

SOUTH ADAMS SCHOOLS

Inspiring Students to Reach for the Stars!

STAFF HANDBOOK

2018-19

TABLE OF CONTENTS

ACADEMIC INFORMATION

Grading Periods	13
Grading Philosophy	13
Grading Scales.....	13
Honor Roll	13
Homework Policy	13
Make-Up Policy	14

CLASSROOM MANAGEMENT

Assemblies & Convocations	14
Discipline Plan.....	14
Inventory of Rooms	15
Lesson Plans.....	15
Passes	16
Requests for Additional Materials	16
Room Use & Care	16
Student Attendance.....	16
Student Tardies.....	16
Substitute Folder	16
Supervision of Students	17
Textbook Information.....	17

CORPORATION INFORMATION

Board Policy	2
Moment of Silence	3
Pledge of Allegiance.....	3
Reach for the Stars!	2
School & Teacher Liability	3
Vision, Mission, Core Values.....	2

GENERAL INFORMATION

Announcements/Staff Bulletin	4
Extra-Curricular Accounts/Receipts.....	4
Field Trips	4
Fundraising	4
Hours of Operation.....	5
Lunch	5
Mailboxes.....	5
Scheduling Events	5
Solicitation.....	5

MEDICAL & HEALTH

Medicines - Operational Procedures ..	22
Reporting Accidents (personal)	23
Reporting Accidents (students)	23
Student Illness & Injury.....	23

PROFESSIONALISM

Cancellations & Delays.....	8
Cell Phone Use	8
Dress & Appearance	8
Parent-Teacher Conferences	8
Professional Confidentiality	8
Professional Leave	9
Staff Meetings/Collaboration.....	9
Teacher Absences.....	9
Teacher Workday	9
Teacher Workroom.....	9
Undocumented Leave	9

RESPONSIBILITIES & EXPECTATIONS

Classroom Expectations	10
Classroom Responsibilities.....	10
Curriculum Responsibilities	10
Personal Responsibilities.....	10
Professional Responsibilities (C of C).....	11
School Responsibilities.....	11
Staff Responsibilities	12
Student Responsibilities	12
Teacher Responsibilities	12

SAFETY & SECURITY

Crisis Management.....	6
Doors & Outside Exits	6
Emergency Drills	6
ID Badges	6
Leaving the Building During School	7
Parking	7
Pets/Animals	7
Visitors	7
Volunteers & Background Checks	7

TECHNOLOGY

Acceptable Use Guidelines.....	18
Audio-Visual Equipment	21
Copy Machines & Printers	21
Email	21
Scantron.....	21
Telephones	21
Use of School Technology.....	21
Username & Passwords	22

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 MISSION STATEMENT

Inspiring students to reach for the stars!

SOUTH ADAMS CORE VALUES

We Believe...

- Every student can learn and can grow academically, physically, emotionally, and socially to reach their unique potential and achieve specific goals.
- Student development is the top priority at South Adams Schools.
- 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.
- The best educational opportunities are the result of family partnerships and ongoing community collaboration, participation, and support.
- A relevant student curriculum focuses on essential skills and timeless principles and is challenging, integrative, aligned, and based on standards.
- The implementation of technology enhances learning and is a valuable and necessary tool for students and staff to succeed in today's world.
- In the value of facilities that promote a safe and progressive learning environment.
- Responsible stewardship of the school's resources is a necessity to support long-term, effective, educational opportunities.

REACH FOR THE STARS! - In order for every child to experience success, our school's organization, curriculum, and programs are based on the developmental readiness, needs, and interests of our young adolescents.

Student Centered - Affecting student growth, development, and achievement

Teamwork - Involving Staff, Students, Parents, and Community

Achievement - Striving for academic, social, physical, and moral growth

Relationships - Developing positive relationships among the South Adams community

Success for All - Promoting success now and in the future

BOARD POLICY - All staff members, whether they are certified teachers or classified support staff members are expected to adhere to the school board's policies and administrative guidelines. School Board policies can be found by going to the school website (www.southadams.k12.in.us), click on the DISTRICT tab and select "South Adams Schools Bylaws and Policies", or you may go directly to <http://www.neola.com/southadams-in/>.

SCHOOL AND TEACHER LIABILITY - South Adams Schools does not provide any type of accident insurance or hospital insurance, or medical insurance to pay medical and doctor bills for students which result from injuries sustained while on school property or any activities in connection with school operations. The school liability policy does provide for the defense and payment of legal liability where there is a negligence case against the school. However, it is imperative that staff members always observe the following:

- Maintain constant supervision over groups for whom you are responsible. No activities involving students are to be conducted without a staff member, sponsor, coach, or teacher present.
- Errands by students off school grounds are discouraged and are not to be made unless parental permission is granted prior to leaving school grounds. During the school day it is also necessary to gain the permission of school administration.
- Fill out an accident report for any student injured in your presence.
- Follow all procedures required for extra-curricular activities and/or field trips. Activities which have not been sanctioned by the principal may void your protection and increase your liability.
- Always use good judgment. If you have any doubt, check with the principal or appropriate administrator before making a decision.

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 the subsection above, 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.

GENERAL INFORMATION

ANNOUNCEMENTS/STAFF BULLETINS - Announcements are sent to teachers electronically daily. Teacher's announcements should be turned in to the main office secretary no later than 8:00 am. Announcements (including the pledge of allegiance and moment of silence) will be read over the public address system for each building level at their specified times. Additional announcements may be made at the end of the day or throughout the day as needed.

EXTRA-CURRICULAR ACCOUNTS/RECEIPTS - All monies collected for extra-curricular accounts should be turned in immediately upon receipt to the corporation extra-curricular treasurer. All deposits to any fund must have a deposit form filled out and turned in with the monies (a deposit form is located on the staff tab of the school website). Only activity sponsors may request disbursement from extra-curricular accounts. For disbursement, the sponsor must submit to the treasurer the original invoice, name and address of vendor to be paid, with the name of the extracurricular account to be charged. ***There can be no deficit spending.*** The building level principal will approve or deny the expenditure. The sponsor will receive a copy of the fund "month end" report. *NOTE: Lost or stolen money is the responsibility of the sponsor.*

FIELD TRIPS - No student may participate in any school-sponsored trip without parental consent. Students may be denied the right to attend any field trip based on previous disciplinary infractions.

- Field trips are not to be scheduled during scheduled statewide testing if students attending are involved with testing.
- Teachers should complete the appropriate field trip request form (available on the staff tab of the school website) and submit it to the building principal for approval. Each field trip must have a definite curricular related purpose.
- Parents must be notified about all field trips.
- Parent's/Volunteers attending the trip must pass the Limited Criminal History Check.
- Teachers should inform the cafeteria of students who will not be eating a school lunch or if a sack lunch is needed for the trip.
- Transportation arrangements are the responsibility of the teacher/sponsor.
- Interns from the High School must have permission from administration and their classroom teachers in order to attend elementary and/or middle school field trips.

FUNDRAISING - The importance of fund raising activities to the existence of most clubs and organizations is recognized. The burden on the community to support countless fund raising activities is realized and of concern. Sponsors need to keep these two thoughts in mind when planning for organizational budgets and activities. The required request form is located on the staff tab of the school website

All fund raising activities must be approved in advance (**annually**) by the principal. All athletic fundraisers must first be approved by the athletic director with final approval by the principal. Any agreements reached between club sponsors and fund raising representatives without prior approval will be cancelled.

All monies collected through fund raisers must be handled through corporation extra-curricular treasurer and the designated extra-curricular account. *Checks should be made payable to South Adams High School, South Adams Middle School, South Adams Elementary or South Adams Schools.* Teachers should NEVER handle school funds through personal accounts. Sponsors are responsible for all monies collected, including any money reported as lost or stolen. Staff members should never store money in their desk drawers or take money home. A deposit form is located on the staff tab of the school website.

HOURS OF OPERATION FOR THE SCHOOL DAY

Office Hours:	7:30 am - 4:00 pm
Guidance Office Hours:	7:45 am - 3:00 pm
Breakfast:	7:30 am (no breakfast on delay days)
First Bell:	7:50 am
	9:50 am (2-Hour Delay Day)
	10:50 am (3-Hour Delay Day)
Tardy Bell:	7:55 am
	9:55 am (2-Hour Delay Day)
	10:55 am (3-Hour Delay Day)
SAES Dismissal:	2:55 pm
SAMS/SAHS Dismissal:	3:00 pm
Bus Dismissal:	3:06 pm

LUNCH - Two lunch lines are available. Lunch is priced at \$3.00 and breakfast is \$1.55 for adults. The Snack Bar offers sandwiches, wraps, salads, and other specialty items and is priced per item. Microwave ovens are available for use in the cafeteria. Refrigerators and microwaves are also available in the teacher's workrooms.

MAILBOXES - Staff mailboxes are located in the office/workroom areas. All staff should check their mail before classes begin in the morning, before leaving at the end of the day, and periodically throughout the day. Under no circumstances are students (including interns) to be sent to pick up a staff members mail.

SCHEDULING EVENTS - The Master Calendar and Facility Use Calendar is maintained by the Activities Secretary. All school events including athletic events, concerts, plays, dances, meetings, etc. must receive prior approval from the principal. **Only administration** or designee may enter events on the master calendar. Staff that use Outlook to schedule meetings and/or reserve rooms should do so properly. Only the originator of the scheduled event should change or remove the event to be changed or cancelled.

SOLICITATION - No outside or non-school solicitation of students or staff will be made on school premises or during school hours. Solicitation (subscriptions, contributions) by students or student groups is generally prohibited. No solicitation or selling to the general public will be made except through proper fundraising procedures (page 4).

SAFETY & SECURITY

CRISIS MANAGEMENT PLAN - All staff should be knowledgeable of the crisis management procedures. Evacuation routes and procedures to follow in case of an emergency are posted in each classroom. Teachers will review these procedures with students periodically throughout the year. In the event that parents/visitors are in the building when one of these drills occurs, please follow the procedures of the drill expected for everyone. If you are arriving to school during a drill, please wait patiently in your vehicle or outside of the building until someone is available to assist you or the drill is completed.

DOORS AND OUTSIDE EXITS - Outside exit doors in classrooms are emergency exits only as specified by the State Fire Marshall. They are not to be used except for their intended purpose. When exiting during a drill/situation no one is to use these doors for re-entry into the building unless for sudden, emergency re-entry. Doors cannot be opened as a means of ventilation.

EMERGENCY (FIRE, STORM, ETC.) DRILLS - An emergency poster/map indicating the destination route for fire and tornado drills should be posted in a conspicuous place in each classroom. If you cannot locate your emergency procedure poster, contact the School Safety Specialist immediately. Drills are to be taken seriously. Teachers are to maintain an atmosphere of quiet control. Teachers are to always take with them their flip charts and emergency go kits including all class rosters as teachers will be required to take and report attendance, accounting for each student. All staff should also take with them their own personal wallet, purses, keys, etc. as re-entry into the building may not be permitted. Teachers and staff on preparation time when a drill/situation occurs are required to participate the same as if students were in the class.

ID BADGES - To ensure the safety of all employees and students, an Identification Badge must be displayed when students and/or parents are present.

Employee Responsibility

- All employees must have a valid ID badge when reporting to work to enter the building.
- Badges must be displayed on the outside of clothing at or above the waist at all times except while operating machinery.
- Each employee should challenge anyone who is not properly identified with a badge and a principal should be contacted immediately.
- All of the above statements of responsibility are for the safety of all members of the South Adams educational community.

Badge Replacement Procedures

- Any employee who either loses or misplaces/forgets their access badge must report to the technology department or Administration immediately. The technology department can disable your card while you keep looking for it, the card badge can be re-enabled once you find it.
- If your card badge stops working without visible damage, we will replace the card at no charge.
- If your card badge breaks and is less than a year old, you will need to pay a \$5 replacement charge.
- If your card badge breaks and it is older than one year we will replace it at no charge. We will not replace a card badge that is currently working regardless of age without a \$5 charge.
- If a card badge is lost, you will need to pay \$5 to replace.
- Your card badge is for you, a South Adams employee, only. Family members, friends, etc. are not to use your badge to enter the building.

If the badge has been misplaced/forgotten and not actually lost, the technology department will give the employee a date stamped (1) one-day temporary identification card to use for that day only. The employee then brings his or her misplaced/forgotten badge in the next day and a replacement badge will not be made. If employees are unable to find their misplaced/forgotten badges by the next day, they must follow the lost badge procedure below and another one-day temporary badge will be issued for each of these employees. **A \$5 replacement fee will be charged for any lost badge.**

LEAVING THE BUILDING DURING THE SCHOOL DAY - All staff members need to inform the office in the event of leaving the building during the regular school day and notify the office upon returning. If a staff member desires to take a class outside the building the office needs to be informed of their whereabouts in the event contact needs to be made. Proper exits and entrances should be used at all times.

PARKING - Staff members may park in one of three parking lots; the main north lot, the side north lot (also used by the K-8 visitors) and the south parking lot. Students must park in the main north lot only and there is no designated staff parking area. In the south lot do not park in the front row from the east curb to the light in the middle of the parking lot. This row is used by busses each morning and afternoon. All curbs are designated as fire lanes at all times and staff should only park there temporarily (loading/unloading, etc.) before parking in a proper parking space. This includes non-school hours and non-school days.

PETS/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.

VISITORS - All persons visiting South Adams Schools MUST report to an office upon arrival. If staff members observe an adult in the building who is not wearing a VISITORS BADGE, the visitor is to be asked to return to the office to properly sign in and the office must be notified. Student visitors are not allowed unless prior arrangements have been made with the teacher and building principal.

VOLUNTEERS AND LIMITED CRIMINAL HISTORY CHECKS - School Board Policy 8120 and IC 35-42-4-10. A volunteer is anyone who is helpful to members of the school staff responsible for programs and activities. All volunteers are required to submit a form for each school year giving the school permission to conduct a limited criminal history check. Staff members responsible for programs and activities must ensure that all volunteers have submitted the form prior to the volunteer work so that the check can be completed before the program or activity. Spouses of bus drivers who ride the school bus to events should also submit to a Limited Criminal History Check.

If a volunteer has a criminal history, the following administrative guidelines will be followed:

- Any criminal conviction within five (5) years will prohibit a person from volunteering with any school program or activity.
- Any criminal conviction more than five (5) years could be allowed to volunteer with the principal's discretion.
- Any sexual criminal offense with a minor is a forever "NO" to volunteering with any school program or activity.

Administrative Guidelines for Sexual Offenders

- School personnel must tell the building principal if they know of a parent/guardian (or anyone else who may have a legitimate reason to come on school grounds) who is on the sexual offender list. The principal must relay the information to the superintendent.
- Sexual Offender parent/guardians
 - Cannot volunteer at school and cannot have contact with students.
 - Are prohibited by state law from being present on school property.
 - Can come on school property to drop-off and pick-up their children.
 - Can come on school property to attend public events in which their children participate.
- The conditions of probation may be more restrictive concerning a sexual offender's presence on school property. The Administration should try to get a copy of the conditions.

PROFESSIONALISM

CANCELLATIONS & DELAYS - During inclement weather when school has been cancelled (snow, ice, fog, etc.) and students are not in school teachers are not required to be at school. On days that school is delayed, staff members are to report to work at the contracted time. All staff members will be notified of school closings and delays through School Messenger and staff may also choose to be notified through Remind. The announcement will also be broadcast on radio WZBD (92.7 FM) and WOWO (1190 AM), on television WANE 15 and Indiana NewsCenter.

CELL PHONES - Staff members should use professional judgment when using their personal cell phones at school in order to prevent distractions. Calls should be avoided in the presence of students except for emergency situations. Phones should be on silent and/or vibrate and incoming calls should be immediately sent to voicemail and checked at the appropriate time.

DRESS AND APPEARANCE - The term "professional" is a title for which teachers are, and should be proud to bear. Students should expect to see a professional working with them every day they are in class. Professional dress assists in establishing an atmosphere of respect and a "singleness of purpose". Teachers are expected to dress in a manner consistent with their professional responsibilities. Professional dress for educators will be considered "business casual" with specifics to be determined by the building principal.

PARENT-TEACHER CONFERENCES - Teachers are **expected** to set up conferences whenever appropriate throughout the school year. Parents who contact the school requesting a conference are instructed to contact the teacher during the teacher's prep period. Parent email is an excellent source for timely feedback on student progress and/or behavior. All parents do not have email but for those who do have email this is a huge asset. Teachers are encouraged to use this resource. **School-wide Parent-Teacher conferences are scheduled in the fall as part of the required contractual days.**

PROFESSIONAL CONFIDENTIALITY - If any staff member has a complaint or concern regarding a student, fellow staff member, school policy or school activity, he or she should discuss the matter with the individual student, teacher, or administrator directly responsible. This type of discussion is inappropriate as a public topic. Discussions, pertaining to individual student performance or behavior, outside the professional setting are inappropriate and completely unprofessional.

PROFESSIONAL LEAVE - Teachers are encouraged to attend professional development activities related to the improvement of instruction. All professional leaves are approved first by the building principal and then by the superintendent. Requests for professional leave must reach the superintendent 15 days prior to the event. The Request for Professional Leave form (located on the staff tab of the school website) must include specific explanations as to how the teacher will utilize the material/information gained in the classroom and how this professional opportunity will positively affect student learning. If reimbursement is sought, teachers must indicate this on the request form with an estimate of expenses. Upon return, receipts must be presented attached to a completed claim form. If mileage is claimed, a separate mileage form must be submitted.

STAFF MEETINGS/COLLABORATION - Each Thursday all teaching staff is expected to meet after school for the purpose of educational collaboration and/or other school related items requiring attention. Teachers who coach are to make proper provisions in order to attend. Other staff members are not required to attend, but are welcome at any meeting.

TEACHER ABSENCES - Teacher absences from school should be handled as far in advance as possible by making appropriate arrangements with an administrator. If a teacher knows they will be too sick to report to school the night before or the morning of school, he/she should contact their building Principal before 6:30 am.

- Trent Lehman - 260-849-2376
- Jeff Rich - 260-525-4747
- Shellie Miller - 260-273-3116

If a staff member knows in advance they will be absent due to an approved leave for professional development, fieldtrip, or personal business, the teacher should contact the sub coordinator, Brenda Beitler (extension 300, bbeitler@southadams.k12.in.us) in the K-8 office to arrange for a substitute. Anytime a teacher is absent, lesson plans and detailed instructions for each class are to be available no later than 7:30 am. *All teachers are expected to have "emergency" substitute teacher lesson plans available at all times.*

TEACHER WORK DAY - Teachers will report for assigned duties at 7:35 am each day and may leave at 3:05 pm except as required by assigned duties, professional meetings, providing aid to students and/or conferring with parents and staff professionals. Teachers are expected to be in their classroom standing by the door, greeting and supervising by 7:50 am each day unless other duties/meetings have been scheduled. If the teacher is unable to be at school at 7:35 am or needs to leave earlier than 3:05 pm, the teacher is required to notify the office.

TEACHER WORKROOM - The staff workroom is a place for staff to relax and to eat their meals. Copiers and various forms pertinent to teacher needs are located in the workroom for staff use while in the workroom. Please do not take non-consumables out of the workroom. Bulletin boards located in the workroom have announcements, advertisements, and job postings displayed. Workrooms have refrigerators for staff members to place and microwaves for heating their lunches. ***Students are not to be sent to the Teacher Workroom.*** Student interns should be supervised while in the workroom. Please make sure to leave the workrooms as clean as possible and free of food, wrappers, utensils, or other related items.

UNDOCUMENTED LEAVE - Teachers who need to leave school for a short period of time and wish to do this without taking a half leave day need administrative approval. It will be granted sparingly only if no classes are canceled and student services and supervision are maintained. The teacher involved, not the principal, must arrange for the supervision of students.

RESPONSIBILITIES & EXPECTATIONS

CLASSROOM EXPECTATIONS - 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.

- Students enter the classroom prepared to learn - technology (laptop, iPad, etc.), writing tools, correct books, paper, and assignment book.
- Students are to leave book bags, sports bags, purses, and electronic devices in lockers or make arrangements with the office. Exceptions must be approved by the administration.
- Incidents of disruptive behavior, mishandling of school property, failure to bring necessary supplies to class, or infractions of any of the policies listed in the handbook will result in the teacher classroom policy being implemented/followed.

CLASSROOM RESPONSIBILITIES

- Respect your fellow teachers by sharing the responsibility for enforcing the rules, adhering to the time schedule and the student's time schedule.
- Teachers involved with an activity which will take a student or students out of class should make arrangements early to allow the student's other teachers to plan ahead.
- Sponsors of field trips or athletic events are to have their students check with their teachers early in advance of the date to make arrangements for make-up work. Lists of students to be excused are to be given to staff members a minimum of five (5) school days prior to the date of the event.
- Any student that is to be released from a class for field trips, etc. must be passing each of their academic classes. If a student is not doing passing academic work, the sponsor or coach is to be notified by that teacher.

CURRICULUM RESPONSIBILITIES

- Each teacher is to prepare & follow a curriculum outline for each course.
- Each teacher is to prepare daily lesson plans from the curriculum outline addressing the Indiana State Standards.
- Each teacher is to participate in the evaluation and revision of the curriculum yearly.
- Each teacher is to follow the school grading and evaluation policies.
- Each teacher is expected to establish in the classroom an educational climate conducive for learning.
- Each teacher is to provide a variety of learning methods and instructional materials that meet the various learning styles of the students.
- Each teacher is to evaluate student progress in a manner that is fair, consistent, and rich in variety and realistically reflects the student's depth of learning.
- If a student is a potential risk of failing a course, the teacher is to document (available forms are provided in the building level appendix) the interventions that he or she is using to help the student be successful in the class. The Intervention used will be turned into the guidance department each grading period.

PERSONAL RESPONSIBILITIES

- Board Policy & Administrative Guidelines - All staff members, whether they are certified teachers or classified support staff members, are expected to adhere to the school board's policies and administrative guidelines.
 - School Board Policies 3122.01 & 4122.01 - The school board shall not permit the possession and/or use of any controlled substance, including alcohol, by any member

of the school's staff (professional or support, full-time or part-time) at any time while on the school's property or with involved in any school-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action.

- Each teacher is expected to be in the building as per the Master Contract, 7:35 am - 3:05 pm for a typical full day.
- Each teacher is to be either in hallway/restroom supervision, at his/her door, or in his/her classroom by 7:45 am each day.
- Teachers may be assigned on rotating basis additional hallway/restroom supervision.
- Each teacher serves as a role model for students through his or her conduct, dress, language, attitude, and motivation. Dress and conduct yourself as a professional.
- Each teacher is to demonstrate desirable professional interpersonal relationships with students, colleagues, and members of the community.
- Each teacher is encouraged to continue his/her professional growth through membership in professional organizations, attending advanced training classes and workshops.
- Each teacher, when leaving the building during contracted working hours, is to notify the administration office before departure.
- All high school forms are located in the front office and under the staff tab on the school website.

PROFESSIONAL RESPONSIBILITIES (CHAIN OF COMMAND)

- Staff members having any issue with a student, parent, staff member or administrator should attempt to rectify the situation directly with the person with which there is a problem.
- If the problem cannot be resolved directly with the person, a peer may be included in the second attempt to confront the person with whom there is a problem.
- If the situation is still not resolved, it may be necessary to speak with the person's direct supervisor or administrator.
- If the problem still persists, the issue may be presented to the superintendent and if still unresolved, the school board.
- There may be situations, depending on the severity of the situation, which one or more of these steps may need to be bypassed.
- Any illegal activity must be reported to law enforcement in the presence of school administration.

SCHOOL RESPONSIBILITIES

- Teachers shall enforce all student regulations at all times.
- Teachers shall not release students prior to the end of the class period.
- Sponsors shall supervise students.
- Teachers are expected to teach from "bell to bell". All class time is instructional time and is to be valued and respected. The most effective teachers are those who get maximum instructional opportunities from the minutes available.
- Each teacher is responsible for the behavior of any student in his or her presence, i.e. classroom, hallway, study area, restroom, cafeteria, media center, school grounds, school events, etc.
- Each teacher is required to adhere to the assigned schedule. Deviation must be approved by the administration.

STAFF RESPONSIBILITIES - Each classroom should have a discipline plan with clearly defined expectations and consequences. Classroom expectations and consequences are to be turned in to the building principal. While each classroom has its own discipline plan, the following are regarded as unacceptable behavior at South Adams Schools.

- Being disrespectful to school personnel
- Causing physical injury to any person
- Threatening or intimidating another person
- Using inappropriate language or profanity
- Vandalizing or damaging school property
- Stealing school or personal property
- Possessing harmful objects or weapons
- Possession or use of tobacco, alcohol, or illegal drugs
- Use of food, gum or drink without teacher permission
- Academic Dishonesty (cheating)
- Leaving the school building, or assigned area, without permission
- Any act that interferes with the academic, social, emotional, or physical development of oneself and/or others

STUDENT RESPONSIBILITIES - South Adams students are expected to be truthful and trustworthy while striving to do their personal best. Students are expected to be respectful to themselves, others, and property. They should be actively involved in learning and expected to exhibit the social skills that will enable them to become contributing members of our society.

Students should:

- 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, social media, etc.).
- Be responsible for turning in work on time and know the consequences of work not completed.
- Take pride in completed work.
- Make up work missed when absent. Students will have the number of days absent plus one to make up work.

TEACHER RESPONSIBILITIES

- Instill positive attitudes toward homework by making students aware of the purpose of homework.
- Assign homework that encourages the application of skills learned.
- Make assignments reasonable, meaningful, consistent, and related to specific objectives.
- 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.
- Provide proper and prompt feedback and evaluation (grades, credit, rubric, etc.).
- 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.

ACADEMIC INFORMATION

GRADING PERIODS - Grades are due by 8:00 a.m. on the second school day after the term ends. Grading periods will not change for cancellation days.

<u>QTR</u>	<u>GRADING PERIOD</u>	<u>MID-TERM</u>	<u>GRADES DUE</u>
1 st Qtr:	August 14 - October 12	Wednesday, September 12	Tuesday, October 16
2 nd Qtr:	October 15 - December 21	Friday, November 16	Monday, January 7
3 rd Qtr:	January 3 - March 8	Friday, February 1	Tuesday, March 12
4 th Qtr:	March 11 - May 23	Thursday, April 18	Last Teacher Day

GRADING PHILOSOPHY - A student and parent should never be surprised by a grade. The teacher is encouraged to consider both effort and performance in determining a student's grade. Teachers should be able to justify grades. Teachers are expected to keep their PowerSchool grade books updated on a weekly basis. Mid-Term Progress Reports will be made available during each grading period. Teachers should make every possible effort to keep parents informed of students' progress. A strong program of communication between home and school must be maintained (BOARD POLICY 9250).

GRADING SCALES

<u>SAHS/SAMS</u>		<u>SAES</u>
	A+	100
93-100	A	92-99
90-92	A-	90-91
87-89	B+	88-89
83-86	B	82-87
80-82	B-	80-81
77-79	C+	78-79
73-76	C	72-77
70-72	C-	70-71
67-69	D+	68-69
63-66	D	62-67
60-62	D-	60-61
0-59	F	0-59

HONOR ROLL - Each grading period an Honor Roll is published in the local media listing students that have excelled in the classroom. Students who earn all B's or higher are named to the *Regular (Principal's) Honor Roll* and students who earn all A's are named to the *High Honor Roll*. Other building level incentives may be awarded throughout the year.

HOMEWORK POLICY - Homework is a valuable part of a student's education. Homework allows the student to practice, prepare, and extend the learning process and develop independent study habits, self-discipline, and time-management skills. When three (3) or more assignments have not been submitted by students in a grading period, teachers (grades 6-12) may submit an academic referral form to the office.

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 they are responsible for taking those exams on their first day back to school. 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.

CLASSROOM MANAGEMENT

ASSEMBLIES AND CONVOCATIONS - There will be scheduled assembly programs throughout the year. Teachers will be notified in advance of the date and time. Teachers should accompany and remain with their students during the assembly programs. All staff members will assist in supervising students by sitting with the students.

DISCIPLINE PLAN - 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).

South Adams expects all students to conduct themselves in an appropriate manner that is conducive to the educational purposes of an educational setting. These expectations for behavior are to be maintained at a high level at all times. The responsibility for maintaining these high levels of expectations belongs to *each* staff member and not just to a few. When it comes to monitoring student behavior there is no such thing as “it’s not my job”. Learning proper behavior and handling stressful personal situations is part of the growing process for students. It is up to us, as educators and adults, to provide the best role model as possible.

SOME HELPFUL HINTS

- *Always be prepared for class.* Have a plan and use it. Class time filled with meaningful activity lends itself to fewer discipline problems. Busy work is meaningless and will foster unrest. Students know the difference between meaningful assignments and work and busy work that has no purpose.
- *Make assignments clear and precise.* Provide a strong support system for assistance.
- Be fair and consistent. Punishment should “fit the crime”.
- *Do not over react.* Remember that you are the adult in each situation. You have the control unless you voluntarily lose that control.
- *Contact parents early and often as needed.* Get the parents working for you and not against you. Students are usually not going to go home and explain to mom and dad a school situation through the teacher’s view point.

OTHER POINTS

- Outside the Classroom
 - When possible, handle discipline problems as they arise.
 - **You** have the authority to discipline any student any place on or within school premises for violations of school rules.
 - CALL UPON THE OFFICE IF THE PROBLEM IS BEYOND YOUR ABILITY OR AUTHORITY. USE THE NEAREST TELEPHONE TO CONTACT THE OFFICE FOR ASSISTANCE.

- Inside the Classroom
 - Minimize potential disciplinary situations by clearly communicating to your students your expectations, classroom rules, assignments, grading procedures, dates for exams, etc.
 - **Keep your use of sarcasm to a minimum.** Be an empathic listener and be non-judgmental in your comments toward students.
 - Anticipate specific potential disciplinary situations and attempt to de-escalate a developing crisis. If all attempts at de-escalation fail, you may find it necessary to remove a student from class. If this becomes necessary, the following steps are to be taken when removing a student from class
 - Direct the student to report directly to the main office.
 - Use the nearest telephone to contact the office and give the name of the student being sent and the infraction.
 - Upon arrival, the student will report in at the office, take a seat in the waiting area provided, and either see and administrator or proceed to the next assigned class.
 - It is the teacher's responsibility to complete the *DISCIPLINE REFERRAL FORM* and place the form in the mailbox of the principal or forward it by e-mail. Remember these forms are to be written in a professional manner as they may be seen by parents of the student. The completed form is to be turned in by 3:15 pm the same day the student was asked to leave your class. **Be very detailed in your statement.**
 - Should a student refuse to leave your room after being directed to do so, use the telephone in your classroom to request the assistance from an administrator. Do not, at any time, make the ill-advised decision to physically grab a student. This will only escalate an already tense situation.
 - Remain with students under your supervision at all times. If assistance is needed, send a student to the office to request assistance. Leaving students unattended creates a potential liability situation/problem for you and the school.
 - It is the dual responsibility of the teacher and the administrator to communicate the dispensation of the discipline situation.

INVENTORY OF ROOMS - It is important to keep an accurate inventory of books, classroom materials and equipment for the purpose of accountability and insurance. It is essential this inventory be updated and accurate at the conclusion of each school year.

LESSON PLANS - Teachers should record daily assignments and lesson plans 1-2 weeks ahead and be able to provide them to administration per their request. Lesson objectives and assignments with the state standards covered are to be posted on the school's website at the beginning of each week (Monday morning).

PASSES (grades 6-8) - Students should not be released from class without a signed pass from a teacher. If the student is leaving the room for their own reason (locker, restroom, drink, etc.) they should use a pass from their student handbook. If a student is leaving the room for a different reason (teacher errand, printer, etc.) they should have a pass from the teacher. When a student enters your classroom without a signed pass, use your own discretion to send the student back to get a pass or to address the matter after class. Students are not to be released at the end of a class period until the bell has sounded.

REQUESTS FOR ADDITIONAL INSTRUCTIONAL MATERIALS - All requests for additional instructional/classroom materials must be submitted on a requisition form and sent to the principal for approval/signature. Title Staff should submit their requests to the Title I Director.

ROOM USE AND CARE - Teachers are responsible for the care of the room in which they teach. This includes general housekeeping. Students must learn to be responsible in maintaining the present condition of the halls and classrooms. This includes marking on desks, shoe marks in halls, etc. Teachers are responsible to inform students of their obligations and maintain their classroom. If the room needs attention, or something needs changed or fixed, the teacher is to fill out a "Work Order" form located in the building level office. Completed forms are to be returned to the building principal. Teachers are not to contact custodians directly. Appliances such as refrigerators, microwaves, coffee pots, etc. are not allowed in the classrooms and violate fire codes. These types of items are provided for teacher use in the teacher workroom. Rooms and equipment should be secured at the conclusion of each day. It is the responsibility of the teacher to insure that windows and doors are closed and latched.

STUDENT ATTENDANCE - Accurate student attendance is to be taken at the beginning of each period (beginning of the day only for K-5) every day school is in attendance. Attendance is to be recorded electronically in PowerSchool.

STUDENT TARDIES - Students are expected to be in class and ready to go when it is time to begin instruction or they will be counted tardy. Teachers are expected to promote the importance of attendance and punctuality as a work skill.

- When a student is tardy to school they will sign in at the office and receive a pass to class. If they are in the building when the tardy bell rings they should also sign in at the office and receive a pass. Teachers should use discretion with students coming from breakfast. Students that ride a bus that is announced as late will not sign in the office and are not marked as tardy.
- *Teachers of grades 6-12* - for all periods after 1st period, mark a student tardy in PowerSchool, and inform the student of the tardy, for each time they are tardy to class without a proper pass.
- *Teachers of grades K-5* - do not mark tardies. Send the student to the office to sign in and the office staff will mark the tardy in PowerSchool.

The office will complete the necessary discipline referral forms for tardies following the student handbook. Students delayed by personnel in the office or another teacher are to have a pass when entering the next classroom.

SUBSTITUTE FOLDER - A sub folder or binder with detailed instructions will be kept on file in the principal's office or easily visible in your classroom. Contact information to be included should be the office extension numbers, name of teachers to ask for assistance and your school email address. Management and instructional items to be placed in the sub folder should include procedures for attendance, lunch, recess, discipline, seating charts, class schedule(s)

for the day, lesson plans, class rules, special instructions and extra lessons so the sub has plenty for the students to do. Also include where to find all emergency drill information.

SUPERVISION OF STUDENTS - The supervision of students is the responsibility of **all staff members**. High visibility by staff members is the primary deterrent to improper student behavior. Always be diligent in being aware of student situations. Teachers are to be either in hall supervision (7:40 am -7:50 am), at their doors, or in their classroom by 7:50 am each day. It is expected that staff are always on duty throughout the school day.

Unless an emergency exists, teachers are not to leave students unattended at any time. If it does become necessary to leave a classroom of students the teacher should ask a neighboring teacher to keep an eye on the class while the teacher takes care of the emergency. Teachers must be aware that should any damage to classroom materials, student injury, or theft occur in the teacher's absence, the teacher may be found negligent and open themselves up for possible litigation and/or dismissal.

Students should, under **no** circumstances, be instructed to be in the school building at any time without the direct supervision of a staff member. **This especially includes the media center, weight room and the gyms**. Unsupervised use of the weight room is of particular concern due to the high possibility of injury from accidental or improper lifting technique. Physical education instructors and coaches are instructed to keep the door to the weight room locked except during supervised activities. All locker rooms shall remain locked when there is no direct supervision.

TEXTBOOK INFORMATION - Textbooks used by South Adams students are rented for six (6) years, the life of the adoption cycle. A substantial investment is necessary to purchase and repair books. Most textbooks are now in excess of \$50.00 each. Teachers should emphasize to students that textbooks must last for a six-year period, and each student is responsible for appropriate care of each textbook issued in the student's name. Teachers are asked to watch carefully for unnecessary wear or abuse and report such to the administration.

The penalty fees for misused books are:

- Torn pages - \$1.00 per page (*up to the cost of replacement*)
- Torn covers - rebinding cost
- Writing in book - \$0.50 per page (***that cannot be cleaned by the student***)
- Lost book or major damage - cost of replacement

Inventory of textbooks is the responsibility of the teacher. When textbooks are distributed, the issuing teacher should record the student's name and the textbook number issued. Books are to be collected at the end of each course and carefully inspected for damage before being stored where appropriate. **A list of missing/damaged textbooks should be given to the office.** A textbook damage form is available on the staff tab of the school website.

TECHNOLOGY

ACCEPTABLE USE GUIDELINES FOR STAFF (School Year 2018-19)

Introduction - South Adams Schools recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop 21st century technology and communication skills. To that end, we provide access to technologies staff use. This Acceptable Use Guideline outlines the behaviors that users 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, guidelines, 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.
- Users of the district network or other technologies are expected to alert IT staff 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.

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 users are expected to use good judgment and to follow the specifics of this document 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 - South Adams provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations, school guidelines, and policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email - South Adams may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Personal email accounts should not be accessed during school hours.

If users are provided with email accounts, they should be used for educational purpose. Users 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.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and will be archived.

Social/Web 2.0/Collaborative Content - Recognizing the benefits collaboration brings to education, South Adams may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Recognizing the benefits collaboration brings to education, South Adams may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users such as school approved Gaggles and Edmodo. Facebook, Twitter, and other social networking sites not specifically designed for a safe, K-12 environment are not to be accessed for educational or personal use on school equipment unless permitted by the Superintendent per policy 7540.

Users 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 personal identifying information online.

Online comments disrespectful to South Adams Schools, staff, students, and activities are unacceptable.

Mobile Devices Guidelines - South Adams may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users 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 school's filter agent installed.

Personally-Owned Devices Guidelines - Staff personal laptops or other mobile devices are not permitted on South Adams wireless access points or network.

Security - Users 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.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the IT Department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads and Installs - Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from the IT Department staff.

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. Staff members may not copy software and may not bring software in from outside sources without IT Department approval.

Student Supervision - Teachers and staff members must supervise students at all times using technology devices when in their classroom. Students violating the student acceptable use guidelines should be reported immediately.

Teacher Web Pages - Teacher web pages must be created with the Corporate affiliated web service and reflect the professional image of the school. Prior written parental permission is necessary for a student to be identified by first name on a teacher web site. Teachers are expected to read and abide by Board Policy 7540.02 referencing corporate web pages.

Netiquette - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, peers, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users 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 use caution when sharing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

Cyberbullying - Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.

Acceptable Use Guidelines:

I will:

- ✓ Read the by-laws and policies, especially 7540.04 located on the South Adams School's web site.
- ✓ 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 IT Department if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion when using communicative or collaborative technologies.
- ✓ Alert IT Department or Administration 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.

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.

Violations of this Acceptable Use Guideline - Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Legal action and/or prosecution

AUDIO-VISUAL EQUIPMENT - All audio-visual equipment is to be issued through the Media Center Specialist. The Media Specialist is responsible for repair, operation, inventory, and location of equipment. If a teacher requires AV equipment and/or hardware or software not normally assigned to that room, the teacher must make prior arrangements in advance of the date requested. AV equipment is not to be taken from the Media Center without prior permission.

COPY MACHINES & PRINTERS - There are numerous copy machines and printers available for staff use. Teachers should plan their copy/print needs to avoid last minute crisis situations. Paper and toner come directly out of building level budget funds. Please conserve paper by not making more copies than absolutely necessary. Each staff member is issued a copier number that is confidential and must not be given to anyone.

EMAIL - Each staff member has an email account. Messages should be checked at various times during the day for announcements. Email is to be considered the primary form of communication from the office. All email communication with students should be through the staff member's school email account. Email usage may be monitored and will be archived.

SCANTRON - A Scantron automatic scoring machine is located in the high school teacher's workroom for faculty use. Necessary forms are also located in the workroom. Contact the Scantron coordinator, Sally Morrison, for instructions on use of the Scantron.

TELEPHONES - The telephones in each classroom and offices are available for staff use. Staff is asked to carefully limit personal calls. Personal calls during class time are unprofessional and not expected to occur. All personal long distance calls must be charged to your personal credit card or use your cell phone. Students should ***not*** make calls except in emergency situations. Students may use the student phone in the office for personal calls.

USE OF SCHOOL TECHNOLOGY - All Staff are to sign the **Acceptable Use Guidelines** at the beginning of each school year. All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of the Acceptable Use 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. If any South Adams employee wishes to use school owned computers and related equipment for an instructional related purpose at home, they are to use the following guidelines:

- Staff members must notify the Technology Department of their desire in advance.

- Employees using the school owned computers and/or related equipment should be responsible for any damage sustained to such equipment while in their possession. The employee is also responsible for the return of such equipment.
- No equipment will be loaned that is needed for summer school, adult education, or other educational functions of the school.
- The school corporation will not loan equipment for personal and/or non-educational use.

If a teacher has an adult helper regularly coming in to provide the teacher with assistance, and that adult assistant will be using a computer, the adult assistant **MUST** sign the Acceptable Use Guidelines.

USERNAMES, PASSWORDS AND STAFF DEVICES - Teachers and staff are not allowed to give out their usernames, passwords and/or 4-digit employee number for **ANY** reason. Students, including High School Interns/Cadets, are **NOT** allowed to use teacher computers. ALL students must use student computers.

MEDICAL & HEALTH

MEDICINES - OPERATIONAL PROCEDURES - (legal reference IC 34-4-16.5-3.5)

- The term “medication” is **not** limited to prescription medicine but would include nonprescription medications such as aspirin, cough syrup, vitamins, etc.
- Teachers and any other unauthorized school personnel **are not** to administer any medications including non-prescription items such as aspirin, to students.
- Prescription medication shall not be administered unless the following requirements are met:
 - All prescription medication must be brought to school in a container clearly labeled by a physician or a druggist stating the student’s name, the doctor’s name, and the dosage.
 - Written permission of parent or legal guardian must accompany each medication and incident.
 - Please ask the pharmacy to provide separate bottles for school and home.
 - No more than a thirty-day supply of medicine should be brought to school.
- Nonprescription medication shall not be administered unless the following requirements are met:
 - Written permission of a parent or guardian is on file.
 - Medication must be in **the original container** and clearly labeled with the student’s name and the dosage (amount & frequency) to be administered.
- 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 must provide over the counter medication. Such medications must be age appropriate for the 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.
- When available, the nurse will administer medication. Other staff members who may be designated include the office secretaries, guidance, and administration.
- The designated school personnel should not leave any medication unattended at any time. All medication is to be inaccessible to students.

- All medication must be kept in a locked container in the nurse's office.

REPORTING ACCIDENTS (PERSONAL) - An employee injured at school or involved in a school related activity, must complete and submit to the office an OSHA form. This form is to be filled out immediately if possible. These forms are available in the high school office. The state of Indiana may deny any benefits that are justifiably due the staff member if this OSHA form is not received in Indianapolis within 10 days of the accident.

REPORTING ACCIDENTS (STUDENTS) - Accident report forms are available in the high school office. A complete and accurate accounting of any accident involving a student, whether actually injured or an injury is suspected, must be prepared by the teacher. This form is to be filled out immediately as possible, and give to the principal and nurse. Refer emergencies to the school nurse, if available, or the office. Be diligent in reporting all accident. Liability is greater the longer a report is not filed.

STUDENT ILLNESS AND INJURY - Any student who becomes ill while at school should report to the nurse's office located in the guidance office. Student injuries should be referred to the nurse or school office. The supervising adult in the nurse's office should record all injuries that require medical attention. Ice for injuries may be obtained from the refrigerator in the nurse's office or office workroom.

If a student cannot return to class, parents will be contacted by the office and the student sent home. Permission to leave due to illness or any other reason must be granted by office personnel. No student will be taken home or allowed to go home unless there is an adult to supervise. Parents will be notified, by the nurse or office, if their son or daughter suffers a head injury.

The nurse's office is primarily a first aid station. The nurse is available to check out illness, to offer advice on health or emotional matters, or to furnish resource materials. The office is not to be used as an extra room for free time or to catch up on sleep.