

STUDENT HANDBOOK

SPRINGS VALLEY ELEMENTARY SCHOOL

356 S. Larry Bird Blvd.

French Lick, IN 47432

Principal

Mr. Trevor Apple

Superintendent

Mr. Tony Whitaker

BOARD OF SCHOOL TRUSTEES

Chris Burton

Dustin Farris

Cheryl Lynch

Todd Marshall

Ralph Purkhiser

Jennifer Shipman

Justin Winingar

SPRINGS VALLEY
ELEMENTARY SCHOOL
MISSION STATEMENT

Inspire, Prepare, Achieve, and Succeed!

“School is a student’s job. When we allow students to dress without standards, engage in disruptive behaviors, be routinely tardy and otherwise act outside of reasonable standards, we are setting them up for failure in the real world.”

Springs Valley Elementary School Families:

Welcome to the 2017-18 school year! The teachers and staff of Springs Valley Elementary School are excited to partner with you in the education and nurturing of the children of the Springs Valley community. Our goal is to provide each child with the academic and emotional support necessary to be a successful learner.

A top priority for us is clear and consistent communication between the school and home. This handbook is one way we can communicate, as it provides helpful information concerning daily life at school. Please read through it as a family, and use it as a reference throughout the year. If you have any questions about it, please contact the office and we would be happy to help!

Thank you for entrusting your child to us. By working together, this will be a fun, safe, and rewarding school year for all! Please do not hesitate to contact me at any time if you have questions or concerns.

Sincerely,

Trevor Apple, Principal
apple@svalley.k12.in.us
812-936-4820, x227

Springs Valley Community Schools

498 South Larry Bird Blvd.
French Lick, Indiana 47432



JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

AUGUST 2017

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13	14	15	16	17	18	19
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27	28	29	30	31		

SEPTEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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OCTOBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	NS	NS	NS	NS	NS	21
22	23	24	PC	26	27	28
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NOVEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	NS	NS	NS	25
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DECEMBER 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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17	18	19	GP	MU	MU	23
24	NS	NS	NS	NS	NS	30
31						

JANUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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14	MU	16	17	18	19	20
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FEBRUARY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
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MARCH 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	5	6	7	8	GP	10
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18	19	20	21	22	23	24
25	NS	NS	NS	NS	NS	31

APRIL 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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MAY 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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JUNE 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2017-2018 SCHOOL CALENDAR

- AUGUST 1 1ST TEACHER DAY (PD)
PROFESSIONAL DEVELOPMENT
- AUGUST 2 TEACHER WORK DAY (8:00-12:00) (PD)
- AUGUST 3 1ST STUDENT DAY (S)
- SEPTEMBER 4 LABOR DAY – NO SCHOOL (NS)
- OCTOBER 6 END 1ST GRADING PERIOD (GP)
- OCTOBER 16-20 FALL BREAK – NO SCHOOL (NS)
- OCTOBER 25 PARENT/TEACHER CONFERENCES (PC)
- NOVEMBER 22-24 THANKSGIVING VACATION – NO SCHOOL (NS)
- DECEMBER 20 LAST DAY OF SEMESTER (GP)
PENDING NO MAKE-UP DAY
- DECEMBER 21-22 MAKE-UP DAY (MU)
IF NECESSARY TO COMPLETE SEMESTER FINALS
- DEC. 21 - JAN 3 CHRISTMAS BREAK (NS)
- JANUARY 3 PROFESSIONAL DEVELOPMENT (PD)
NO STUDENTS
- JANUARY 4 STUDENTS RETURN (S)
2ND SEMESTER BEGINS
- JANUARY 15 NO SCHOOL MAKE-UP DAY (MU)
- FEBRUARY 19 NO SCHOOL MAKE-UP DAY (MU)
- MARCH 9 END 3RD GRADING PERIOD (GP)
- MARCH 26-30 SPRING BREAK – NO SCHOOL (NS)
- APRIL 13 NO SCHOOL MAKE-UP DAY (MU)
- MAY 18 END OF SECOND SEMESTER (GP)
LAST STUDENT DAY PENDING
NO ADDITIONAL MAKE-UP NEEDED
- MAY 21 TEACHER RECORD DAY (8:00-12:00) (PD)
PENDING NO ADDITIONAL MAKE-UP DAYS

GRADING PERIODS		
1st GRADING PERIOD	8/3–10/6	46 DAYS
2nd GRADING PERIOD	10/9–12/20	45 DAYS
3rd GRADING PERIOD	1/4–3/9	45 DAYS
4th GRADING PERIOD	3/12–5/18	44 DAYS

*Make-up days may be added to the end of the year if the built-in snow days are not enough to meet the 180 day requirement

Adopted 1-9-17

PURPOSE

The purpose of this handbook is to acquaint parents and students enrolled in the Springs Valley Elementary School about programs, services and policies. The awareness of the contents of this handbook will enhance the efficient operations of the school among the administration, teachers, students and parents.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the Springs Valley Elementary School are designed to allow each student to obtain a safe, orderly and appropriate education. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process of a student's rights.

NONDISCRIMINATION POLICY

It is the policy of Springs Valley Community Schools not to discriminate on the basis of race, color, religion, sex, national origin. Including limited English proficiency, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C.22-9-1 and I.C.20-8.1-2). Titles VI and VII of the Civil Rights Act of 1964. The Equal Pay Act of 1973. Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

TEXTBOOKS and workbooks are furnished for a yearly rental fee. This fee is payable during enrollment at the beginning of the school year. If a book is lost, misused, or damaged beyond reasonable wear, the student shall be fined or be charged for replacement of the book.

SCHOOL SUPPLIES

BOOKSTORE SUPPLIES—A variety of school supplies are available in the school office. Purchases should be made from 7:45 to 8:10 a.m.

ELEMENTARY SCHOOL HOURS

7:45 a.m. First Bell

8:10 a.m. Tardy Bell

3:00 p.m. Dismissal (Wednesday 2:35 p.m.)

TARDIES

It is the obligation of Springs Valley Elementary School to its community to teach proper citizenship and good work habits. Therefore, a student should be on time to school and to class if he/she is to take full advantage of all the opportunities offered by the school. Tardiness is disruptive to the school process and considered to be a serious matter. Students are tardy to school or class if they are not in their seats or at other assigned school locations when the tardy bell rings. Students who are late to school must report to the office to receive an entry slip to class. Parents may excuse up to ten tardies per school year. Excessive tardiness may result in student penalty and/or cause the parent to be referred to the Attendance Committee, Child Protection Services and/or the Prosecutor's Office.

CAFETERIA

MEALS—The Springs Valley Elementary serves both breakfast and lunch. Each student will have an account in which money may be deposited. This account needs to be monitored regularly to make sure your child has enough money to pay for purchases of breakfast, lunch and extra milk. Students receiving free or reduced lunch are responsible for paying for the purchase of extra items.

It is the parent's responsibility to keep money in their child's cafeteria account. Each student will have a maximum charge limit of \$10.00; however, we strongly encourage that the account never have a negative balance. When a student's account reaches the charge limit he/she will not be allowed to charge any more to the account. At this point, the student must bring their lunch or money to purchase their meal. Free and reduced meals applications are available in the principal's office. The current daily lunch price is \$2.40 and breakfast is \$1.25 per day.

We make every effort we can to communicate to parents when accounts get low.

Checks—A \$10.00 service charge may be charged for checks returned for insufficient funds.

Beverages—Students may bring non-carbonated drinks in lunches they pack at home. Examples of non-carbonated drinks include **but are not limited to:** juice, Hawaiian punch, tea, etc.

School Delays—Breakfast will be served when school is delayed one hour. Breakfast will not be served when school is on a two-hour delay.

ATTENDANCE PROCEDURES

All students are expected to attend school regularly and to be on time for classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self discipline and responsibility. Regular attendance is essential to the learning process and a student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Chronic

attendance problems always hurt a student's educational success. **The responsibility for regular attendance rests with the student and his or her parent or guardian.**

Anytime a student is tardy or absent from school, part or all day, a telephone call, written note or faxed note is required either that day or the day the student returns to school. Parents are required to contact the school giving the reason for the student's absence. If parental contact by note, fax, or phone is not made the absence is recorded as unexcused.

Excused absences are as follows:

- Student illness with parent/guardian note, call or fax.
- Dental/Medical with doctor's note.
- Death in immediate family.
- Court or legal appointment requiring the student's appearance.
- Religious observance: Advance approval by principal required.
- Educational reasons: Advance approval by principal required.
- Sent home by school personnel for medical or other reason.

Parents may excuse up to seven absences per semester for the above reasons.

Illnesses that are excused by a written note from a physician will not be counted as part of the seven parent excused absences. Absences beyond the seven parent/guardian excused absences in a semester that are not accompanied by a written note from a physician will be considered truanancies. A note must be provided to the school upon the student's return to school.

When a student accumulates more than seven absences per semester and fails to provide the school with a physician's note to excuse the absence, these absences are considered truanancies and subject to be referred to Child Protection Services and/or Prosecutor's Office.

The following are considered UNEXCUSED absences:

- Truancy (willfully absent from school or no verification in writing of the absence is given).
- No excusable reason (as previously listed) has been given.
- Proper approval was not obtained or notification was not given prior to the absence as previously stated.
- This includes vacations outside of those already built into the school calendar.
- Absences due to reasons such as "personal reasons," car trouble, missing the bus, oversleeping, etc.
- Out of school suspension.
- Any other reason not recognized by the state as an excused absence or otherwise excused by the principal as listed above.

Excessive excused absences (10 or more per semester) and tardies or students who accumulate five unexcused absences or tardies may cause the parent to be referred to the Attendance Committee, Child Protection Services and/or Prosecutor's Office.

Student will be allowed to complete and receive credit for all school work assigned or completed during an excused absence from school. Students will not receive credit for work from unexcused absences.

A student, in order to qualify for promotion, cannot be absent more than 20 days (excused or unexcused). Number of days for students not enrolled for entire year will be prorated.

In the event of a student accumulating more than 20 days of absences the student will be subject to retention, the parent/guardian may appeal to the building attendance committee stating in writing the reason for not meeting the minimum attendance and the reasons why an exception should be granted. The building attendance committee will be comprised of the child's current classroom teacher, one other teacher, school counselor and the building principal.

The Attendance Committee may:

- A. Grant the exemption (waiver) request
- B. Devise an alternate plan for the student, which must be followed, in order to earn placement to the next grade
- C. Deny the exemption (waiver) request

HOLIDAYS

When school is in session on a patriotic or religious holiday students are expected to be in school. If a student will not be attending school due to the holiday a parent must request an excused absence for that day. Requests should be made to the principal in advance. If a student is excused to commemorate the holiday, the student may participate in extracurricular activities on that day.

Testing—Indiana Statewide Testing of Educational Progress (ISTEP) will be given to students in grades three, four and five in the spring. Students who do not meet minimum standards as mandated by the Indiana Department of Education must attend summer remediation.

Students in grades one and two will be given periodic benchmark assessments to measure literacy and math skills. Students who score below grade level may be enrolled in remediation classes during the school year and/or during summer school.

Parent copies of test results will be sent home before the end of the school year.

Promotion, Placement, and Retention—Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made. Promotions and retentions are based on evaluation of academic, physical, social, and emotional growth.

Definitions:

- Promotion: Occurs when the student has demonstrated mastery of the grade level standards.

- Placement: Occurs when the student has not demonstrated mastery of the grade level standards, however the teacher recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.
- Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade.

A student may be retained for one or more of the following reasons:

1. Indifference or lack of effort on the part of a capable student.
2. Failing grades are indicated.
3. Reading levels are not passed.
4. Emotional, physical or social immaturity.
5. Achievement is related to frequent and/or long absences.
6. Not achieving grade level testing standards.
7. Attendance.
8. Standardized test scores.

Final decisions on students' promotion, placement, or retention, rest with the building principal.

Withdrawals—The school should be notified as soon as possible of students expecting to withdraw. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to his/her next school of enrollment.

Book Rental—For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost. The rental fee is established under legal guidelines and will be paid directly to the Bookstore manager. Applications for free textbooks are available in the office. However, certain items do not qualify for state reimbursement and parents are expected to pay for these books at book rental time.

Students will write their name in the place provided in the rented books. Marking and underlining done under direction of the teacher will be permitted. Other marking will be considered damaging and will result in the student being charged to replace the book. Textbooks and supplemental materials are the responsibility of the students to whom they are issued and must be returned, in good condition, at the end of the year. Students will be charged for damaged or lost books.

Homework—is an out-of-school assignment designed to contribute to the educational process. It is an extension of classwork, related to the objective of the curriculum being studied. Homework is used to reinforce a lesson. It may include additional practice exercises, reading of material on a specified subject, in-depth extension of classroom activities, or independent project work related to the subject.

Helping one's child with homework offers an excellent opportunity for parent involvement. Parents are strongly encouraged to read to their children and to allow their children to read to them. We consider this team effort in reading homework as very beneficial to the student.

We will gladly provide homework during an absence. When requesting homework please allow ample time for the teacher to gather all necessary material.

Library Books

- Books are to be returned each week.
- Students who forget their books will not be allowed to check out library books.
- Books may be renewed.
- Lost or damaged books must be paid for.

Swimming—All students will participate in swimming classes unless a doctor’s statement explaining why the child should not swim is on file.

GRADES AND GRADE REPORTING

Report cards will be sent home with students four times each year. This report shows the student’s academic achievement and the progress made in the development of habits and attitudes.

Progress Report—A progress report will be issued mid-way between grading periods for students doing unsatisfactory work or achieving below their potential.

GENERAL INFORMATION

Academic/Athletic Eligibility—Students/athletes must be enrolled at Springs Valley Elementary and not receive a failing grade in two subject areas each nine week grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant. Students receiving two failing grades are not permitted to try out for a team. He/she may try out after securing eligibility, with coach’s permission.

To be eligible as a member of a Springs Valley elementary team, a prospective player and/or cheerleader must have completed a physical examination form and a completed/signed Consent and Waiver form on file at the school prior to team tryouts. This procedure brings the Springs Valley elementary team into compliance with the athletic procedure of the Springs Valley High School.

Balloon Policy—Springs Valley Elementary enforces a no latex balloon policy. No latex balloons are allowed on school property, buildings, or school buses.

Bicycles—Students who ride their bicycles to school assume full responsibility for their safe-keeping. Each student should park the bicycle in the rack provided when s/he arrives at school.

Cell Phones—Cell phones/electronic devices are NOT to be used at school during school hours. Violations of this policy may result in one or more of the following discipline measures:

- Confiscation of cell phone/electronic device for the remainder of the semester and/or year.
- Recess detention

- After School detention
- Saturday School detention
- In School Suspension
- Out of School Suspension

Confiscation of a cell phone will require a parent to pick phone up in the office.

Change of Address, Phone or Custody—It is important that we have each student's correct address and phone number in the school office. Should you move during the school year, or change phone numbers, it is essential that you notify the school office immediately.

In situations where the custody of the child changes, please keep the school informed. Children will only be released to the legal guardian or his/her designee noted on the enrollment form unless the office has been notified in writing of other arrangements by the custodial parent(s)/legal guardian. We require a copy of custody papers to be on file at the school so that we can follow legal requirements.

It is vital that the office has an emergency number where you may be reached and that we have the number of a relative, friend, or neighbor you authorize us to call should we be unable to reach you in an emergency. Please keep us informed of job changes, too.

Dress Code—We take pride in the appearance of our students. Students who are neatly and appropriately dressed and groomed speak well for themselves, their school, their community, and most of all, their parents.

The school system recognizes that in addition to meeting education responsibilities, it has the opportunity and obligation to work with parents in the development of positive student attitudes toward personal hygiene, appearance, appropriate dress and attire.

Students are not to wear pants or other clothing that have holes, slits or rips at the knee or above; and other clothing that has holes, slits, or rips in inappropriate areas. Jeans that are excessively baggy or sagging that are of an unsafe length, or that might pose a safety hazard should not be worn. Students should not wear clothing that exposes undergarments and should not wear body piercing jewelry, except earrings attached to the ear(s).

The wearing of apparel that has on it any writing, printing, symbols, or pictures, that are judged to be immoral, lewd, vulgar, or are suggestive and/or imply sex, drugs, alcohol, violence, or other subjects disruptive to the normal operation of the school, or which interfere with normal educational functions or school purposes, is prohibited.

In the professional opinion of the principal, if a student's attire or appearance interferes with school purposes or an educational function, the student will either be directed to modify his or her attire or personal appearance while at school, sent home to make necessary changes, suspended from school, or otherwise disciplined pursuant to the Indiana Student's Due Process Code.

Drug Policy—To better provide prevention/intervention services to our students, Springs Valley Community School has adopted the following ALCOHOL/DRUG policy, which pertains to any student while on school premises, within 1,000 feet of school premises, at school sponsored events, activities, functions or while being transported under school jurisdiction. This policy covers the use, possession or distribution of all illegal, prescription, and over-the-counter drugs. It also includes the possession of drug paraphernalia. School officials may discover a violation through voluntary admission or findings by school officials, based upon observation and/or first hand information.

When there is reasonable suspicion that a student is under drug/alcohol influence, the student may be requested to take either a Breathalyzer or urine test. Reasonable suspicion will be defined as where a staff member detects visual or sensual signs of possible use. Failure to comply with the request will be treated equally to using alcohol/drugs.

Upon determination of policy violation, the student will be placed on out-of-school suspension for a period of 3-10 days. Upon the scheduling of a substance abuse risk assessment and serving his/her required suspension, the student may return to school. Failure to complete and comply with a substance abuse treatment plan, in a timely manner, may result in expulsion.

With any drugs related violation, school authorities will inform a law enforcement officer. The student's parents will be notified immediately or as soon as practically possible.

The school administration would always be the determining authority and would always have the option of not offering the student and parents the alternative counseling program if the severity of the violations was such that automatic expulsion was the only responsible course of action. In all cases the school administration will be the final authority.

End of the day destination changes—Any change in student's end of the day destination should be made before 2:00. These changes need to be made in writing and submitted to the office to ensure that students receive the information in a timely matter.

Gum—Our school does not permit students to use gum during school hours.

Hats/Bandannas—No student shall be allowed to wear a hat, or bandanna in the school building unless a special hat day is designated.

Lost Clothing—Valuable clothing and articles are lost each year and never claimed. Owners could easily be located if the items were labeled with names. We also encourage your child to check with teachers and the office any time a personal possession is lost.

Toys—Our school is a place where academic work is a serious and important activity. If a child has a toy or other item which he/she would like to share with others, permission from the teacher must be obtained before it is brought to school. If permission is granted, items of this type are to be placed in the hand of the teacher for safe keeping until the proper time for sharing arrives. Items brought to school without permission will be in the office

until picked up by a parent or guardian. Children are not permitted to bring pocket knives, toy guns, or any dangerous item on the bus or to school.

Electronic devices should not interfere with the educational process.

Pets—Only under special circumstances will pets be allowed at school. After securing permission from the teacher, the principal should be asked before parents bring a child's pet to show the class.

Publication/Recognition Policy—Springs Valley Schools support the recognition of students that have demonstrated strong performance(s) in academic or extracurricular programs. This may include but is not limited to the following: recognition by school, local, regional or national newspapers or other news media, recognition at awards ceremonies or announcements, social media and the Springs Valley Web Site. Any parent/guardian not interested in their child being recognized in the previously mentioned methods may provide written notice of their request to the school principal.

School Buses—Rules distributed by bus drivers to students and parents will be strictly enforced.

School Lockdowns—School lockdowns may occur when one's safety may be in jeopardy on school property or near school property. During a lockdown, neither students nor patrons will be allowed to leave school buildings. Likewise, patrons may not be allowed to enter school premises during a lockdown. Lockdowns are only used during extreme circumstances and everyone's cooperation is expected.

Special Party Invitations—Students are not allowed to distribute party invitations at school, as this is not fair to those students not invited.

Telephone Usage—Students are allowed to use the telephone only when directed by their teachers. Teachers or students will not be called out of class to accept telephone calls except in emergencies. Students may not use the telephone to make personal arrangements such as asking permission to go home with another after school.

Valuables—Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. **The school administrators and staff cannot be responsible for valuables which students bring to school.** It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, leaving them with the school office can safeguard these items.

Visitors—Parents are always welcome to visit the school for purposes of observation. Conferences and visits must be planned with a one-day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.

For the protection of the students and security in the school, it is required that any person entering the building during the school day come directly to the office. Visitors are not permitted to deliver items to classrooms. Items will be taken to classrooms by the office staff.

No student will be permitted to leave the building with a visitor unless this has been done through the school office.

Students from other schools are not permitted to visit classrooms with Springs Valley students.

CONDUCT

The conduct of the students at Springs Valley Elementary School is expected to be in keeping with generally accepted good student practices. Whether in school or engaged in extracurricular school activities, every student is expected to conduct himself or herself as a gentleman or a lady.

1. Courtesy and good manners should be shown in contacts with teachers, fellow students and the general public. Observance of this rule will make a long list of minor rules unnecessary.
2. Obey your teacher, cheerfully if possible, but promptly and without argument. If you request, your teacher will explain or discuss the situation after class or after school.
3. Hands off other people and their property. This applies to: a) scuffling, pushing, fighting, etc., b) damaging the property of others, including books, clothing, etc., c) boy and girl relationships.
4. No tobacco products, drugs, alcohol, matches or lighters are permitted in the school building, on the grounds, or on the school buses. This applies to all school-sponsored events and includes transportation to such events.
5. Boisterous conduct in the building, including running, whistling or shouting is prohibited.
6. Protect school property, building, furniture, lockers, books and equipment.
7. Students must follow directions from any person having supervisory authority over a student. This includes doing class assignments.
8. Loitering, running, yelling or being disruptive in any other manner in the hallway or cafeteria.
9. Being out of class during class time without permission.
10. Throwing any object in and around any school building.
11. Using profanity or obscene language; using obscene gestures; using racial or ethnic slurs.
12. Threatening, bullying or harassing another person.
13. Giving or setting false fire alarms, false bomb threats or false smoke alarms; committing arson (setting fires).
14. Defacing, damaging or destroying school property or the property of others.
15. Possessing, selling or using fireworks while in school or attending any school activity. This applies to all school-sponsored events and includes transportation to such events.
16. Fighting. (NOTE: One student may be the instigator while the other is the defender, but unless it can be clearly ascertained, both persons will be disciplined equally.)
17. Leaving school without permission.
18. Cheating, forging a note, pass, report card, or any other school-related documents.
19. Plagiarism of any kind, including the duplication or revision of an other's text, language, ideas, graphics, format or any other work from any source including all printed and electronic sources without being properly cited.
20. Failing to have text, paper, pencils, etc. which are known to be required for class.
21. Accessing computer systems which the student has not been authorized to use.
22. Sexually harassing another student or employee.

23. Holding hands, kissing, or hugging during school time.
24. Possessing cigarette lighters, laser lights, and squirt guns.
25. Engaging in any conduct that disrupts or interferes with school purposes or any act forbidden by the laws of the State of Indiana which constitutes an interference with school purposes or an education function.
26. Students are to be truthful. 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 or federal law could result in further discipline.

Students are to refrain from the use of any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct.

This aggressive behavior includes without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The following items are prohibited:

- (1) threatening, planning or conspiring with others to engage in violent activity, and,
- (2) joking about engaging in violent acts against others, or otherwise making statements, threats, or intimidating remarks (bullying) which might possibly be interpreted by others as indicating a threat or plan to engage in some type of violent activity.

Students Who Pose A Threat to Others—When a student’s behavior in school becomes potentially threatening to himself/herself or others, or when a student makes threatening statements, either verbally or in writing, to do harm to himself/herself or others, the student could be placed on out-of-school suspension for a period up to 10 days.

Depending on the nature of the threat, the school administration may require the student to undergo an assessment with a credible outside agency. Upon completion of the assessment and recommendation of the counselor, the student may return to school. Failure to complete and comply with any prescribed treatment plan, in a timely manner, may result in expulsion from the school.

DISCIPLINARY ACTIONS

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources, to help each student gain acceptable self-discipline.

However, in the absence of self-discipline, the staff of Springs Valley Elementary is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

The discipline used in a specific instance will depend upon the seriousness of the offense and the behavioral record of the student involved. Each child will be treated fairly and individually. The office administration may use any of the following forms of discipline deemed necessary to help the child understand that his/her behavior was unacceptable:

1. Reprimand;
2. Counseling with a student or group of students;
3. Assigning students additional work;
4. Recess detention;
5. Rearranging class schedules;
6. Requiring a student to remain in school after regular school hours to do additional school work or for counseling;
7. Loss of field trip privileges;
8. Restriction of extracurricular activity;
9. In school and out of school suspension (administration only);
10. Corporal punishment (administration only); or
11. Expulsion (administration only).

Any or all of the techniques may be used. Certain acts of misconduct such as acts of extreme violence and use of alcohol, drugs or tobacco will subject the student to immediate suspension and/or expulsion from school. Springs Valley School Corporation has a substance abuse policy which must be followed and may be obtained by contacting the corporation office. Weapons are also not permitted at school. Those items include toy guns, guns, knives, matches, lighters, firecrackers, explosive devices, sharp pointed objects or any such item that is brought to be used as a weapon.

Academic effort will be handled in a similar manner. For example, lack of homework and poor classroom effort are two areas which may cause poor achievement. If a child is not turning in work, or not working in class, the teacher will contact the parent to inform them of possible problems. If the problem persists, the principal will contact the parent and possibly convene a conference with the parent, student, teacher and counselor to determine possible solutions to the problem. All efforts to raise student achievement will be made on a collaborative basis. It is essential that the school and home work together to ensure that our students get the best education possible.

Grounds for Suspension or Expulsion according to Indiana Code:

A student may be suspended or expelled from school under any of the following situations:

1. For misconduct and/or substantial disobedience.
2. For engaging in unlawful activity on or off school corporation property, including times when school is not in session, if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function or the student's removal is necessary to restore order or protect persons on school property.
3. For possession of a firearm, deadly weapon, or destructive devices at school or on school property. This includes all types of knives.
4. If the student does not have legal settlement in the attendance area of the school corporation in which he is enrolled.

DISMISSAL POLICY

Should your child need to leave the school premises for any reason, we ask that you send a written request to the teacher. When taking children out of school or returning them to school during the day due to doctor's appointments, lunch, etc., we require them to be signed in or out at the office. Please help us to maintain a safe and secure environment for all.

Students who are being picked up after school are to be picked up in the kindergarten foyer. There is adult supervision there for the children until they are picked up. Be sure to send a note to the teacher so he/she can see your child to the proper location. Telephone calls to make changes in a child's routine are only to occur if there is an emergency.

A separate note is to be sent to the affected bus driver, giving specific details if a child is to get off his/her regular bus at a different location, or if riding a different bus than usual.

We do not allow a student to leave the school grounds without written parental permission. If you wish for your child to walk home after school, you need to send a note to the teacher. In these instances, make sure you review the necessary safety precautions for crossing streets, watching cars, and dealing with strangers.

HEALTH AND ACCIDENTS

Accidents and Illness—Minor injuries may be cared for by the school nurse. If any question exists as to the severity of an injury or illness, it is the policy of the school to contact the parents and arrange for the child to be taken home. We ask that you keep the health card updated with current emergency numbers, doctors, and other necessary information.

Immunizations—All K-12th grade students are to be immunized according to the Indiana State Department of Health school immunization requirements. Students are to be immunized against the following diseases: diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis A, meningococcal, hepatitis B, and chickenpox. Complete immunization records must be provided no later than 20 calendar days after a new enrollment, or at least evidence must be given of immunizations being completed on a set schedule. Exclusion from school may result for non-compliance with the above Indiana state requirements. Kindergarten students who have not met the state immunization requirements may enroll in school, but may not attend beyond the first day without a waiver. If your child's immunizations are incomplete in the event of an outbreak of a vaccine preventable disease, your child may be excluded from school and school events for the health and safety of your child, other students and staff. The length of time excluded is dependent upon the disease.

Medication—State law prohibits the dispensing of medication to any student at school unless the parent sends a signed note giving permission, along with the medicine in its original container with pertinent information thereon. All medicines, except for controlled substances, will be sent home on the last day of school in the students' backpacks.

Meningococcal—It is required by law that we provide parents and students with information concerning Meningococcal Disease.

Meningococcal Disease is caused by bacteria. Meningococcal disease can cause an infection of the covering of the brain and spinal cord (meningitis) or the blood. The bacteria can live in the membranes of the nose and throat, usually with no symptoms. In a small number of people, the bacteria pass to the blood, causing either a serious infection of the blood or meningitis.

The bacteria is spread from person to person by direct contact with an infected person's nose or throat secretions.

Illness often starts with a sudden fever, headache, stiff neck, a rash and possibly nausea and vomiting. An infected person may be very sick within a few hours and should seek medical care immediately.

Babies, children, and young adults are most likely to get the disease. People living in crowded places are at higher risk for infection. Outbreaks usually do not occur in school or workplace settings.

The disease can be prevented by good hygiene. Cover nose and mouth when sneezing or coughing, throw used tissues away and wash hands often.

Two vaccines are available to prevent this infection.

Meningococcal Conjugate Vaccine (MCV4), which is Menactra.

This vaccine is licensed in the U.S. for persons 11-55 years of age. It is likely that this vaccine or a similar vaccine will be licensed for younger age groups in the future. This vaccine is recommended for:

*Young adolescents at the pre-adolescent visit (11-12 years old)

*Adolescents at high school entry (about 15 years old)

*Groups that have a higher risk of meningococcal disease, such as students that will be college freshmen living in dormitories.

HONOR ROLL PROCEDURE

Nine Weeks

- Students must have all A's, B's, S's, and S+'s for nine weeks.
- Students will receive a 9 week award.

Semester

- Students must have all A's, B's, S's, and S+'s for both nine weeks.
- Students must make the Honor Roll both nine weeks to qualify for the semester Honor Roll.

As professional educators, we feel that good conduct and good writing skills are essential components of future success. Therefore it is prudent to include conduct and writing grades when determining academic honor roll.

We also believe that a good education includes topics in fine arts. Because Music and Art are largely academic courses rather than skill based, and because knowledge of fine arts is vital to a well versed individual, these course grades will also be included when determining academic honor roll.

INSPECTION OF STUDENT DESKS AND LOCKERS

All lockers and desks made available for student use on the school premises are the property of Springs Valley Community Schools.

These lockers and desks are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker and/or desk does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker or desk and its contents to insure that the locker or desk is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and to prevent use of the lockers or desks to store prohibited or dangerous materials such as weapons, illegal drugs, or educationally disruptive materials.

A student who uses a locker, desk, or tote tray that is the property of the school corporation is presumed to have no expectation of privacy to that locker, desk, or tote tray or the contents (IC 20-8.1-5.1-25).

PTSO

Springs Valley Elementary would like to invite all parents to be active and take part in the Parent-Teacher-Student organization (PTSO) group that has been organized. Your input is welcomed.

Springs Valley Elementary PTSO is an integral part of the school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTSO needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved.

Parent volunteers are a very special resource for Springs Valley Elementary. Parents are encouraged to help in all classroom programs, and extracurricular activities. Please call the office if you have any time or skills you can share to make our school a better place for students to learn and grow.

ADOPTED 1-15-96

SPRINGS VALLEY COMMUNITY SCHOOL CORPORATION INTERNET ACCEPTABLE USE POLICY

Internet access is now available on a limited basis to students and teachers in the Springs Valley Community School Corporation. This access is being brought to our facilities in order that a broad-based exposure to knowledge and experience may be obtained by our students and faculty. It will also allow access to facilitate

communications in support of research and education. This program will aid in meeting the educational needs of the students and help them accomplish educational goals which are significant, durable, and transferable.

TECHNOLOGY MISSION

The technology mission of the Springs Valley Community Schools is to provide the appropriate technology to allow the student to have the opportunity to explore his/her individual values and goals and to provide new skills and experiences to reach these goals. The school system also strives to teach individuals that technology is a tool to improve the effectiveness of the individual and enhance lifelong learning.

PHILOSOPHIES

In making decisions regarding student access to the Internet, the Springs Valley School Corporation considers its own educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people throughout the world. The faculty is expected to blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

INTERNET GUIDELINES

Students at Springs Valley Elementary will use the internet at various times for different types of classroom assignments. Springs Valley School Corporation has taken precautions to eliminate controversial material and sites. Internet usage will be under teacher supervision. If you do not want your child to have access to the internet through Springs Valley Elementary School, please provide written notice of this request to the school principal.

Students utilizing the school-provided Internet access must have the permission of and be supervised by the Springs Valley School Corporation's professional staff. Students utilizing the school-provided Internet access are responsible for acceptable behavior while on-line just as they are in the classroom or other areas of the school. The same general rules for behavior and communications apply.

With Internet access comes the availability of materials that may not be considered to be of educational value. Therefore, no student in the Springs Valley School Corporation may use a school resource or account to access the Internet without permission of a member of the professional staff.

INTERNET POLICIES AND PROCEDURES

Having an Internet user account is a privilege. A user who violates the terms and conditions of Internet use or commits other acts of misconduct will be subject to disciplinary action. Any violation of school policy and rules may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language and behavior. When and where applicable, law enforcement agencies may be involved.

Internet access requires that all users adhere to the following guidelines for acceptable and unacceptable use of his/her user account and user privileges:

1. Be polite. Use appropriate language.
2. Do not reveal your personal address or phone numbers of students or colleagues.
3. Do not respond to unsolicited online contact.
4. Use of the Internet is not guaranteed to be private. People who operate the system do have access to all email messages.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligations on the part of the parent. Under no circumstances should a credit card number be used on the Internet.
6. Do not use the network in such a way that you would disrupt the use of the network by others.

The following uses of school-provided Internet access are not permitted.

1. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. to transmit obscene, abusive, or sexually explicit language;
3. to violate any local, state, or federal statute;
4. to vandalize, damage, or disable the property of another individual or organization;
5. to access another individual's materials, information, or files without permission; and,
6. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

The Corporation's Acceptable Use Policy and Guidelines for Internet use are on file and available for review by parents, guardians, professional staff and members of the community at the Superintendent's Office located at 498 S. Larry Bird Blvd., French Lick, IN 47432.

SPRINGS VALLEY COMMUNITY SCHOOLS HARASSMENT POLICY

I. THE POLICY

A. It is the policy of the Springs Valley Community School Corporation to maintain a learning and working environment that is free from sexual harassment.

B. It shall be a violation of this policy for any employee of the Springs Valley Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II.

It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

II. DEFINITIONS OF HARASSMENT

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section II.A. may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or degrading implications.
3. Unwelcome touching.
4. Pressures for sexual activity.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

D. Specific Prohibitions

1. Administrators and Supervisors

- a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result to adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
- b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

2. Non Administrative and Nonsupervisory Employees

- a. It is sexual harassment for a non administrative and nonsupervisory employee to subject another such employee to any unwelcomed conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

III. COMPLAINT PROCEDURES

A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section III C, or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective actions when this conduct has occurred.

C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person (a) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deems appropriate.
6. The Board of Trustees may consider the report and the superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. SANCTIONS FOR MISCONDUCT

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

V. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

VI. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Springs Valley Community School Corporation, a copy given each employee, and placed in the student handbook.

**THE FOLLOWING RESOLUTION WAS PASSED AT THE
DECEMBER 19, 1994 BOARD MEETING**

The Springs Valley Community Schools Board of Trustees shall adopt no policy which prohibits voluntary prayer and meditation in Springs Valley Community Schools. Voluntary prayer and meditation are allowed in Springs Valley Community Schools as per goals 2000: Educate America Act.

GUN FREE SCHOOLS

In order to receive Federal Funds from the State Department of Education, Springs Valley Community Schools has adopted the following policy prohibiting a student from bringing a firearm to school.

It is against State and Federal laws for a student to bring a firearm to school. Students who violate this law will be expelled from school not less than one year. This policy is subject to modification by hearing officer, the Superintendent, or the Board to comply with the Indiana code requirement for student expulsion.

PEST CONTROL POLICY

Springs Valley Community Schools is committed to providing students a safe environment. We seek to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform parents and staff members annually of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
2. Provides that name and phone number of the person to contact for information regarding pest control is the superintendent at 936-4474.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. One needs to call either the elementary or high school principal to be placed on the registry.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation for this policy.

SPRINGS VALLEY SCHOOLS CRIMINAL HISTORY INFORMATION/POLICY

Any volunteer who may have direct, ongoing contact with children when performing services for the school, must provide to the Springs Valley Corporation a limited criminal history check while an expanded criminal history check may be required prior to beginning volunteer work for the Springs Valley Corporation. The volunteer will be responsible for all costs associated with obtaining the criminal history check(s). However, the Springs Valley School Corporation will pay the cost by way of reimbursement for volunteers who are selected for service.

Any information obtained from any type of criminal history check is confidential and shall not be released or disseminated.

All school employees and individual or entities who have contracts for services with the Springs Valley Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Springs Valley Corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the “attempted” crimes listed in the law.

LEGAL REFERENCE: I.C. 20-26-5-10 I.C.20-26-5-11