be counted tardy due to a late school bus or having an early doctor/dental appointment verified by a statement presented to the attendance secretary upon arrival to school. Students late to class from breakfast will not be counted tardy to school but may face corrective action based on the teacher's classroom rules.

	<u>Regular Day</u>	<u>2 Hour Delay</u>	<u>3 Hour Delay</u>
Marked Tardy if:	arrive after 7:55 am	arrive after 9:55 am	arrive after 10:55 am

Corrective Action for tardiness to school per nine weeks:

First Tardy - Nothing

Second Tardy - Parent Notification

Third Tardy - *Marked as one (1) day unexcused*

Fourth Tardy - Parent Notification

Fifth Tardy - Parent Notification

Sixth Tardy - *Marked as one (1) day unexcused*

Seventh Tardy - Parent Notification

Eighth Tardy - Parent Notification

Ninth Tardy - *Marked as one (1) day unexcused*

Students with ten (10) tardies to school in a grading period <u>and/or</u> twenty (20) tardies to school in a school year will be reported to the Adams County Prosecutor.
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PRE-ARRANGED ABSENCES

Medical Appointments - For excused medical appointments during the school day, the following steps should be taken:

- Bring a written excuse, signed by a parent or guardian to the office before 8:00 am on the day of the appointment. The time that the student is to be released from school must be given in the excuse so that a pass may be written for the student to be excused from class.
- When leaving the class for a medical appointment, the student must sign out in the office before leaving the building.
- Upon return from the appointment, the student must sign-in, provide a doctor's signed note from the doctor's office verifying the appointment, and receive a pass from the office before returning to class.

Other Pre-Arranged Absence Requests - South Adams Elementary recognizes that in rare circumstances a student is needed at home, is going on family vacation, or other trips and opportunities that can only be scheduled during the school year. Request forms should be completed and submitted at least one week prior to the requested date(s). The principal will review all requests and make an excused/unexcused determination based upon:

- Students must maintain a minimum of a 95% attendance rate - 9 days/year
- Days cannot conflict with South Adams and state achievement testing
- The student has no failing grades

- The student has not been a discipline problem
- The student must fill out and submit a pre-arranged absence form obtained at the Elementary office
- Other factors at the discretion of the administration

LEAVING/ARRIVING DURING SCHOOL HOURS - Any student who needs to leave the building during the day for reasons other than scheduled appointments must speak with the principal and be granted permission. The student must also sign out in the attendance book.

Any student who becomes ill during the day must report to the nurse's office. When the nurse determines the student should go home the principal, nurse, or designee must speak with the student's parent by phone. If the parent grants permission, the student will be permitted to leave. If the parent (or emergency contact) cannot be reached, the student will be given the opportunity to rest in the nurse's office, but will still be considered absent from class.

Students reporting to school late or returning after appointments outside of the building **must** sign in at the office. Leaving the school building without permission will be addressed as a disciplinary issue and is a form of truancy.

MAKE-UP POLICY - It is the responsibility of the student to ask the teacher for makeup work. Students are given the number of days missed plus one to make up missed work. If a student misses a test day, and was present for the review, he/she may be required to take the test on the day of return. If the student misses the day that a project is due, he/she may be required to turn in the project on the day of return. If an incomplete grade has been given at the end of a grading period, all work must be finished within ten (10) school days after the end of the grading period, or the incomplete grade will become an F. If a student misses days during finals for vacation, they are responsible for taking those exams on their first day back to school. The finals will be taken outside of the regular school day in the principal's office. Students serving Out-of-school suspension will be permitted to complete work for credit if the work is submitted on the first day back in school. Work that cannot be completed at home may be given a failing grade.

CODE OF CONDUCT

LEGAL REFERENCES: IC 20-33-8-1 et seq. IC 35-31.5-2-86 IC 35-47.5-2-4 IC 35-47-1-5

SCHOOL DISCIPLINE POLICY - Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of the school corporation and the students of a school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relation of parents to the students of the school corporation (loco parentis) and have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment (IC 20-33-8-8).

Therefore, the governing body of a school corporation must do the following:

- Establish written discipline rules, which may include appropriate dress codes, and if applicable, an agreement for court assisted resolution of school suspension and expulsion cases
- Give general publicity to the discipline rules within a school where the discipline rules apply by actions such as making a copy of the discipline rules available to students and students' parents or delivering a copy of the discipline rules to students or the parents of students. This publicity requirement may not be construed technically and is satisfied if the school corporation makes a good faith effort to disseminate to students or parents generally the text or substance of a discipline rule. The superintendent of a school corporation and principals of each school in a school corporation may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies of the governing body. The governing body of a school corporation may delegate rulemaking, disciplinary, and other authority as reasonably necessary to carry out the school purposes of the school corporation (IC 20-33-8-12).

This policy has been prepared for your information by the administration of South Adams and was submitted to and approved by the Board of Education. The rules, regulations, procedures, and articles described in it are guidelines to be used by school personnel to create the best possible atmosphere for the education of all

students. They are based on respect for the rights of others and the individual's responsibility to perform in the best possible way. Cooperative effort on the part of all personnel in the school-administrators, teachers, students, and parents-is essential to implement these policies effectively. Your good use of the information provided herein will be to your best advantage and will also help your school continue the standards of excellence we have all come to expect.

Students shall be required to conduct themselves in a manner with accepted levels of maturity. This includes proper respect for constituted authority, conformity to school rules and regulations, and such provisions of the law as they apply to conduct of juveniles and minors. Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of others and shall exhibit cooperation with all members of the school community.

High personal standards of courtesy, decency, morality, language, and good relationships with others shall be maintained. Pride in work and achievement consistent with one's ability and respect for real and personal property shall be expected of all students. When school personnel, by means of a Detention, Suspension, RISQ, or some other corrective action have disciplined a student, attempts will be made to notify the parent/guardian of the child. The Board of Education, through the district administrators, shall hold all personnel responsible for the proper control and behavior of students while under the legal supervision of the school. Full support shall be expected of all personnel. The Board of Education shall support all school personnel in the performance of their duties in carrying out this policy.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8-(0.5-34), administrators and staff may take the following actions:

- **Removal from CLASS or ACTIVITY - Teacher:** A teacher will have the right to remove a student from his/her class for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- **DETENTION - Teacher and/or Principal:** The teacher/principal (or designee) can assign after-school detentions.
- **IN SCHOOL SUSPENSION - Principal:** A school principal (or designee) removes the student from the regular classroom setting and assigns student to a supervised area away from the other students.
- **SUSPENSION FROM SCHOOL - Principal:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- **EXPULSION - Superintendent:** A student may be expelled upon the Principal's or designee recommendation from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or deadly weapon listed under the Grounds for Suspension and Expulsion.

Any action that deters from the purpose and mission of "school purposes" may be disciplined.

DEFINITIONS - As used herein, the term "school purposes" is defined as it is in IC 20-18-2-24-26 (Acts 1980, P.L.146): the term "school purposes" refers to the purpose for which a school corporation operates, including:

- To promote knowledge and learning generally
- To maintain an orderly and efficient educational system
- To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5-1-11 or by any other statute as used herein the term "educational function" is defined as it is in IC 20-33-2-37, (IC 20-33-8-7), as added by Acts 1973, PL 218: the term "educational function", means the performance by a school corporation, or its officers or employees, of an act or as a series of acts in carrying out school purposes. The following corrective actions may be modified by the administration due to mitigating and/or aggravating circumstances.

Disciplinary Action for Office Referrals - Counseling, parent meeting, detention, suspension, behavioral plan, referral to probation and expulsion could be used to encourage students to improve or change his/her behavior.

CLASSROOM POLICY - The policy designed by the individual classroom teacher. This policy will be shared with the students in that class and a copy will be submitted to the Principal.

STUDENT EXPECTATIONS

- **Do what is right** - Students are responsible for their actions and are expected to do what is right all the time.
- **Do your best** - Students will improve their self-esteem by keeping a positive attitude and always giving their best effort. All students are expected to do their best.
- **Show respect** - Students will show respect for themselves, for others, and for the property of others. Students must also show respect for the truth.

CLASSROOM EXPECTATIONS

- Students enter the classroom prepared to learn - writing tools, correct books, paper, and assignment book.
- Students are to leave book bags, sports bags, purses, jackets/coats, and electronic devices in lockers or make arrangements with the office. Exceptions must be approved by the administration.
- Students must follow individual teacher's classroom rules and expectations. Teachers have the right to accelerate the progression of infractions depending on the student's behavior. Any action that deters from the purpose and mission of "school purposes" may be disciplined.

VERBAL WARNING - A discipline notice will be recorded in the office.

WRITTEN WARNING - A discipline notice will be written and sent home to the parent/guardian.

LUNCH/RECESS DETENTION - During lunch and recess students sit by themselves, eat lunch and do classroom work and/or read.

BEHAVIOR PLAN - A plan of action, created by the principal, classroom teacher and parents, to prevent previous behaviors from reoccurring and disrupting the learning environment for the teacher and students. Incentives and consequences will be included within the behavior plan.

SOCIAL PROBATION - Social probation is a restriction placed upon a student who fails to demonstrate respectful and responsible behavior and who has chosen to violate the school's code of conduct, and/ or the law.

- Social probation may be given for a specific event, or any length of time for any infraction of school rules
- The student will attend school during normal school hours, but must leave school grounds at 3:00 p.m. and not return until the next day of classes.
- A behavior contract may be incorporated prior to social probation being implemented
- While on social probation a student may not participate in any after school activity, except after-school detention and tutoring. This includes all, extra-curricular events or programs (home or away)
- Students may also be excluded from field trips while on social probation.
- Students will be allowed to ride the bus unless a separate bus suspension has occurred.
- Once a social probation violation occurs, an in-school suspension (ISS) will be assigned and the probation period may be extended.

AFTER-SCHOOL DETENTION (ASD) - Supervised study time served after school.

- Detention can be assigned by the teacher/principal on any day of the week and lasts until 4:00 pm.
- Detention students must remain silent and work on homework or read a library book. Magazines are not permitted.
- Students arriving without proper materials may be removed from detention.
- Any student removed from detention by the supervisor will be assigned one (1) day of In-School Suspension.
- Following detention, students must leave the building by 4:10 pm
- Students will not be assigned to detention the day of the incident, unless parent communication has taken place.
- **Assigned detentions will only be rescheduled in emergency situations and only by parent contact with the principal/assistant principal.**
- Detentions missed due to student absences and/or school cancellations will be rescheduled and made-up on the next day the student is present at school.
- Only detention students are allowed to attend unless prior approval with the Principal or their designee.

IN-SCHOOL SUSPENSION (ISS) - A student is removed from the regular classroom setting and assigned to a supervised area away from the other students.

- Upon arrival to school, ISS students must pick up all books at their locker and report directly to the office.
- ISS students must complete all assigned work missed that day. Teachers may assign additional work. A student may read after completing all work assigned by teachers and/or the supervisor if permission is granted.
- The student will miss all recess time and special class time
- ISS students will be given three (3) restroom breaks (morning, lunch, afternoon).
- Lunch will be served and eaten in the ISS room. Students may not bring lunch or use the ala carte line.

OUT-OF-SCHOOL SUSPENSION (OSS) - disciplinary action that does not constitute an expulsion, whereby a student is separated from school attendance for a period of not more than ten (10) school days. (IC 20-33-8-7).

RESTITUTION - The student will pay for damages caused either directly or indirectly because of their actions. Restitution may be made in the form of monetary payment and/or work detail to equal the amount owed.

SATURDAY SCHOOL - Students assigned will attend from 8:00 am until 12:00 pm. Assignments must be collected in advance from the classroom teacher and will be submitted to the Saturday School supervisor before leaving. Failure to attend or successfully complete the requirements will result in an out-of-school suspension.

WORK DETAIL - Hours of service for the school district completed to substitute for other consequences listed above. Work detail is a non-paying consequence. NOTE: *Students may be assigned to work detail during the month of June to complete obligations for violations committed. Failure to complete assigned days of work detail will result in further disciplinary actions at the beginning of the following school year.*

RISQ PROGRAM - ADAMS COUNTY COMMUNITY CORRECTIONS

Reduce Misbehavior Improve Attitude Skills Taught Quality Students

RISQ PROGRAM PROCESS (grades 5-12)

- Student is suspended from school.
 - Student and/or parent/guardian meet with school official.
 - Student is referred to the RISQ Program as a Court Administered Alternative to Out-of-School Suspension, pursuant to IC 20-33-8.5.
- Student and parent/guardian attend the Court hearing and Intake meeting with Community Corrections personnel at the Adams County Courthouse, 2nd Floor, at 112 S. 2nd St., at 8:15 am on the first full day of the suspension period.
- Student is ordered to participate in the RISQ Program (classroom and community service) for the duration of the Court Administered Alternative to Out-of-School Suspension (CAOSS) and in any other program determined by school officials.
- Student returns to school. All assignments will be placed in a sealed packet and given to the student to submit to the school official upon return. Special provisions may be made for the return of tests or quizzes.
- RISQ Program staff will provide to the school a Summary Discharge Report and Community Service Evaluation upon the student's completion of the program.

**Participation in RISQ is a court sanction.
Both students and parents are required to comply. Failure to do so may result in further consequences through the court system for both parents and students.**

EXPULSION - Student is separated from school attendance for a period exceeding ten (10) school days (IC 20-33-8-3).

GROUND FORS SUSPENSION AND/OR EXPULSION - The grounds for suspension or expulsion apply under the following categories:

- Student Misconduct and/or Substantial Disobedience (see page 28)
- Bullying/Harassment (see page 20)
- Drugs, Alcohol and Other (see page 23)
- Possessing A Firearm or A Destructive Device (see page 27)

- Possessing A Deadly Weapon (see page 31)

and when a student is:

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

A violation by a student of a rule listed under Student Misconduct and/or Substantial Disobedience and Bullying is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

RIGHT TO APPEAL - The student or parent has no right to appeal an expulsion decision to the school board as the school board has voted not to hear student expulsion appeals (IC 20-33-8-18, IC 20-33-8-19).

STATUS OF STUDENTS UNDER SUSPENSION/EXPULSION - Students who are under suspension by administrative action and those who have been expelled by action of the Board of Education are not permitted to be on school grounds or in the school building. The student may not participate in or attend any school event during the period of the suspension or expulsion. This includes participating and/or observing. Examples are sports, dance, music, clubs and organizations.

RIGHT TO SEARCH - A school administrator has the right to search a person, place, or thing (this includes school lockers, purses, cell phones, and vehicles driven by students to school, students in areas without a valid pass, or unreasonable amount of time has passed on a valid pass) as long as the administrator has reasonable suspicion that such a search would lead to the discovery of:

- Evidence of violation of the student conduct code contained in the student handbook
- Anything, which presents an immediate danger of physical harm or illness to any person

**Federal and state laws make the possession, use, sale, or delivery of alcoholic beverages and controlled substances (i.e. tobacco, prescription drugs, and drugs) illegal.

UNLAWFUL ACTIVITY - A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SEVERITY CLAUSE - Failure to comply with any of the listed disciplinary actions will automatically result in the next violation procedure. If the violation is deemed major, the principal may start a student on a violation step further down on the procedure.

DISCIPLINARY POLICIES AND PROCEDURES

ACADEMIC DISHONESTY OR CHEATING - Academic dishonesty is a problem in many schools today. Therefore, the following policy has been written to ensure that all South Adams students, parents, and teachers understand what actions are considered academically dishonest and what the consequences are for such actions. Academic dishonesty is an action intended to obtain or assist in obtaining credit for work that is not one's own. Examples of academic dishonesty may include, but are not limited to the following:

- Communicating with another student during an examination or quiz

- Copying material during an examination or quiz
- Allowing a student to copy from one's examination or quiz
- Using unauthorized notes or devices
- Submitting falsified information for grading purposes
- Obtaining a copy of and/or information about an examination/quiz without the knowledge/consent of the teacher
- Submitting a paper or project which is not the student's work
- Copying another person's assignment
- Allowing another student to copy one's assignment
- Removing examinations or parts of examinations without the knowledge/consent of the teacher
- Impersonating a student to assist the student academically
- Having another student impersonate the student to assist academically
- Stealing or accepting stolen copies of tests or answer keys
- Changing answers and seeking credit on an assignment/examination after the work has been graded
- Altering a teacher's grade book
- Falsifying information for applications
- Using computers, audio/visual aids and programmable calculators in violation of guidelines established by the teacher
- Using professional help such as an author, expert, or purchased service in violation of guidelines established by the teacher
- Unlawfully copying computer software or data created by others
- Misusing school computer systems which are used for student, staff, or administrative purposes
- Any other violation intended to obtain credit for work completed which is not one's own

Definition of Collaboration - Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures and expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Definition of Plagiarism - Plagiarism is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own. Types of plagiarism include word-for-word, mosaic (rearrangement or rewording without documentation) and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

- Failing to cite with quotation marks the written words, or symbols of another author
- Failing to footnote the author and sources of materials used in a composition
- Failing to cite research materials in a bibliography
- Failing to name a person quoted in an oral report
- Failing to cite an author whose works are paraphrased or summarized
- Presenting another person's creative work or ideas as one's own in essays, poems, music, audio, art, computer programs or other projects
- Copying or paraphrasing ideas from literary criticism or study aids without documentation

Corrective Action:

The above infractions for academic dishonesty are to be reported by all teachers. The corrective actions may include, but are not limited to, the following:

- No credit given for the material (assignment, project, test, etc.) in question
- Teacher conference with the student
- Referral by the teacher to an administrator
- Parent notification by the student's teacher
- Lunch and/or After-School Detention(s) by administrator discretion

ARSON/MISCHIEF - Setting fire to any school property or damaging any school property by the use of fire, pipe bombs, or other means of incendiary devices or attempting to set fire or cause damage through the use of such devices.

Corrective Action:

Restitution, suspension with possible administrative recommendation to expel and notification of law enforcement.

ASSAULT/THREAT/BATTERY/INJURY OF A SCHOOL EMPLOYEE - 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. Willfully participating in a physical altercation, reckless behavior or disorderly conduct that results in injury to a South Adams employee. Threatening to strike, attack, or harm a South Adams employee through any means of communication, including gestures, symbols, or signals, such as threatening "to get" a South Adams employee, creating a "hit list" of South Adams employees who may be put in fear of harm, or warning a South Adams employee that a family member might get hurt. Also, knowingly or intentionally touching, or placing blood or any other bodily fluid or product on a South Adams employee in a rude, insolent or angry manner including any such touching that occurs when the South Adams employee is making a reasonable attempt to intervene in a student fight or other physical altercation.

Corrective Action:

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed.

BULLYING/HARASSMENT (HEA 1423 & PL 285-2013) (Board Policy 5517.01) - "Bullying" (IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other 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 other 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
- 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

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time-both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

- **Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- **Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- **Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- **Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).
- Any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures. (IC 20-33-8-6)

This rule (IC 20-33-8-13.5) applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group (including summer school)
- Off school grounds at a school sponsored activity, function, or event;
- Traveling to or from school or a school sponsored activity, function, or event
- Using property or equipment provided by the school

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation
- The individual committing the bullying behavior by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment

Six Statutory Exceptions to the New Definition - IC 20-33-8-0.2(b) states six specific circumstances that are not to be included in the new definition and may “not be interpreted to impose any burden or sanction” if the alleged bully’s conduct consisted of:

- Participating in a religious event.
- Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution and/or Article 1, Section 31 of the Constitution of the State of Indiana.
- Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- Participating in an activity undertaken at the prior written direction of the student’s parent.
- Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying is prohibited at South Adams Schools and school personnel will investigate all reports of bullying promptly. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Each time a student believes he/she has been bullied or harassed, he/she should report the incident as soon as possible. *These reports may be made in person or through the Report Bullying link on the school website. Reports may be made anonymously.* During the investigation, additional students may be asked to complete a report. These reports will be compiled and kept until the students involved in the incident graduate. Any student who witnesses an act of bullying or harassment should also complete an incident report.

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

Corrective Action:

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. The corrective action for each violation ranges from warning to suspension with recommendation for expulsion and referral to law enforcement depending upon the decision of the administrator determining the disposition of the infraction committed.

Failure to Report and/or False Reporting - Any student that fails to report a bullying incident and/or files a false report of bullying will receive disciplinary action as required by IC 20-34-6. The corrective action ranges from detention to suspension with recommendation for expulsion and referral to law enforcement depending upon the decision of the administrator determining the disposition of the infraction committed.

A record made of investigation, a disciplinary action, or a follow-up action performed under the rules adopted under this section is not public record under IC 5-14-3.

****Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

BUSING - Riding bus transportation to and from school is a privilege, not a right. Students are expected to sit in their bus seat the entire bus ride. The school bus is part of the school day and can be considered as the first class in the morning and the last class in the afternoon. The bus is the driver's classroom just like the gym is PE teacher's classroom. Students are expected to keep their hands and feet to themselves and to talk quietly. Students are expected to obey the bus driver and follow the rules the driver has in place. Students will show respect to others, themselves, and the property of others. Students who do not follow the rules may be written up and a bus discipline referral will be sent to the office. **Parents are responsible for the child's conduct at the bus stops. South Adams Schools responsibility begins when the student steps on the bus in the morning and ends when the student steps off the bus in the afternoon.**

Corrective Action: Parents will be notified in advance before any bus suspension occurs

First Violation - Written Warning.

Second Violation - Bus Suspension; **not** allowed to ride any bus for 1 school day.

Third Violation - Bus Suspension; **not** allowed to ride any bus for 3 to 5 school days.

Fourth Violation - Bus Suspension; **not** allowed to ride any bus for 5 to 10 school days.

Fifth Violation - Bus Suspension; **not** allowed to ride any bus for the remainder of the school year.

Any days missed due to absence and/or weather cancellation do not count and will be added to the end of the original suspension dates.

NOTE: A bus driver has the right to suspend a student from riding the bus for one (1) day

CHRONIC VIOLATION OF RULES - Violations, or repeated violations of any rule or rules validly adopted by the school principal, superintendent, or Board of Education.

Corrective Action:

The corrective action ranges from a warning to suspension with recommendation to expel depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

DISRUPTION OF THE EDUCATIONAL PROCESS - Bringing to or possessing at school any object without permission of South Adams educational personnel that has no educational purpose and may distract from instructing and learning such as lighter, matches, trading cards, toys, games, etc. Using violence, force, noise, coercion, threats (physical or verbal), intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct (see grounds for suspension/expulsion in the preceding section of this handbook).

Corrective Action:

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

DRESS/PERSONAL APPEARANCE/IMPROPER ATTIRE - Dressing and grooming standards are considered an essential part of the educational process and these guidelines have been established to teach grooming and hygiene, prevent disruption and minimize safety hazards. All students are expected to dress and groom themselves neatly in clothing suitable for school activities.

The school has the right to request a student to change his/her dress or personal grooming habits if it is deemed inappropriate or disruptive to the educational environment. Repeat violations of the dress and grooming guidelines shall be considered in defiance of authority and may result in disciplinary action. Administrators will make the final determination as to what constitutes appropriate attire. All students at South Adams are to abide by the following:

- Shirts showing any reference to alcohol, tobacco or drugs are not permitted. Shirts that have any expression of or reference to vulgarity, obscenity, violence, death, racial overtones, or double meaning are not permitted. Clothing with offensive writing and/or pictures is unacceptable as is clothing torn or tattered in unacceptable places.
- All clothing should be in good repair.
- Pants with holes, rips, or slit/s above finger-tip length that shows skin and/or undergarments are not permissible.

- Tops and shirts are to be modest and not low cut. Tops should not allow the abdominal area or undergarments to be showing.
 - Pants are not to be worn below the waistline.
 - Shorts and skirts/dresses should not be so tight fitting that it prevents students to sit at a desk in modest fashion.
 - Shorts and skirts/dresses must extend to the ends of the fingertips when arms are held relaxed at the student's sides.
 - Students are not to wear hats, caps, hoods, bandanas or sunglasses in the building except during designated days.
 - Students are not to wear pajamas/pajama like outfits or pajama type slippers, or carry other types of items such as blankets or pillows in the building except during designated days.
 - Gang or secret organization paraphernalia or apparel is not permitted at school. Any gang-like bandanas are unacceptable.
 - Shoes with wheels are prohibited on school grounds.
 - Students must wear proper court shoes (no flip-flops, sandals, or Crocs) to fully participate in gym class. The gym teacher will determine which shoes are acceptable.
 - For safety reasons, it is *recommended* that elementary students wear shoes with a closed toe and heel to school. Students who wear flip-flops, sandals, and Crocs to school are more likely to injure their feet and toes during recess.
- Shorts are not to be worn to school between Fall Break and Spring Break. Shorts may be worn during gym class with instructor permission.
 - Earbuds are not jewelry and should not be worn without being plugged into a school device.

Due to the constantly changing variety of apparel styles, the administration has the authority to determine if a clothing item or accessory not specifically listed in this dress code is appropriate for school attire. Students who do not conform to the dress code guidelines will be given appropriate clothing to wear or parents will be called to bring appropriate clothing.

Corrective Action:

First Violation - Written Warning and possible confiscation of item (hats, etc.).

Second Violation - One (1) Lunch/Recess Detention

Third Violation - One (1) After-School Detention

DRUGS, ALCOHOLIC BEVERAGES AND OTHER - *South Adams Schools is a Tobacco, Vapor, Drug, Alcohol and CBD Free Campus.* Possessing, using, selling, providing to another person, or being under the influence of any substance, which is or contains alcohol, marijuana, a stimulant, a narcotic, a depressant, steroid, amphetamine, depressant, inhalant, banned substances, a hallucinogen or other intoxicants whether prescribed or sold over the counter (without a prescription), or any substance represented by the provider to be any of the listed substances. These rules apply to any school-sponsored activity, or taking place anywhere on the school property. Anyone caught selling/possessing drugs and/or drug paraphernalia (i.e. pipes, bongs, clips, rolling paper, etc.) or alcohol on school premises or at a school sponsored function, will be suspended and recommended for expulsion. The school will also prosecute the individual through law enforcement. Students using medication prescribed by a licensed health care provider authorized by law to prescribe medication for that student, does not violate this rule (IC 20-33-8-13). "Look-A-Likes" or substances representing, will be considered as real.

- Misuse of over the counter drugs - Possessing, using transmitting or being affected by, any over the counter drug or substance in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed South Adams medication form.
- Misuse of prescription drugs - Possessing, using, transmitting or being affected by a prescription drug in a manner not authorized by written parental or guardian permission evidenced by an unexpired, properly executed South Adams medication form.
- Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - *Exception:* a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written

authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- ❖ That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - ❖ The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - ❖ The student has been instructed in how to self-administer the prescribed medication.
 - ❖ The student is authorized to possess and self-administer the prescribed medication.
- Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
 - Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

Corrective Action:

The corrective action ranges from a warning to expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. Notification of law enforcement if in violation of State and/or Federal laws.

ELECTRONIC DEVICES - Electronic devices such as cell phones, Gameboys, PSP's, cameras, mp3 players, iPods, laser pointers, iPads, Kindles, other hand held electronic devices (except calculators) and any other music play devices are non-essential school items.

- Students are prohibited from using these non-essential school items during the school day. They are to be kept in a student's assigned locker with the power off, and are not to be used during instructional hours; 7:55 am to 2:55 pm. This includes lunch periods and passing periods, as well as on school sponsored trips and driver education classes. Non-essential school items are not permitted in the classroom during instructional hours.
- Laser pointers are prohibited and shall not be brought to school.
- Headphones and/or earbuds are not to be worn unless being used properly. They are not to be plugged into any device except those provided by the school and only with teacher permission.
- Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment. The only exception to this would be for medical reasons/emergency only. This exception requires a report from the child's medical doctor explaining the need for the exception.
- Use of cell phones on school grounds will be allowed only before or after the instructional day; 7:55 am to 3:00 pm. Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish their consequences for the use and/or misuse of these devices.
- Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- The school will not be responsible for loss, damage, or theft of any electronic device brought to school.

Corrective Action: Item(s) will be confiscated.

First Violation - written warning and parent/guardian must retrieve the device.

Second Violation - one (1) lunch/recess detention and parent/guardian must retrieve the device.

Third Violation - one (1) after-school detention and parent/guardian must retrieve the device.

Fourth Violation - three (3) after-school detentions and parent/guardian must retrieve the device.

Those students failing to comply will face increasing disciplinary action.

****Students are informed that continued violations of this offense could carry over and accumulate from one school year to the next.***

FALSE ALARMS/BOMB THREATS/OTHER DISRUPTIONS - Preventing, or attempting to prevent, by physical act the convening or continued function of any school or educational function, or of any meeting or assembly on school property, or educational function, or of any meeting or assembly on school property, or at a school related activity, including the making of a false report of a bomb, fire, or uncommon disease producing organism, triggering a false alarm, or sending an actual or look alike uncommon disease producing substance to any school property, vehicle or activity.

Corrective Action:

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed. Law enforcement may also be notified.

FIGHTING - Physical aggression between students causing or intending to cause bodily harm (for example: punch with a fist). Self-defense or reasonable action undertaken on the belief that it was necessary to protect oneself shall not, however, constitute a violation of this provision. If overt aggression is identified with one student, the discipline policy may affect only one student.

Corrective Action:

- First Violation** - One (1) After-School Detention (Administration has discretion to modify depending on seriousness).
- Second Violation** - 3-5 After-School Detentions and administrative conference with student and parents.
- Third Violation** - 3-5 days of In-School Suspension
- Fourth Violation** - 5-10 days of Out-of-School Suspension
- Fifth Violation** - Suspension with administrative recommendation to expel.

FIRECRACKERS, STINK BOMBS, AND RELATED MATERIALS OR DEVICES POSSESSION - Possessing or using any fireworks product or explosive device.

Corrective Action: Explosives confiscated and law enforcement may be notified

- First Violation** – One (1) day of In-School Suspension
- Second Violation** - Three (3) days of Out-of-School Suspension
- Third Violation** - Suspension with administrative recommendation to expel

FOOD AND BEVERAGE - Chewing gum, eating candy, drinking pop or distributing candy, gum, or pop during the school day is not permitted unless the teacher's permission is given. If candy is a part of a student's lunch, it must be consumed in the cafeteria during the student's lunch period. See Cafeteria/Lunch Period (page 31) for more details. Bottled water may be consumed during the school day.

Corrective Action:

- First Violation** - Written Warning
- Second Violation** - One (1) Lunch/Recess Detention
- Repeated Violations** - The corrective action ranges from after-school detentions to suspension depending upon the decision of the administrator determining the disposition to the infraction committed.

GAMBLING - Playing any game of skill or chance for money or anything of value.

Corrective Action:

The corrective action ranges from a warning to suspension depending upon the decision of the administrator determining the disposition to the infraction committed.

GANG ACTIVITY OR ASSOCIATION AND CRIMINAL ORGANIZATION (IC 20-26-18) - Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attributes, which indicate or imply membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur. Any student wearing, carrying, or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance

of another student shall be subject to disciplinary action. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and or educational objectives
- Present a physical safety hazard to self, students, staff, and other employees
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence
- Imply gang membership or affiliation by written communication, tattoos, drawing, painting, design, and emblem upon any school or personal property or on one's person

Corrective Action:

Suspension with the possible recommendation to expel.

NOTE: School officials shall notify law enforcement and the county prosecuting attorney's office when a student is expelled under this rule.

GENERAL MISBEHAVIOR - Including, but not limited to, physical contact, reckless behavior, disrespectful conduct, insubordination or uncooperative behavior, refusing to work during class time, disruptive behavior, lying, forgery, name-calling, teasing, use of abusive language, use of vulgarity, profanity or abusive language, songs with inappropriate themes & language, possessing, using, or throwing water balloons, water guns, out of area, etc.

Corrective Action - Classroom behavior problems will be first addressed through the teacher's classroom policies. These individual classroom policies will include, but will not be limited to, the following options.

- Discuss the problem in private with the student.
- Contact the parents for their help.
- Refer to a guidance counselor for counseling.
- Impose consequences at the discretion of the teacher.

If a student continues to be a disruptive force in class or the school building and the teacher has exhausted the classroom policies, that student can be sent to the office with a disciplinary referral. In extreme behavior situations, a student may be sent to the office with a disciplinary referral for their first offense. The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition of the infraction committed.

INSUBORDINATION - Refusal to follow a reasonable directive from a staff member. This means disobeying by either your actions or words and thus demonstrating a defiant attitude. A request will be considered reasonable unless it is immoral, illegal, or degrading.

Corrective Action:

- First Violation** - One (1) After-School Detention
- Second Violation** - Three (3) After-School Detentions
- Third Violation** - One (1) day of In-School Suspension
- Fourth Violation** - Three (3) days of In-School Suspension

LEAVING ASSIGNED AREA WITHOUT PERMISSION - Students are expected to be in their assigned area (ex. classroom, cafeteria, gym, etc.) with staff knowledge of those whereabouts at all times. Elementary students are not to be in the Middle School and/or High School before, during or after school hours without permission from a South Adams staff member.

Corrective Action:

- First Violation** - One (1) lunch/recess detention
- Second Violation** - One (1) after-school detention
- Third Violation** - one (1) day of In-School Suspension
- Repeated Violations** - Two (2) days of In-School Suspension

PHYSICAL AGGRESSION (THREATENING, RISKING, CAUSING, OR ATTEMPTING TO CAUSE INJURY) -

Students shall not use, threaten to use, or attempt to use physical force or violence or engage in other conduct that may cause injury to others. Examples of behavior that would violate this Behavioral Expectation include, but are not limited to throwing objects, pushing, kicking, biting, threatening with physical harm, provocation, hazing, and battery.

Corrective Action:

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition of the infraction committed.

POSSESSING A FIREARM OR DESTRUCTIVE DEVICE - No student shall possess, handle or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:

- Any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
- For purposes of this rule, a destructive device is
 - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - a combination of parts designed or intended for use in the conversion of a device into a destructive device.
 - Using or possessing gunpowder, ammunition, or an inflammable substance.

NOTE: A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

Corrective Action:

A student identified as possessing, handling, transmitting to school or on school property any loaded or unloaded weapon that is capable of or designed to or that may readily be converted to expel a projectile by the way of an explosion will be suspended up to ten (10) days and expelled from school for at least one (1) calendar year. The student may return at the beginning of the first semester after the one year period. The superintendent shall notify the appropriate law enforcement agency when a student has been expelled under this rule. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

PROFANITY AND VULGARITY - Students are not to say, write, deliver notes with, or gesture profane and vulgar words. If the profanity is directed toward a staff member of the school, the disciplinary action will be at least one after-school detention.

Corrective Action:

- First Violation -** One (1) Lunch/Recess Detention
- Second Violation -** One (1) After-School Detention
- Third Violation -** Three (3) After-School Detentions

PUBLIC DISPLAY OF AFFECTION - Students are not allowed to hold hands, put arms around each other, embrace, and/or kiss.

Corrective Action:

- First Violation -** Written Warning
- Second Violation -** One (1) Lunch/Recess Detention
- Third Violation -** One (1) After-School Detention

PUBLIC IMMODESTY OR INDECENCY - Students shall not engage in immodest or indecent activity, or actions that may be a distraction or interrupt the educational process. Examples of behavior that would violate this expectation include, but are not limited to:

- Public Display of Affection - Kissing, long embraces, excessive and/or inappropriate touching (groping).
- Inappropriate conduct - Engaging in speech or conduct which is profane, indecent, lewd, vulgar or offensive to school purposes. "Depantsing" is inappropriate.
- Sexual Behavior - Engaging in any sexual activity while in school, on school property or while participating in, or during attendance at, school sponsored activities or events. This includes inappropriate public display of affection.
- Peeping - Surreptitiously looking into an area of a school facility where an individual could reasonably be expected to be disrobed, including restrooms, shower and dressing rooms, either in person or by means of a camera, a video recorder, or any other type of recording or imaging device.
- Public Indecency - Publicly appearing in a state of indecency while in school, on school property, or while participating in or during attendance at school sponsored activities or events.
- Possession or Distribution of Pornographic Material - Possessing or distributing materials, which would reasonably be considered offensive by South Adams community standards for students, which are without redeeming educational or social value, or which contain language considered vulgar, profane, or otherwise inappropriate.

Corrective Action:

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition of the infraction committed.

STUDENT MISCONDUCT AND/OR SUBSTANTIAL DISOBEDIENCE - The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

- Disrupting a class or school activity.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - Setting fire to or damaging any school building or school property.
 - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
- Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
- Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- Causing or attempting to cause battery by body fluids to any individual or groups of individuals.
- Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
- Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- Physically, sexually, and/or psychologically harassing a person(s) by other person(s).
- Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state/federal law.

- Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in pranks or other similar activity that could result in harm to another person.
- Creating or distributing information including information distributed via mail or through a website, and/or technology means that results in or is likely to result in the disruption of an educational function, advocates a violation of law or student conduct, is sexually explicit or obscene, is slanderous or defamatory, or invades the privacy of an identified or identifiable person.
- Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - engaging in sexual behavior on school property
 - engaging in sexual harassment of a student or staff member
 - disobedience of administrative authority
 - willful absence or tardiness of students
 - engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity
 - violation of the school corporation's acceptable use of technology policy or rules
 - violation of the school corporation's administration of medication policy or rules
 - possessing or using a laser pointer or similar device.
 - violation of attendance policy, including tardies and truancy.
- Any student conduct rule the school building principal establishes and gives notice to students and parents.

Corrective Action:

The corrective action ranges from a warning to suspension with potential recommendation for expulsion depending upon the decision of the administrator determining the disposition to the infraction committed.

SUBSTITUTE (GUEST) EMPLOYEES REFERRING STUDENTS - Substitute employees fill a vital role at South Adams Elementary. Their willingness to serve South Adams permits student learning to continue during the absence of the regular staff member. Substitute employees that refer a student to the office because of any misconduct or behavior issue or commits a school rule violation will result in a corrective action disposition.

Corrective Action:

One (1) After-School Detention or other conditions to be determined by administration.

THEFT OF SCHOOL OR PRIVATE PROPERTY - Stealing, or attempting to steal, damaging school property or the property of others such as guests, students, faculty members, or staff members of the school corporation. This includes taking or possessing school property or the property of another person without permission. This also includes receiving, retaining or disposing of school property or the property of another person that has been the subject of theft or conversion.

Corrective Action: Mandatory financial restitution

Options (depending upon seriousness of act and number of violations)

- 1-5 After-School Detentions
- 1-5 days of Suspension
- Suspension with administrative recommendation to expel
- Prosecution through law enforcement officials

NOTE: Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

****Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

TOBACCO/NICOTINE - *South Adams Schools is a Tobacco, Vapor, Drug, Alcohol and CBD Free Campus.* Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery system. Items found in a student's possession will be confiscated. Students aiding or contributing to the students violating this rule will be subject to the consequences as those using tobacco.

Corrective Action: Law enforcement will be notified for each incident.

First Violation - Three (3) After-School Detentions

Second Violation - Three (3) days of In-School Suspension

Third Violation - Out-of-School Suspension with possible administrative recommendation to expel.

****Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

TRESPASSING - Entering any school property or facility without proper authority including entering school property or a school sponsored activity during a period of suspension or expulsion. School transportation vehicles would also be considered as school property.

Corrective Action:

Assigned to a minimum of two (2) days of suspension with possible notification to local law enforcement officials.

VANDALISM OF SCHOOL OR PRIVATE PROPERTY - Intentionally causing or attempting to cause damage to school or private property. This includes graffiti. This includes staff members' property during non-school hours.

Corrective Action: Mandatory financial restitution

Options (depending upon seriousness of act and number of violations)

- 1-5 After-School Detentions
- 1-5 days of Suspension
- Suspension with administrative recommendation to expel
- Prosecution through law enforcement officials

NOTE: Pursuant to Indiana Code IC 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

****Students are informed that continued violations of this offense will carry over and accumulate from one school year to the next.***

WEAPONS POSSESSION - Knowingly possessing, handling, or using any object that can reasonably be considered a weapon is represented to be a weapon, or looks like a weapon or other item(s) that appear to be a dangerous device. "Dangerous device" (IC 35-41-1-8) means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student at the direction of a teacher during school or during a school activity. "Look-A-Likes" will be considered to be real.

- Possessing or using any weapon, device, laser, electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
- Such objects shall not include school supplies where they have a function in which the student is engaged and school personnel have granted permission. Items of this nature must be kept in the classroom of use. Students may not carry pocketknives or multi-tools with knives to school.

Corrective Action:

The corrective action ranges from a warning to a suspension to a mandatory one year expulsion depending upon the decision of the administrator determining the disposition to the infraction committed. All infraction dispositions may be accelerated at the discretion of the administration.

WEAPONS (DEADLY) POSSESSION - No student shall possess, handle or transmit any deadly weapon on school property. The following devices are considered to be deadly weapons for purposes of this rule:

- a weapon, Taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
- an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
- a biological disease, virus, or organism that is capable of causing serious bodily injury

Corrective Action:

Suspension for ten (10) days and expulsion from school for a period of up to one (1) calendar year. The superintendent shall notify the appropriate law enforcement agency when a student has been expelled under this rule.

GENERAL INFORMATION

BOOK BAGS - Book bags, sports bags, coats, purses, etc. are not to be brought to class. These items should be kept in lockers unless given permission from the classroom teacher for that period.

CAFETERIA/LUNCH PERIOD - The school cafeteria is maintained as a vital part of the health program of the school. South Adams maintains a closed lunch period and students must remain at school for lunch, with special exceptions granted by the administration. Students whose families meet requirements for the Free and Reduced Lunch Program may obtain an application from the Food Service Director.

The following regulations have been established for the cafeteria.

- Three (3) serving lines for the National School Lunch Program.
- Offer vs. Serve is implemented to reduce costs and food waste.
- A signed Physician's statement must be on file in the Cafeteria Office before any disability-based changes (including food allergies) will be made to a student's meal. This statement must include specific substitution(s) replacing any food allergy.
- Carbonated beverages, such as pop, are not permitted in the cafeteria during lunch due to State and Federal guidelines for the National School Lunch Program.
- The cafeteria will not be able to cash checks and return change. Therefore all checks and money will be deposited in the student's lunch money account.
- All food and drink must be consumed in the cafeteria area unless approved by administration.
- No food shall be carried in from outside restaurants (i.e. McDonalds, Subway, Pizza Hut, etc.)
- During lunch, students are to remain in the cafeteria.
- Microwave ovens are available for student use
 - Items must be covered with lids or protective sheets
 - Microwave popcorn is not allowed
- Students are allowed to place un-opened pre-packaged food or beverages in the "share bins".
- Meal Costs are as follows:

Student Breakfast -	\$1.60	Adult Breakfast -	\$1.60	Milk -	\$.50
Student Lunch -	\$2.35	Adult Lunch -	\$3.30		

FIELD TRIPS/CONVOCATIONS - Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Each grade level is allowed to take two field trips. Students may be asked to pay for additional field trips. No student may participate in any school-sponsored trip without parental consent. Students who have had multiple office referrals may be denied the right to attend any field trip. These students may also be denied access to any school-wide convocation.

LIBRARY - The Library is available for student-use from 8:00 am - 3:00 pm Monday through Friday. Students have access to research materials, project items, and pleasure reading material. No food, candy, gum or drinks are allowed in the library.

CHECK-OUT POLICY

- No materials may be taken from the library without being checked out.
- Students are limited to three (3) items. An exception will be made for students who are working on research projects and need extra materials.
- A book may be renewed unless someone has placed a hold on that book.
- Students and staff are expected to pay for any lost or damaged books.
- Books may be kept for two (2) weeks. Magazines may be kept overnight.

LOCKERS - A locker is assigned to students at the beginning of each school year. Elementary students are prohibited from locking their lockers. The lockers are the property of South Adams and are subject to inspection by authorized school personnel. Periodic inspection of lockers may be made by the administration. Students must use only the locker assigned to them and are not allowed to share lockers. **Money should not be left in the lockers at any time.** If money gets stolen, report it to the office. It is very difficult to get it returned. Students should not kick their locker. Disciplinary action is at the discretion of the administration. Any school violation will be administered to the person/persons in a locker with the corrective actions assumed by the person/persons involved.

LOST AND FOUND - Students should label all personal items with their name. Bring all articles found to the office where the owners can claim the articles. Once the item goes unclaimed, it will be placed in a central location.

PARTIES AND TREATS - On special occasions and with the approval of the principal, classroom parties will be held. The teachers and the room parents will organize parties. A common practice among elementary students is to share treats with classmates on or around their birthday or for other "special occasions" approved by the teacher. **All treats that are to be shared with students will need to be "prepackaged" or purchased items.** Students may not be aware of certain ingredients or preparation methods of items prepared at home that may cause a risk of illness.

PETS AND ANIMALS - Pets/Animals are not allowed unless they are part of a teacher's curriculum unit, with prior approval from the principal, or animals registered to assist individuals with disabilities. Personally owned and stray pets/animals may carry disease or cause allergic reactions and therefore will not be permitted.

PRINTED STUDENT MATERIALS - Any written or printed material produced, posted, circulated or otherwise distributed at South Adams must meet certain criteria. It must not be offensive and must be in good taste. Also, it must not be obscene, profane, or vulgar. If it is not a staff approved item, then an administrator must approve it before it can be distributed and/or posted in the school.

RECESS/PLAYGROUND - Recess is a learning activity for each child. During this time every child is learning social skills such as getting along with others, taking turns, sharing, communication with peers, and competitive sportsmanship. Recess also refreshes students enabling him or her to be more receptive to learning in the classroom. It is strongly suggested that students be mindful of current weather conditions and dress appropriately for such conditions. All recesses are supervised.

The following are recess policies:

- All children are required to go out to recess. The only exception is when a child brings a written note from his or her parent/guardian, stating the medical reason for staying in the classroom. If a child is to miss multiple days of recess, a note from a physician is required.
- In rainy or rainy extremely cold weather, recess will be held in the classroom. Children should be dressed according to the weather. If the wind chill (feels like) is at or below 10°F, recess will be inside.
- South Adams staff reserves the right to disallow any toys, games, electronic devices, etc.
- If a child has any problem at recess, they are to inform the adult on recess duty. The adult will in turn help solve the problem.
- The teacher or aide shall maintain good discipline on the playground. Students are expected to follow the playground rules and listen to the adults supervising the playground. Any severe discipline problem on the playground will be sent to the office.
- Any accident or emergency will be reported immediately to the elementary office and/or school nurse.

PLAYGROUND RULES:

The play area

- Children may use the area enclosed by the chain-link fence
- Students are not to play between the buildings or on the grass in between the sidewalk/cement curb and the building
- The grass area to the north of the school may be used when weather conditions are favorable for its use. Children are not to play on the grass if it is wet and muddy
- No student is to leave the playground to retrieve a ball unless given permission and then only while being closely observed by the aide or teacher on duty
- Balls will not be permitted on the grass when the grass is wet

Jungle gym, monkey bars, and chinning bars

- No ropes or balls will be allowed in the rubber chip areas
- Do not stand on top of the monkey bars
- Do not climb on top of the chinning bars

Other rules

- When playing with jumping ropes or toys, stay away from the play equipment
- The fence is not to play on
- No balls should be thrown between the buildings as the children come and go for recess
- Football - flag or two-handed touch. No tackling
- No fighting or play fighting will be tolerated
- No pretend war games with pretend guns and bombs
- Do not pick up, throw, or kick the rubber chips
- Do not throw grass
- Skateboards and shoes with wheels are prohibited

Snow/Ice

- Do not throw or kick snow/ice
- No playing king of the mountain on snow piles
- A student must wear boots to play in the snow off of the pavement
- A student must wear snow pants to get down into the snow

Playground Procedure

- Students will treat others the way they would like to be treated (no put downs).
- Students will use the playground equipment appropriately.
- Students will actively listen to the adult who is on duty.
- When the whistle is blown, students will immediately line up by class.
- Students will enter the building quietly and go directly to class.

Students who do not follow the playground rules will receive corrective action ranging from warning to suspension depending upon the decision of the administrator determining the disposition of the infraction(s) committed.

SPORTSMANSHIP - The student code of conduct addresses the issue of student dress and behavior for all South Adams activities. Many times, things that would not be permitted at school would be appropriate at an athletic event. School spirit is a valuable part of the school and its athletic contests. School spirit also comes with the responsibility to always demonstrate good sportsmanship. Items worn or statements made in support of school spirit should be positive.

The following responsibilities have been designed with the help of the IHSAA and the NFHS so safety can be maintained and all students understand what is acceptable during the contest. This policy covers all regular season contests and tournaments, unless specifically stated.

Code of Good Sportsmanship

- Show respect for self and others at all times
- Show respect for the officials. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials
- Know, understand and appreciate the rules of the contest. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules
- Maintain self-control at all times. Prevent the desire to win from overcoming rational behavior
- Recognize and appreciate skill in performance regardless of team affiliation
- Students need to realize that a ticket is a privilege to observe a contest and support South Adams school activities, not a license to verbally assault others or be generally obnoxious
- Students need to respect and cooperate with cheerleaders
- Students may wear items that would not be permitted during the school day. Hats, athletic attire, costumes, and wigs are permitted. Other items not listed must be approved prior to attending the event. Any item worn that may provoke the opposing team is not permitted
- Students need to wear shirts
- Students may form a run through lane before a home event (IHSAA tournament games excluded)
- Students may not be on the playing floor during warm ups
- Students need to be in the bleachers during the game. If students are standing, they need to stand on the first bleacher or higher
- Students will not use profanity, racial or sexual comments and intimidating language or actions directed at others
- During IHSAA tournaments students cannot:
 - display banners.
 - use megaphones.
 - use noisemakers (i.e. air horn cans, stadium horns, etc.).
- Consequences due to violations are at the discretion of the administration

TECHNOLOGY/ACCEPTABLE USE GUIDELINES - All K-5 grade students are issued an iPad for their educational use. Students are expected to follow the specific guidelines listed below and take any additional common sense precautions to protect the assigned iPad. Loss or damage resulting in failure to abide by the details below may result in full-financial responsibility.

By signing the student handbook, students who wish to use the internet and school devices have agreed they have read and agree to follow the iPad and Acceptable Use Guidelines printed in the student handbook.

South Adams Schools recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills. To that end, we provide access to technologies for student use.

The Acceptable Use Guidelines listed below outlines the behaviors that students are expected to follow when using technologies on school campus.

- The South Adams network is intended for educational purposes
- All activity over the network or using district technologies may be monitored and retained
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA)
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action
- South Adams makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies
- Students are expected to alert a teacher or staff member immediately of any concerns for safety or security

Technologies Covered - South Adams may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. South Adams Schools maintains a web page at www.southadams.k12.in.us. From time to time, pictures of activities at South Adams may be posted on the web page. These pictures may include students. Our district does not sanction or guarantee the accuracy or propriety or any information, offered services or products contained in

any website linked directly or indirectly to ours. As new technologies emerge, South Adams will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Usage Guidelines - All technologies provided by the district are intended for education purposes. All students are expected to use good judgment and to follow these guidelines as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access and Security - South Adams provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. ***Students who wish to use the Internet must have a signed acceptable use policy on file each school year.*** Students must keep in mind their use of technology will be supervised and monitored by teachers, staff members and computer programs and filters. This includes before, during, and after school hours. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web.

Email - South Adams may provide students with filtered email accounts for the purpose of inter-school communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed using the school's network or school devices. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Social/Web 2.0 & Collaborative Content - Recognizing the benefits collaboration brings to education, South Adams may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information. Online comments disrespectful to South Adams Schools, staff, students, and activities are unacceptable.

Mobile Devices - South Adams may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same acceptable use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored and will have the corporate filter agent installed.

Personally-Owned Devices - Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours unless instructed by a teacher or staff member for educational purposes. Because of security concerns, these devices are not to be used during school hours. Personal devices are not permitted on the school's Wi-Fi at any time.

Security - Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Downloads - Students should not download or attempt to download or run programs over the school network or onto school resources without express permission from the technology department. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette - Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there, and can sometimes be shared and spread in ways that were never intended.

Plagiarism - Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying - Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Acceptable Use Guidelines

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

Unacceptable Use Guidelines

I will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

Limitation of Liability - South Adams will not be responsible for damage or harm to persons, files, data, or hardware. While South Adams employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. South Adams will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Corrective Action:

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention and/or suspension from school and school-related activities

- Legal action and/or prosecution

STUDENT IPAD USE AND GUIDELINES - all students will sign an iPad use agreement at the beginning of each school year. The rules are as follows:

- I will keep my iPad clean by washing my hands before using it. Food or drinks will not be near my iPad.
- I will always know where my iPad is!
- I will always carry my iPad with two hands or by “hugging” it. I will never run while carrying it.
- I will keep my hands from other students’ iPads.
- I will not take my iPad out of the classroom unless my teacher tells me to. I will never take my iPad into the restroom!
- I will not put anything on top of my iPad or stack something on top of it.
- I will never put my iPad where it may fall or get broken (such as on an unsteady pile of books, on the floor, in my desk, on the edge of my desk or table).
- I will always leave the case on the iPad.
- I will not write, draw, etch, or place stickers on my iPad.
- I will follow my teacher’s instructions and will not look at websites or apps that my teacher has not given me permission to be on.
- I will let my teacher know right away if my iPad battery is low, not working right, broken, or missing.
- I will always have my teacher unplug and plug in the iPad to the cart and make sure my iPad is turned in to the cart every day. I will not take my iPad home.

COUNSELING & ACADEMIC GUIDANCE

GUIDANCE - The guidance counselors are here to assist *all* students. Students desiring assistance with educational information should contact their counselor. Students who wish to make an appointment should schedule with the secretary. The guidance counselors are trained to help each student reach his/her fullest potential in school. Helping students deal with personal problems that interfere with school is a priority.

MENTAL HEALTH - South Adams partners with area mental health agencies to provide case management and therapy services. Services begin with parent permission.

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 need to bring:

- Birth certificate or similar document
- Court papers allocating parental rights and responsibilities
- Custody papers (if appropriate)
- Proof of residency
- Proof of immunizations

HONOR ROLL - An Honor Roll will be published at the end of each nine-week grading period.

HIGH HONOR ROLL - A's in all academic subjects and satisfactory marks in all other specials classes.

HONOR ROLL - No grade lower than a B- in all classes and satisfactory marks in all other specials classes.

REPORT CARDS - Report cards will be given to students during the week following the close of each nine weeks grading period. Grades are also available online through parental access of PowerSchool.

RETENTION OF STUDENTS - It is the purpose of school personnel to place a student in a learning situation that best meets the needs of the student academically, socially and emotionally and where the student can work and learn most effectively. Retention of students shall be made after an evaluation of all the factors relating to the advantages and disadvantages of alternatives. The principal will fully consider the information provided by the teacher(s) and from the parents of the student. The final decision regarding retention will rest with the school principal. In some instances where the student has not performed at a level to support promotion, and yet retention is also not considered the best solution, the principal may assign the student to the next grade level.

STATEWIDE TESTING - Students in grades 3, 4, and 5 will be assessed in the areas of Language Arts and Math on ILEARN test. In addition, 3rd graders will be assessed in Reading on the IREAD test, while 4th graders will be assessed in Science and 5th graders will be assessed in Social Studies also on ILEARN. ILEARN testing will be held in late April. IREAD will be held in mid-March. Students who are not successful in passing Language Arts or Math can be required to attend remediation classes during the normal school day and are highly recommended to attend summer school. Third grade students who are not successful at taking the March IREAD are required to attend summer school and retake the test that summer. Any student who is unsuccessful on the IREAD retake must be retained in third grade.

TRANSFER OUT OF THE DISTRICT - If a student plans to transfer from South Adams, the parent must notify the Principal. School records shall be transferred within fourteen days to the new school corporation only after all financial and other obligations have been met. Parents are encouraged to contact the office for specific details.

NURSE/HEALTH CLINIC

The Health Clinic is available for care of students who become ill or injured at school. ***Unless an emergency, students must have a pass from their teacher to go to the health clinic.*** Once treated, the student will immediately return to class. Any student with more serious illness or injury will remain in the health clinic until picked up by a parent or guardian, or arrangements have been made for their child to be signed out. ***Students may not call home themselves if sick and wanting to go home.*** All students must be assessed by the school nurse before going home and sign out in the office before leaving the building. In an emergency, school officials, along with the school nurse, will provide appropriate action and immediately notify a parent/guardian.

GENERAL HEALTH GUIDELINES - In order to protect the health and safety of staff and students, South Adams Schools recommends the following guidelines be observed. If your child would have any of the following, he/she should not attend school:

- Temperature of one or more degrees above normal
- If possible infection is suspected, such as impetigo, pink eye or ringworm, your child must be seen by a doctor for diagnosis and treatment
- If your child has diarrhea or vomiting
- Uncontrollable coughing
- Head Lice

When to return to school

- Must be free of fever for 24 hours, without fever reducing medicine, before returning to school
- If infection, must be on treatment 24 hours, and no drainage, prior to returning to school

ADMINISTERING OF MEDICATIONS - In order to protect the health and welfare of children, Indiana rules and regulations require that schools observe certain safeguards in administering medication to students. If we are to administer medication to a child, the following procedures will be observed:

- In order to give medication to a student at school, a written physician's order and signed parental permission form must be completed, and both returned to the school office. The physician's statement must include the student's name, amount of medication, hours of administration and the period of time the medication is to continue.
- Medication must be brought to the school and kept in the pharmacy's original container with the original instructions. Please ask the pharmacy to provide separate bottles for school and home.
- Continuing long-term medication must be re-verified at the beginning of each school year. An asthma plan must be completed and provided by the doctor for any asthma medications. For diabetes, an action plan must also be completed and provided by the doctor.
- Parent/Guardian can provide over the counter medication. Such medications must be age appropriate for your child, unless a physician's order has been obtained and parental consent completed.
- Parent/Guardian is responsible for delivering or picking up any medicine for their child. If the medication is not picked up by the end of the treatment period or is not picked up by the end of the school year, the medicine will be discarded after five days. No medication will be sent home with a student unless parent provides written permission. Medication may be picked up by the student's parent or an individual at least 18 years of age and designated in writing by the student's parent/guardian.

HEAD LICE - South Adams Schools uses the following guidelines if a child is found to have head lice during the school day:

- The child’s parent/guardian will be notified to pick up the student or give permission for the student to drive home, if applicable.
- Written information can be sent home with the student regarding how to treat for head lice on the student and the home.
- Infested students should be treated at home, using lice shampoo according to the package instructions or as ordered by the physician.
- The parent/guardian must accompany the student to school the next day after treatment has been completed. The parent/guardian must remain at school until the child is re-checked and has been found to be free of live lice. If a student returns to school and treatment has not been done or live lice are found, the student will again be excluded from school until treatment is completed.

IMMUNIZATIONS - All students must have an immunization record on file, which complies with the requirements set forth by the Indiana State Board of Health. Those immunizations include, but are not limited to Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella, and Meningococcal Vaccine.

SCHOOL ENTRY IMMUNIZATION REQUIREMENTS - Below are the number of doses and each vaccine required for school entry. These vaccinations need to be completed BEFORE school starts. Students may be excluded from attending school without proper documentation of vaccination, or proof of appointments to receive vaccinations. To have questions answered or for more information, contact the Indiana Department of Health, Immunization Division at (800) 701-0704 or at <https://secure.in.gov/isdh/17094.htm>.

Required School Immunizations for 2020-21 - The number before the vaccine denotes the number of cumulative doses needed.

<u>Pre-K-5th Grade</u>	<u>Grade 6</u>
3 Hepatitis B	3 Hepatitis B
5 DTap	5 DTap
4 Polio	4 Polio
2 MMR	2 MMR
2 Varicella	2 Varicella
2 Hepatitis A	2 Hepatitis A
	1 MCV4
	1 Tdap

Dtap - Diphtheria, Tetanus & Pertussis
Varicella – Chickenpox
MMR - Measles, Mumps & Rubella
MCV4 – Meningococcal
Tdap - Tetanus, Diphtheria & Diphtheria

For a complete listing of all Immunizations for children ages 3-18 and detailed explanation visit the Indiana Immunization Coalition at <https://chirp.in.gov/docs/2018-2019%20SchoolVaccinations.pdf> or to learn more about vaccines go to vaccinateindiana.org

****If a student has a medical or religious exemption,
a new exemption form must be completed and on file each year.***

MENINGITIS - An Indiana law requires each year that parents/guardians be informed “about meningococcal disease and its vaccine” (IC 20-30-5-18). Meningococcal disease is an infection of the fluid of the spinal cord and the fluid that surrounds the brain, and often referred to as meningitis. It is usually caused by a viral or bacterial infection. The infection is spread by direct contact with an infected person’s nose or throat secretions. Symptoms of the illness are fever, headache, stiff neck and possibly nausea and vomiting. An infected person can become very sick within a few hours of developing symptoms and should seek medical help immediately.

Those at highest risk of getting the disease are babies, young adults, including middle and high school students, and college freshmen living in dormitories. While individual students may become infected, outbreaks usually do

not occur in school or workplace settings. People living in crowded places are at higher risk for the infection. The disease can be prevented by good hygiene. Cover the nose and mouth when sneezing or coughing, throw away used tissues and wash hands often. Also, do not share eating or drinking utensils.

*This information is provided by the Indiana State Department of Health
as required by Public Law 80 (Senate Enrolled Act 327) of 2007.*