

The Five R's

Respect

Reading

Writing

Responsibility

Arithmetic



David Turnham's Mission

The mission of David Turnham Education Center is to provide a safe, caring, inviting environment where both adults and students are learners.

Our goal is to provide best practices and expectations in instruction that allow all learners to realize their fullest potential academically, socially, emotionally, physically, and culturally.

Our teaching will ensure that every child becomes an effective reader, writer, communicator, critical thinker, and user of technology.

- All students will demonstrate effective written and oral communication skills.
- All students will demonstrate the ability to access information regardless of the medium (lecture, print, video, Internet, multi-media, etc.) and act upon it critically and creatively.
- All students will demonstrate comprehension while reading for different purposes.
- All students will be confident, competent users of technology as a tool for learning.

All students will be supported in their development of good character and citizenship traits.

- All students will demonstrate the ability to work cooperatively with others.
- All students will demonstrate time management and organizational skills.
- All students will demonstrate citizenship by showing responsibility, honesty, compassion, cooperation, and reliability.
- All students will demonstrate a respect and acceptance of self and others regardless of cultural, social, academic, or physical differences.

Staff, parents, students, and community will share equally in this responsibility.

(David Turnham's mission statement is used to guide our decision-making.)



Belief Statements

1. We believe a safe, caring, and inviting environment enhances student learning.
2. We believe each student is a valued individual with unique physical, social, emotional, and intellectual needs.
3. We believe teachers, parents, students, and the community, share the responsibility for the support of the school's mission.
4. We believe students learn best when they have appropriate opportunities for success in a supportive and challenging learning environment.
5. We believe all students can learn, achieve, and succeed at high levels.
6. We believe an understanding of cultural and social diversity allows the development of positive relationships and mutual respect.
7. We believe teachers as well as students are lifelong learners.
8. We believe all students must “learn how to learn” in order to become self-directed, independent learners.
9. We believe all students can be effective readers, writers, speakers, listeners, and critical thinkers.
10. We believe all students should be able to use technology as a tool for learning in real world situations.
11. We believe curriculum includes real life ways of integrating and organizing cultural, social, environmental, and civic learning across all subject areas. This allows transfer of knowledge from one task to another, from one subject to another, from school to outside life.





“Only with vision can we begin to see things as they can be.”

Max DePree

David Turnham’s vision is created out of our school community’s conversations regarding what we want to become. The true purpose of our vision, mission, and beliefs is to guide both our behavior and our decisions.

As we enter the 21st century, our school must continue to prepare our children to become productive citizens in a democratic society. We are living in a technologically sophisticated information age in which knowledge is valued and fast-paced change is recognized as the future for our children.

The classrooms at David Turnham will continue to become even more socially, economically, racially, and culturally diverse due to the global society we are living in. Teaching and learning will not be exempt from these societal changes. We must prepare our students to live in a society where there is intense world competition for industry. Technology is transforming the world. We are in a state of rapid change in almost all aspects of our lives. Our students will live in a shrinking world where what happens in one world will affect several other worlds. The demand for educated citizens is higher than ever before.

To approach this challenge, we need a school community that is committed to continuous school-wide learning and growing. We must transform our school into a powerful learning community since change is occurring at such a rapid rate that continuous learning will be critical for both the students and staff alike. The staff and faculty will strive to seek and enjoy change as a continuing process of lifelong learning. In order for this to happen the school will ensure time within the school day to learn and reflect on quality practices together. Ongoing collaboration of the faculty and staff will be critical to increase student learning. David Turnham will become a professional learning community committed to excellence in education.

We envision David Turnham being a high performing school with standards of excellence where all students will be expected to achieve at high levels. It will be a learner-centered school. Our school will be a place where students and staff work together to create learning experiences that build strong literacy skills in ways that are meaningful to students and provide many ways for students to express themselves. An integrated, interdisciplinary curriculum will enable students to use their minds well. Students will be expected to write effectively, read critically, analyze and problem-solve, and communicate and present their ideas. Students will gain the adaptability to cope with change. They will enjoy learning and will develop the skills to continue learning, and to become independent, self-directed learners.

David Turnham will be a school where the students will work in an environment that fosters collaboration, trust, and caring. It will be a school that is culturally responsive, respecting culture, ethnic, and racial diversity while creating a safe, inclusive, and respectful learning environment for all students.

David Turnham’s faculty and staff believe that school makes an important contribution to children’s developing value systems. The climate of the school and the influence of the staff will encourage the children to think through and accept thoughtful attitudes, values, and citizenship relevant to their daily lives and their future.

The faculty recognizes that everything that happens to children in and out of school contributes to their development and learning. The community, parents, and staff have a shared responsibility for the development of all of the community’s children. We must engage the community to build greater ownership for the work of the school; guaranteeing that students and families are connected to the health, human, and social services they need to stay focused on learning. The school will strive to meet the diverse needs of our families in providing parent support and training to actively involve them in their children’s education. David Turnham will be a student-centered school that is successful in preparing all its children for success in the 21st century.

Welcome to David Turnham Educational Center:

D.T.'s current enrollment ranges within approximately **280 students**. Forty-two percent of our students qualify for free and reduced meals. We have become an **ethnically diverse student body**. Approximately 80% of our students are Caucasian, 20% are Hispanic, and about 1% of the student body is made up of other ethnic groups. Our classrooms are grouped heterogeneously with students of high, medium, and lower achievement levels, and include our **students with special learning needs who can be successful in the classroom** with the appropriate support. We are fortunate to have **small class sizes that usually range from 18 to 21 students**.

We take great pride in being designated a Four Star school by the State of Indiana. Four Star schools in the State of Indiana are schools that rank in the top 25% of all schools that have high levels of student performance in reading, writing, math, and student attendance. We also rank high in the State on our student achievement on our students for whom English is their Second Language. The number of ESL students passing both Language Arts and Math on the state's ISTEP+ test is 87%.

At David Turnham we seek to provide a warm, inviting, and nurturing atmosphere in which learning is exciting, challenging, and rewarding. The success of our school is attributed to **a hardworking, dedicated staff, a supportive community, involved parents, and motivated and caring students**.

D.T. attempts to **teach students lifelong skills** that will allow them to be successful, contributing citizens in their community. A major emphasis is on having students demonstrate responsibility for the appearance of their school, participate in decision making opportunities, accept responsibilities in the building such as bus and hall monitors, cafeteria helpers, peer tutors, and peer mediators on the playground. Each month, students are recognized for demonstrating life skills as well as for personal improvement in any area that a child needs to exert extra effort.

The entire staff is committed to establishing and maintaining a positive atmosphere in which children feel safe, secure, and happy. **The school's approach to discipline** is based upon the concept that once students understand the rules and rationale, they need to learn to make decisions that are in their best interest. Should a child *choose* to break a rule, the consequences are implemented on a consistent basis. Students are also provided with positive consequences when they *choose* the appropriate behaviors. One of the continuing goals of D.T. is the development of students who exhibit pride in themselves and their school and who show respect for the rights and property of others. Because of the consistency of our staff in stressing positive interactions with students through adult role modeling and rewarding good behavior; discipline problems are typically minor in nature and few in number.

Communication is excellent at David Turnham Center. Each week, students take home Friday folders containing information from the school and the classroom. Parents review the information sent home and return the empty folder on Monday. We welcome your calls and concerns at any time, and pledge to help resolve issues to meet everyone's needs.

Parent Conferences in October are attended by 99% of our families. Evening hours ensure that the school accommodates the needs of our working parents.

We provide a high quality communication reporting system for our families. **Standards-based progress report cards** are given to our K-6 grade students. Also, every nine weeks, our families will receive their child's benchmark results on essential grade level skills and a standards based score to communicate a child's performance in relation to the **Indiana State Standards**.

Rest assured that our teachers will communicate to any parent their concerns if a child is not achieving academically. We welcome phone calls from our parents when you have a concern or question. Feel free to call your child's teacher and they will return your call on their prep period as soon as they are free from classroom instruction.

.We take great pride in the teaching faculty at David Turnham. **D.T.'s staff share the common belief that "all students can learn" and "will be" successful.** The school community has developed a team approach to establishing school goals and priorities. We continue to focus on our five year school improvement plan ensuring that our

children are strong readers and writers. We recognize our challenge to continue our frequent review of our student achievement data, revising, and carrying out the activities that are specified in our school improvement plan.

Our school is guided by a clear vision, expressed through a focused mission statement and directed by a caring school improvement team and a highly qualified faculty. At D.T., school improvement is an ongoing process of getting better, no matter how far we've come, or how good we perceive ourselves to be right now. The School Improvement Team meets weekly to discuss issues and concerns; and develops preliminary plans prior to taking issues to the entire faculty for final approval and implementation.

The school district demonstrates the value they place on professional development by designating **(6) half-days per year for the faculty to participate in training, planning, and implementing our school's goals.** Thus, we work diligently to create an atmosphere at D.T. that supports the professional growth for all our educators. Time is set aside for professional development of D.T.'s staff through time within the school day for weekly study groups that allow the staff the opportunity to discuss and learn from each other, and to implement consistent strategies across all the classrooms within our school. **The staff accepts the challenge to be continually growing in their profession and always open to learning new methods and techniques that will allow all of our children to reach our high expectations for learning.**

The underlying **goals of our improvement plan are to ensure that all of our students become proficient readers, writers, and problem solvers.** With this end in mind, David Turnham hired an outside educational consultant in language arts to make on site, monthly, visits to train all of our staff in best practices in developing readers and writers. The result will be a high quality, reading and writing program for kindergarten through 6th grade children; with all the staff trained in teaching reading and writing using a balanced approach consistent across all classrooms.

Managing changes in education that are associated with the federal "No Child Left Behind Act", the State, and the district's local efforts present our staff with considerable challenges! Therefore, it comes as no surprise to us that **David Turnham has been involved for the past thirteen years in improving and transforming our school to ensure that our children will be prepared to live and work in a global society in the 21st Century.** Because of all our hard work, David Turnham has succeeded in meeting the State's exemplary status and the federal government's high expectations for Adequate Yearly Progress, every year thus far, to ensure that *no child is left behind.*

We are making great progress and are committed and dedicated to continuing our hard work and efforts to overcome the many challenges that we face each year in educating our children in Indiana's public schools.

Sincerely,
Dianne Litkenhus

Principal

1. **Absence - Steps to Follow**

- a. Parents must telephone the office by 8:00 a.m. The school has an answering machine that will record your messages from 4:00 p.m. to 7:00 a.m. concerning your child's absence.

Parents should request homework for their child before 9:00 a.m. so that assignments can be readied by the classroom teacher during their prep period. Homework assignments can be picked up at the office after 2:00p.m.

2. **Arrival and Dismissal**

The doors of David Turnham will open with the arrival of buses at 7:25 a.m. Students are to report to the gym upon arrival. Breakfast will be served at 7:25 a.m. There is no adult supervision on the playground before school begins in the morning; therefore, no one should remain outdoors on the playground. All students should come directly to the school doors and enter the gym area for supervision. Students should leave for home immediately upon dismissal at the end of the day. The school day ends with the first bus called at 2:55 , car riders released at 3:00 and walkers released at 3:15.

Parents delivering or picking up students should use the circular drive on the west side of the school. Please do not leave your car at the door of the school as it blocks others dropping off children. The east side of the school is reserved for bus traffic.

Students who are walking to and from school and are crossing Highway 62 should cross over only at the entrance to the school drive. Crossing guards are not available.

3. **Attendance**

Regular attendance is essential to a student's success in school. Being absent from school creates a genuine hardship for the student and is regarded as a very serious problem. (Detailed corporation policy at the end of the handbook.)

The following circumstances are the only recognized excuses for school absence:

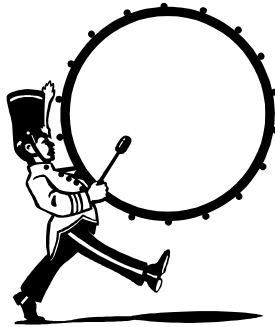
- a. illness
- b. death in the family
- c. verified religious holiday
- d. doctor's appointments that cannot be scheduled outside of school hours

The student is required to give advance notice to the school in order to be excused for any other type of absence.



4. Band

All 6th grade students have the opportunity to join the band and participate in the band program three times a week. Classes are taught by the band teacher from the high school.



5. Cafeteria Rules

While in the cafeteria, students are expected to:

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

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

6. Cancellations and Weather Related Information

Cancellation of school takes place only during extraordinary circumstances such as extreme weather or equipment failure. School is cancelled only when there is significant safety risk for the children. ON days of inclement weather, when roads are considered to be unsafe for school bus transportation, the decision to close or delay school is made by the superintendent prior to 6:00 a.m.(when possible.) Parents and students are urged to watch the local TV stations, or, listen to the following radio stations for weather and school information when inclement weather conditions exist: Boonville - WBNL 107.1, Jasper - WITZ 104.7, Owensboro - WBKR 92.5, Tell City - WTCJ 1230 AM< and Huntingburg - WBDC 100.9. Television stations are also used for announcements and are a quick method for knowing if school is cancelled or delayed because it scrolls across the screen continuously and there is no waiting to hear an announcement.

ON days when primary roads are clear but the side roads are impassable, the school corporation may use the alternate bus route plan by which buses will only run on the primary roads. This announcement will also be

made by the media after 6:00 a.m. IF school is in session but buses could not reach a student's home for pick up they will not be counted absent.

Discuss with your child early in the school year what they should do in situations where early dismissal will close school.

When there is a 2 hour delay announced for school opening, this will mean that morning kindergarten classes are cancelled.

Parents and students should not call administrators, school, or radio stations regarding the status of school in order to keep phone lines open for emergencies.

When school is in session, a wind chill factor of 20 degrees will be used to determine if children go outdoors for recess on school days.

7. Cart-Mart Bookstore

A student-operated bookstore is open before school on designated days of the week in the gym. Students may go to the Cart Mart when they arrive at school. Sixth grade students are responsible for running the bookstore, selling, inventorying, and balancing the moneybox. Students operate the Cart Mart under the direction of the supervising teachers.



8. Classroom Parties

The K-3 students have 2 regularly scheduled, one hour, classroom parties each year through the help of PTEO room mothers and/or classroom teachers. These parties include Christmas and Valentine's Day. The students in grades 4-6 have a Christmas party each year.

You may choose to plan a small birthday treat for your child to share with his/her classmates. A prepackaged treat is encouraged. Contact the teacher for the details on numbers of students and allergy information. Birthday invitations to a party cannot be distributed at school unless all students in the class are being invited to your child's party.

Since the classrooms are carpeted and soft drinks and kool-aid spills stain the carpet, please provide party drinks that are a clear liquid.



9. Chorus Ensemble

This music group is open to serious 5th or 6th grade students who are interested in singing and just can't seem to get enough of it. The choir rehearses once a week at 2:30 and frequently gives up their free time to practice for an upcoming performance. The music teacher directs the chorus ensemble.

Discipline Plan

One of the most important lessons education offers is self-discipline. In any school it is necessary that rules and regulations be established for the safety and well-being of all. Each student is expected to recognize that the school's authority extends from the building, to the playground, to the buses. It is this training that underlies the whole educational process and develops self-control, character, orderliness, and efficiency. It is the key to respect and consideration of others. Problems involving behavior should be handled on an individual basis. Continued misbehavior will result in parent contact, removal from the classroom, loss of privileges, time out, and/or behavior plans to correct the problem. Decisions regarding disciplinary action will be made by the school personnel and may be adjusted at their discretion.

- ***Primary Grades' Discipline Plan***

The primary classroom teachers will send home their classroom discipline plans with their students the first week of school. If you have any questions concerning their plan feel free to call the teacher to clarify any concerns.

- ***Supervised Study - Incomplete Assignments***

Instead of going outdoors for recess, the students with missed assignments will work inside under the direction of a teacher's supervision. Also, during this time an absent student may stay inside to complete work missed while absent due to illness. A record will be kept when your child must remain inside for Supervised Study. Parents will be notified by mail once their child has 3 missed assignments in a 9 week reporting period. When a child has not completed his assignments 6 times in a quarter, they will no longer be eligible for recognition. When a child has not completed 9 assignments in a period, they will be assigned to after school detention. A 10% deduction of the student's grade will occur each day that the work is not turned in on time.

- ***Responsibility Time - Inappropriate Behavior***

When a child exhibits poor behavior or is involved in minor rule infractions they will be assigned to RESPONSIBILITY TIME during lunch recess in an effort to help children become responsible for their actions.

Minor misbehavior includes types of poor behavior that needs to be addressed and dealt with such as not listening to the teacher on duty, being loud in the cafeteria, not obeying playground rules, etc. ***The 6th rule infraction will require a child to stay after school for detention. Parents will be notified of continuing misbehavior when the 3^d behavior incident occurs. A child will be excluded from the upcoming Five Star Celebration activity once they've had a combination of 4 Responsibility Times or Supervised Study periods. Or, if a child earns an After School Detention or suspension, they are excluded from the Five Star Celebration for that quarter.***

- ***Time Out***

The time out area is established for students whose misbehavior, while not serious enough to warrant suspension from school, is nonetheless sufficiently disruptive to the learning environment that the student must have time to get his/her emotions and behavior under control.

- ***After School Detention***

The term detention denotes any behavior that is serious and will require a student to stay after school. Serious infractions of school rules includes, but is not limited to, not completing 9 assignments, repeated misbehavior that is not corrected, vandalism, fighting, sexual harassment, refusal to comply with adult direction, vulgar language, etc. and will warrant after school detention. Detentions are always served after school hours and detention notices will be mailed to the parent(s) to be signed and returned.

The 1st after school detention received will require the student to remain until 4:00 p.m. If the child's behavior does not improve, ***progressive steps*** of discipline will include a 4:30 after school, Saturday School, in school suspension, and out of school suspension.

- ***Severe Clause***

Severe behavior may warrant immediate in school or out of school suspension if the behavior deters the learning process or threatens the safety of another person. Out of school suspensions require a parent conference before returning to school and assurance that behavior has been corrected.

- ***Saturday School (may be used for 5th and 6th grade students)***

- Saturday school is to be conducted from 8:00 a.m. until 12:00 noon on any Saturday following a regular week of school at Heritage Hills High School.
- Assignment of Saturday School for continued missed assignments and school rule infractions is at the discretion of the principal and classroom teacher.

- Transportation to and from Saturday School is the responsibility of the student's parent or guardian.
- Students must report to the front doors of the high school prior to 8:00 a.m. and will then be escorted to the library. NO ONE WILL BE ADMITTED AFTER 8:00 a.m. Students must show for the Saturday assigned. Extenuating circumstances will be judged as valid only by the principal. The school will be notified of any no shows on Monday morning.
- A supervised restroom/drink break will be conducted from 10:00-10:10. Students are absolutely not allowed out of the library at any other time during Saturday School.
- Sleeping is strictly prohibited.
- Eating and drinking is strictly prohibited.
- Radios, electronic games, etc. are prohibited.

Failure to show for Saturday School will result in 1 day of in-school suspension. A second failure to show will result in 2 days of out of school suspension. A 3rd no show will result in 3 days of out of school suspension. Non-compliance with Saturday School rules will require a parent to come immediately to pick you up and a scheduled conference with the school principal will be called with parents.



10. Dress Code

Students generally conduct themselves in the manner in which they dress. Any kind of dress or grooming that is disruptive to the learning environment or is considered to be unsafe (such as oversized baggy jeans that could cause falls or become caught in playground equipment, or sandals with no backs) will not be permitted. Clothing, book bags, etc. with inappropriate slogans or advertising are not allowed. Tank tops, muscle shirts, or short midriff tops exposing skin are not appropriated for school. Children may be required to call home for a change of clothing.

11. D.T. STARters

A group of D.T. students in the 4th, 5th, and 6th grades are involved with conflict resolution program in which they have been trained to help resolve playground conflicts among students. It is a voluntary program that

enables students to learn to resolve their own playground arguments peacefully and constructively without adult intervention.



12. Emergency Information

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

- a. Parent (s) or guardian(s) name.
- b. An emergency phone number of a friend or relative who could be contacted in the event the parent/guardian could not be reached. It is imperative that we be able to contact someone in case of an emergency or illness.
- c. A complete up-to-date address, home phone, and parent/guardian work phone. (Cell phones should also be included.)
- d. Physician's name and phone number.
- e. Medical alert information concerning physical impairments or other health conditions.
- f. The State of Indiana requires all medications to be in the pharmacy container with the directions for administering. The State also prohibits the school from sending medications home with the students. Parents must pick up medicines for safety precautions.

13. Enrollment, Transfer, Withdrawal

All children are to register at the school office. Registration is accomplished by:

- a. Completing an enrollment form for each child.
- b. Presenting a birth certificate to verify the age of the child.
- c. Furnishing the school with required health information.
- d. Paying the fees for textbook rental and materials when enrolling.
- e. Completing and signing an emergency card for each child.

Students enrolling in kindergarten must be five years of age by [August 1st](#). Students who have not attended kindergarten must be six years old before entering first grade. Proof of age must be verified by a birth certificate.

In the event that it is necessary to transfer or withdraw your child from David Turnham, please contact the office at least one week prior to leaving and complete the necessary paperwork for student record transfers.

14.

15. Extended Learning Classes

All 4th, 5th, and 6th grade students have the opportunity to participate in a weekly class of their choice which interests them. Classes are held every Wednesday morning during first period. Class offerings vary each year, but may include some of the following areas of study:

Theaters Arts/Drama
Internet Robotics
Gardening Calligraphy
Word Games Spanish
Bookmaking
Cool School News
Literature Circles

16. Field Trips

Written permission of the parent is required for all trips off school grounds. This permission is signed by the parent at the beginning of the school year and covers all trips taken throughout the year. These trips are designed to supplement different aspects of the school's curriculum. Parents will receive notices of upcoming field trips well in advance of the planned event. Sometimes a small amount of money will be necessary for the cost of the facilities. When students are taken on field trips, parents will be notified of the location, day, and time.



17. Fine Arts Night - Stars Night Out

Parents and visitors are invited to David Turnham each spring for an exciting evening celebration of the students' talents in the area of fine arts. Visual art projects are displayed throughout the school. A spring drama production is performed by the Theater Arts students, musical selections are performed by the Music Ensemble group, and the 6th grade band students present instrumental selections at the celebration.

18. Fire and Tornado Drills/ Crisis Drills/ Locked Building

Fire and tornado drills will be held regularly during the school year. Crisis drill instructions are posted in each room of the building, and students are made aware of the plans to keep everyone safe. In order to ensure everyone's safety, students should remain SILENT during these emergency drills so that the adult in charge can be heard when giving instructions if it is a true emergency. During the school day, all doors are

locked for the safety of children. The front door is equipped with a buzzer that calls the office. The secretary will answer and ask you to identify yourself and to come directly to the office to sign in.

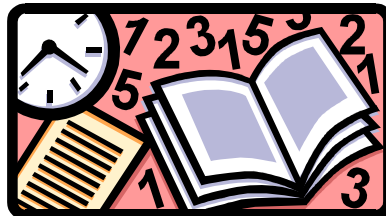


19. Friday Folder

To encourage communication between home and school, your child will bring home a Friday folder each week with notes from the classroom, notes or newsletters from the office, lunch notices, etc. Parents are asked to carefully read the packet each Friday and respond accordingly. The first Friday folder of the year will actually come home on the first day of school and will have many important papers for you to begin the year such as textbook rental, lunch notices, student handbook, and insurance papers. **Check out D.T.'s Webpage which is updated and remains current with upcoming events and the monthly calendar and student menu included. Several of the teachers have web sites and email for communication with their parents.**

20. Gum and Candy

Students should not bring candy or gum to school at any time unless it is a birthday treat for the entire class. Gum is never allowed due to damage when not disposed of properly. This should eliminate problems that occur. This does not preclude teachers from using treats as a classroom reward at times.



21. Homework - Policy and Guidelines

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

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

Homework should fulfill the following purposes or objectives:

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

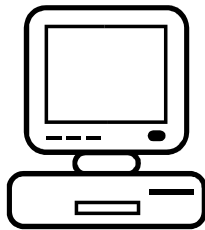
It is the parent's responsibility to monitor and encourage their children by showing interest in their school work and seeing to it that their child is provided the time, as well as a quiet, comfortable place to complete homework. Parents should check to see that the child has completed the assignments.

22. Illness or injury

In case of an injury or illness, a child will be cared for temporarily by the school personnel. First aid treatment will be administered. If medical emergency treatment is required the parents will be contacted. If no one is available immediately, the child will be taken to the emergency room for treatment if urgent.

23. Immunization and Vaccinations

School children are required to be immunized against DPT, polio, rubeola, rubella, mumps, and Hepatitis B. In addition, certain grade levels are required to be immunized against chicken pox (varicella). The law further stipulates that the governing body of a school corporation shall require the parents of a child enrolled in school to furnish a written immunization statement no later than the first day of school. **NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL BEYOND THE FIRST DAY WITHOUT THE WRITTEN STATEMENT UNLESS A WAIVER HAS BEEN APPLIED FOR AND GRANTED FOR A PERIOD THAT DOES NOT EXCEED 20 DAYS.**



24. Internet Access

All classrooms, the computer lab, library, and office at David Turnham are Internet accessible. Internet access is a privilege that students have available to them in order that they may receive a broad based exposure to knowledge and technological skills necessary for the 21st century. With the Internet, students may be involved in learning a foreign language, visiting famous museums, writing to the president of the United States,

meeting global pen pals, or doing research in large libraries around the world.

Because of the potential for students to access content and materials that is not appropriate for young children, the school corporation's Internet Use Policy respects the parent's right to exclude their child from Internet use. Parents have the option to sign and return the Internet exclusions form and to request alternative assignments for their child. The exclusion form is sent home to parents at the beginning of each school year and must be returned if parents do not want their child to have access to the Internet. The Internet policy also addresses the school's right and responsibility to deny student access to the Internet if they abuse the privilege. D.T. has a wireless 24 station laptop lab for classrooms, and a 24 station up to date computer lab for student use. A small number of computers are also in the students classrooms.

25. Kindergarten Round Up

Kindergarten Round UP is held in the spring each year. Children who will turn five years of age by August 1st are eligible to enroll in the fall kindergarten class and sign up for the A.M. or P.M. kindergarten session.

26. Leaving School

- a. Before a child leaves school property, parents must sign the child out in the office.
- b. When the parent notifies the office that they are picking up their child, the office will page the classroom and have the child come to the office to be dismissed. They may NOT be dismissed to a parent directly from the classroom.
- c. When a child is going home with another child, the parents MUST write a note stating that their child has permission to do so. A bus pass is required to be shown to the bus driver before they will be allowed to get on a bus other than their regular bus route. NO EXCEPTIONS will be made.
- d. The office must be notified by the parent when a person other than the student's parent or guardian will be picking the child up from school. NO CHILD WILL BE ALLOWED TO LEAVE WITH AN UNIDENTIFIED PERSON WITHOUT NOTIFICATION BY THE PARENT.



27. Library Media Center

The library media center is opened as school begins each day and remains open until school closes. Each grade has an assigned period for using the Library Media Center. Students are also allowed to come to the center at other times when there are no classes in session, providing they have their teacher's permission.

At all times, a quiet atmosphere of industrious activity is sought. Individual research and browsing is permitted unless it is a disturbing element for others who are using the library. Students are taught how to use the Library Media Center by the librarian, assistant librarian, and teacher. These skills are developed as the students progress in school. Library materials are checked out using a computerized library circulation system. Books may be checked out for two weeks before they are considered overdue, and they may be renewed upon request. Books should be returned to the designated check-in area before checking out new materials. Students will be held responsible for library books and materials they borrow from the media center. If students damage any materials, they are expected to discuss the issue with the librarian so that materials can be mended when possible. Students should not attempt to repair library materials themselves. Parents will be held responsible for paying for lost or seriously damaged library materials.

28. Lost and Found

All clothing and personal items found are placed in the lost and found cabinet located outside the gym. Students may claim their items for this area with teacher permission. At the end of each semester any unclaimed items are sent to the Community Action Center.

29. Medications

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

- a. Written consent signed by the parent/guardian is required and will include:
 1. date
 2. child's name
 3. name of medication
 4. time to be administered
 5. dosage
 6. termination date for administering the medication

- b. All medications must be in their original container and kept in the nurse's office.
- c. The parents of the child must assume the responsibility for informing the school of any changes in the child's health or change in medication.



30. Notes to School from Parents

Children who are to go home by car with someone other than their parent should send a note stating who has your permission to take your child home. In case of an emergency, please notify the office by phone.

A child who has been ill and is required to stay in during free time must bring a note from home for remaining indoors. **The decision that a child needs to remain indoors can be made only with a daily note from home.**

A child who is going home with a friend must bring a note to show the teacher/office and have a bus pass filled out by the office to be given to the bus driver before they are allowed to leave on a bus they are not scheduled to be on. A note must also be presented if a child is to ride home in a car with someone they are not regularly schedule to ride with.



31. Parent Teacher Communication and Conferences

Parents are invited and encouraged to come to school and talk to the child's teachers and/or principal at any time. Feel free to contact the school and schedule an appointment that is convenient to those involved. When problems arise, the parent should begin by contacting the teacher to discuss the issue. If a satisfactory solution is not reached, the problem should be brought to the attention of the principal.

Annual parent-teacher conferences are scheduled in the fall. Conferences are considered the most effective way for home and school to work together to provide the best understanding of your child. We urge you to make every effort to attend these conferences and share information with the teacher that will benefit your child's learning.

32. Peer Tutors

Students from the upper grades volunteer their free time to help out in the primary classrooms offering their services and skills to our younger students. The program is growing and is very popular with both the older and younger students.



33. Playground Rules

Students will:

- Obey adults on duty.
- Remain on school grounds at all times unless permission is given by adult on duty.
- Re-enter the building during recess only after receiving permission from the adult on duty.
- Express themselves using appropriate language.
- Display good sportsmanship during play.
- Keep hands, feet, and objects to themselves.
- Not engage in snowball fights or sliding on ice.
- Use playground equipment in an appropriate and safe manner.

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

34. Retention Policy

The school has the right to retain students when in the professional judgment of school personnel, the academic, and/or social development of the student will benefit. The parents or guardian will be consulted and

parental agreement and cooperation are highly desirable. The State of Indiana holds schools accountable for making wise decisions for retention if a child has not mastered the grade level curriculum necessary to be successful at the next grade level.



35. School Bus Rules

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

Students will:

- Remain well back from the roadway while awaiting the arrival of the bus.
- Follow directions of the driver.
- Stay in their seats.
- Keep all parts of their body inside the bus.
- Keep hands, feet, and objects to self.
- Give the bus driver the proper bus pass from the office when going home with a friend.
- Refrain from fighting with others
- Refrain from eating, drinking, or smoking.

Reserved Seating on the Bus

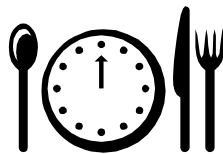
An important part of our school bus safety program is to issue each student a reserved seat. Reserved seating is important for several reasons. When everyone knows they have an assigned seat there is no reason for students to be pushing and shoving to reach a seat first.

During the first weeks of school, the bus driver will be discussed with students the need to find a seat, which will become their reserved seat for the remained of the school year. The bus driver has the authority to

change the seating assignment when they feel it is necessary. If a child chooses to ignore the directions of the bus driver concerning behavior, they may be removed from the bus to ensure the safety of all our students who are on the bus. Encourage your child to comply with the rules in an effort to send all of our students home safely each day.

36. School Insurance

Each fall the school makes available to all students a school insurance policy. If you decide to purchase the insurance and you have a claim, the first step is to come to the office and fill out a claim form. You should then submit it to the doctor or hospital. The school is in no way responsible for taking care of the insurance claims. The insurance is a service made available through the school to our families.



37. School Lunch and Breakfast

The price of meals is determined each year by the school board and parents will receive price information in their opening day school packets. School menus are sent home in Friday folders at the beginning of each month and are also published in the local newspaper each week. Free or reduced applications are mailed to all corporation families during the summer months and are also available in the school office.

Lunch money for the week's meals is collected for that week on Monday, prior to the child eating the school meal. If children are absent during the week, credit is given on Friday for the following week. Each week, your child will bring a lunch envelope home in their Friday folder to be returned the following week Monday morning with their money enclosed for the new school week.

Children may charge no more than 5 days without payment being made. Your child will be required to bring their lunch from home until charges are paid up. If necessary, the cafeteria will provide them a sandwich until payment has been made. We do not wish to embarrass children, but we must operate a cafeteria and be fiscally responsible for its finances.

Due to the increased number of bad checks we are receiving, we are forced to pass on the bank charges to the issuer of the bad check. ***Ten dollars will be added on to the amount due for meals or textbooks when we receive a bad check.***

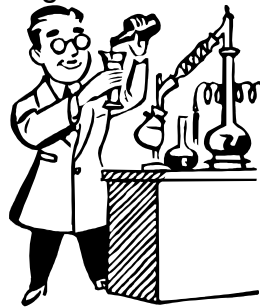
38. School Pictures

Individual school pictures are taken in the fall of the year. The school has the right to use all directory information in newspapers and media

releases. If a family does not want their child's picture published or used on the school webpage, it is vital that you notify the office in writing so that we can abide by your wishes.

39. Science Fair

Every other year, students have the opportunity of studying a science area of their interest and demonstrating their learning through a science fair project. The projects are judged; students with outstanding projects earn recognition for their efforts. Parents and families are invited to view the winning projects during evening hours.



40. Stargazer News

A student newspaper is published four times throughout the school year. The reporters are selected from their classrooms and represent their grade level in writing about events and happenings in their grade and around the school. The news reporters meet once a week to plan the issues, interview, write, and collate the newspapers.

S.T.A.R.S. - Students That Are Really Super

The purpose of the STARS programs at David Turnham is to provide a supportive environment in which to promote and recognize our students' special effort and achievements in a variety of areas and strengths.

These schoolwide **STARS ASSEMBLIES** are planned each month throughout the year at which time different grade levels of students have the opportunity to perform for their peers. Self-esteem, school spirit, and pride are developed as students are recognized for their effort, hard work, improvement, academic achievement, and participation in school and community events. Many, many opportunities are made available for students, classes, and grades to receive group and individual recognition.

Through **PALS - Principal at lunch with her PALS program**, students will have lunch from Jenk's Pizza, with the principal, in recognition of their improvement in grades, behavior and attitude. Jenk's Pizza supports our students and provides pizza free to our honored students each month.

Each month, students from each grade level are selected by their grade level teachers as **SHINING STARS**. These students are selected for demonstrating a particular character trait that the school has chosen to

focus on for the month i.e. respect, responsibility etc. These students are treated to ice cream sundaes and get to visit with a Community Leader to learn about their career.

Through quarterly ***FIVE STAR CELEBRATIONS*** our students will be recognized for outstanding effort. Students will be held personally accountable for demonstrating respect for school rules and becoming responsible students who complete assignments on time to earn the school wide celebration. **A child loses their celebration if they have received 4, or, a combination of 4 responsibility times or supervised study times.**

A ***S.T.A.R.S. Parade*** entry into the Dale Fall Fest parade is frequently supported by our PTEO to create school spirit and pride in David Turnham's role in the community when there are enough volunteers willing to help create a float. S.T.A.R.S. students are selected to represent the school. Also, the school staff raises money for the S.T.A.R.S. program expenses through a cakewalk at the fall festival. The D.T. parents faithfully donate cakes for the cakewalk to help raise money for the S.T.A.R.S.

41. Student Council Members

Student Council members are responsible for many activities that take place throughout the school year. Student representatives are elected from each grade level to serve on the Student Council. They manage the annual food drive for the community, help with the collection of Campbell's soup labels, plan Spirit Days for the school, provide visitors a tour of the school, and help with the decision making for school events. This group of youngsters remains very busy all year; and meet on a weekly basis during the school day.

42. Student Progress Reports

Students will receive a Progress Report every 9 weeks for a total of 4 times throughout the school year. This progress report must be signed and returned to school each nine weeks throughout the school year with the exception of the last one. The elementary schools have developed a standards based report that will ensure that parents know whether students are meeting the State's academic standards for their grade level.

Teachers will be working to communicate throughout the school year the progress each child is making. If parents have questions concerning their child's work, they should feel free to contact the teacher at school at 937-4300.

43. Student Records/Directory Information

The school maintains records on each student. Confidential information may not be released without written parental consent except when their

transcript is moved to Heritage Hills Middle School at the end of the sixth grade year. Parents have the right to review their child's record. By law, any suspensions or expulsions become a part of the record that is transferred to other schools if a child is seeking enrollment or transfer.

Directory Information is the information about your child such as name, grade level, photographs, awards, participation in events, sports, etc. that the school does have permission to disclose and use for yearbooks, newspapers, newsletters, webpage, school powerpoint presentations, class videos, etc. If a parent does not want their child's directory information used for these purposes they must notify the school, in writing, no later than the second week of the new school term and file an objection to the directory information being used by the school. If no objections are made, the school may use the information without consent.

44. Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any child who arrives after 7:50 is considered tardy and needs to stop at the office to let the secretary know they have arrived. Three tardies in one semester will result in after school detention, and for each tardy thereafter in that semester. When students leave a few minutes prior to the end of the day bell at 2:55, they are marked with a "z" on their attendance to indicate that they left school early and are not eligible for perfect attendance.

The school corporation's attendance policy on page 25 outlines the progressive steps used to resolve the problem and will be complied with at David Turnham. Notices will be mailed out every nine weeks. Perfect attendance awards will be awarded to all students with perfect attendance for the year and for six years of perfect attendance.

45. Telephone Use By Students

The telephone is used to carry on school business. Students should ask their teacher to use the phone only in an emergency. Forgetting their homework or a textbook is not considered an emergency. Teachers will determine if the child should be sent to the office to make an emergency phone call. Students will not be called to the phone except in a rare emergency; however, messages will be given to your child. Please call the school to discuss any kind of need for a cell phone to ever be needed during school hours.

46. Testing

Standardized tests administered to students at David Turnham each school year as well as teacher made tests and textbook tests assess the attainment of specific objectives. The Indiana ISTEP+ test is administered to our 3rd, 4th, 5th, and 6th graders annually. Kindergarten, first, and second

graders are tested through the use of standardized tests to gain an understanding of their potential ability.

North Spencer School Corporation gives students in grades K - 6 Benchmark Tests each quarter in order to monitor student growth and progress on the standards and skills expected by the State of Indiana for that grade level.

Results for all of these tests help us to evaluate our programs and set goals for individuals as well as for the school.



47. Textbooks

Textbooks are issued by teachers on the first day of school. Book rent must be paid no later than the second week of school so that we may be prompt in paying our bills for new textbooks, workbooks, and supplies. Students are responsible for paying the replacement cost of the text. The school corporation will submit all unpaid lunch and textbook bills to the small claims court.

In case a student withdraws from school, rental will be pro-rated according to the date of withdrawal for textbooks. Workbooks and material fees cannot be pro-rated. New students will be charged according to the semester that they enroll. Workbooks and materials will be charged in full. Students who lose or destroy a book will be charged the replacement cost for the book.

Application forms for financial assistance with free/or reduced lunches automatically qualifies for free textbooks; however, the State does not pay for the materials fees that are a part of the charges on your child's book bill. The office will notify you of the balance that is left unpaid by the State of Indiana.

48. Unlisted or Unpublished Telephone Numbers

If you have an unlisted telephone number, it is still required that you provide the school with your phone number in the event of an emergency. The number will not be released to any persons other than the school personnel. Please notify the school of any change in telephone number or address.

49. Visitors

The first stop for anyone entering the building is the office. Any one visiting the school must sign in at the office and receive a visitor's badge to ensure the safety of our children. All doors to the school are locked after 8:00 a.m. and anyone entering the building must enter at the main door near the office. Morning and afternoon kindergartners do enter and exit the doors off the car circle and the doors are locked after they arrive.

We frequently have students request permission to bring a relative or a visiting friend to school with them for the day when they happen to be in town or out on school break early. We are sorry but we cannot accommodate visiting students due to disruptions to planned tests and learning activities, lack of desks in the classroom readily available, and our inability to always be prepared to entertain guests when we are busy with learning and instruction.



Appendix

Contents

Attendance Policy
Non Discrimination Policy
Internet Use Policy
Field Trip Permission
Publication Permission
Missing Child Policy
North Spencer Student Discipline Policy

Attendance Policy - North Spencer County Corporation

Regular and punctual attendance is vital. Research indicates that a direct correlation exists between school attendance and achievement. Higher academic achievement occurs for students who regularly attend classes, while excessive absences result in achievement below the level of expectation and/or failure.

Consistent daily attendance of students is a requirement under the laws of Indiana as expressed in the Compulsory Attendance statute. Ensuring students consistently attend class on a daily basis is a responsibility which is shared by students, school officials, parents, and the community.

A parent must also recognize that time away from school for vacations, healthcare appointments, or other events not directly related to the child's educational curriculum should be kept to an absolute minimum. When this is unavoidable, it is important that you discuss the situation with the school principal in advance.

The Board of School Trustees of North Spencer has determined attendance should be reflected on the individual's school record and attendance certificates be presented to those students having perfect attendance for the terms of 1 school year, 6 years, 8 years, and 12 years.

- ***Attendance Terms Defined***

Absence is defined as the following:

- Illness, injury, or surgery, ten school days or less.
- Legal, medical, or dental appointment which **cannot** be scheduled after school hours.
- Home emergency approved by the principal which included illness or death of family member.
- An absence conducive to the educational process as approved by the principal.
- School sponsored functions or state approved functions as approved by the principal.
- Religious holiday - verification of absence may be required by principal.
- Approved absences may only be granted by the principal; and only if situation warrants.

An approved absence may be granted for a student going on a trip (for no more than 5 days) and only if there has been no attendance problems which have caused lost learning already. This type of absence must be approved by the principal. Requests must be made within a reasonable time prior to the trip. Students going on a trip may be absent only upon meeting the following conditions:

1. The student can be absent no more than 5 days, or principal's discretion.
2. The student will be accompanied by a parent.

Truancy is any absence other than those listed above. Unreported absences will be recorded as truant. Truancy is a violation of the school rules established by the school board. If a student is truant they will not be allowed to make up the class work and will receive a zero for any tests or work done in class while absent. ***A student who is truant twice falls under the Indiana Absent Truancy Regulations and will be referred to the Spencer County Probation Department/or the principal can recommend expulsion.***

- ***Tardiness to School***

Any student tardy to school after the beginning of the first period must sign in at the office. Tardiness to class occurs when the student is not in their class when the class begins at 7:50. When a student is tardy, they are not counted as absent unless they miss more than one class period. Once a student has accumulated 3 tardies to class during one semester the student may be assigned to after school detention for each tardy thereafter.

Significant illness or medical problem may be counted as an absence as defined by the student having a physical or mental impairment, which substantially limits their ability to attend school. This is illness, injury, or surgery that requires a child to miss more than 10 consecutive school days. The following conditions must be met:

1. A physician's statement regarding the proposed length of the student's absence.
2. The parent notifies the principal or nurse in a prompt manner.
3. And the student must complete the assignments provided by the school.

Students who qualify under Section 504 policy of the corporation will not be considered absent when the absence is the result of the disability and they meet the 504 regular education plan.

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

1. When a student has been absent five days, parents will be informed and the principal may request a parent conference.
2. After 6 days of absence a letter of warning of court action may be mailed to the parent unless a physician's statement is on file.
After 7 days of absence, a pre-court conference will be requested of the parent and the student by the principal.
After 1 additional day of absence or truancy, a referral to the probation department may be initiated.

3. Should a student be absent for more than 8 days the principal may consider whether expulsion should be initiated.
4. If a student is suspended from school, this is an absence and will affect perfect attendance; however, this will not be counted in compiling actual days attended.
5. A student who is found to be truant from school will be subject to disciplinary action. If a student is truant from school twice they will be referred to the probation department or the principal may recommend expulsion.

- ***Exceptions to Compulsory Attendance***

The only statutory exceptions in Indiana are:

1. For each day of page service, verified by the House of Representative, a pupil shall be recorded as being in attendance.
2. Secondary students serving on the election board are exempt.
3. A superintendent may excuse a student with the approval of the state board of education, any student found to be mentally or physically unfit for school attendance. Valid for 1 school year at a time.

- ***Procedures for Parents Reporting Absences***

All absences and tardies are considered trancies unless a phone call or note signed by the doctor or parent has been received.

The parent must notify the school by 8:00 a.m. on the day absent. All schools have answering machines. The student must request the makeup work. Makeup work will be required for an absence. Students will be given 2 days for each missed day to complete the makeup work and receive credit.

A parent must produce a certificate of a student's incapacity to attend school for the principal within a reasonable time after it is requested. The certificate shall be signed by a doctor or chiropractor or a Christian Science Practitioner listed in the Christian Science Journal.

If after a doctor's statement is requested and not produced, the principal may deal with the violation by:

1. Suspending the student up to 5 days from school, either in school or out of school.
2. or recommend expulsion for the student for the remainder of the semester in accordance with student due process statute.

Indiana Public Law provides that a student must be enrolled in school until:

1. age seventeen
2. age sixteen with permission of proper authorities.

50. Non-Discrimination Statement of North Spencer School Corporation

The North Spencer County School Corporation is committed to equal opportunity. It is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

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

51. Certificate of Incapacity

A parent must produce a certificate of a student's incapacity to attend school for a principal/designee within six (6) days after it is requested, as per Indiana Code 20-8.1-3-20. The certificate required shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science Practitioner who resides in Indiana and is listed in the Christian Science Journal. If after such a certificate is requested and is not delivered, the principal/designee may deal with the violation by imposing disciplinary consequences, recommending expulsion of the student, and/or referring the matter to Child Protective Services and/or juvenile court authorities for violation of the Indiana Compulsory Attendance statute.

Internet Acceptable Use Policy

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

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

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

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

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

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

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

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

1. Using the Internet for any illegal activity, including violation of copyright or other contracts;
2. Gaining unauthorized access to resource or entities;
3. Accessing, transmitting, upload, or download pornographic, obscene, or sexually explicit materials;
4. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. It is possible for students to purchase goods and services via the Internet. These purchases could result in unwanted financial obligation on the part of the parent. Under no circumstances should a credit card number be used in the Internet.

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

Account holders specifically agree to identify the North Spencer School Corporation for any losses, costs or damages incurred by the Corporation arising out of any breach of this section.

Any and all provisions of the Acceptable Use Policy is subordinate to local, state, and federal statutes.

Statement to Parents: Please verify your choice of permitting or denying your child Internet usage at David Turnham Education Center. This form will be kept on file for the school year.

North Spencer School Corporation Internet Use Policy

I understand and will abide by the Internet Acceptable use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or legal action.

Student Signature

Dear Parent/Legal Guardian:

As the parent or guardian of this student, I have read the Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. North Spencer School Corporation has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for the corporation to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision of and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct and that I am the parent or legal guardian of the above named student.

Print: _____ Date: _____
 Legal Guardian/Parent

Signature _____

North Spencer School Corporation Exclusion for Internet Use

I do not give permission for my child to access the Internet through the North Spencer School Corporation computer system. If a class project involves communicating with others on the internet or gathering information from the Internet, my child will be given an alternative assignment.

Student Signature

Print: _____ Date: _____
 Parent/Legal Guardian

Signature _____

Field Trip Permission Form

It is necessary to have a signed parent/guardian permission form completed and returned to the instructor. No student will be permitted to attend the filed trip without the proper form on file.

David Turnham requests that parents sign the field trip permission slip form below. This permission slip would enable your child to attend any field trip that occurs within the house of a regular school day without you signing anew form each time. These experiences might include going to Owensboro to a play, a trip to Barnes and Noble for a book-buying trip, or to the museum in Evansville. Any filed trip that occurs beyond the regular hours of the school day requires an additional permission slip. Prior to every field trip parents/guardians will be notified of any off campus field trips and any expenses that the child needs to pay for the trip.

Should you for any reason, desire that your child not participate in a certain filed trip during the year, please feel free to contact the school with those instructions.

_____ has permission to participate in any off campus filed trip that occurs within the regular school day during the school year.

The signature of the parent or guardian is not in any way to be construed as an attempt to relieve the school of its responsibility. It simply means that the parent or guardian has knowledge of the proposed events.

Parent/Guardian Signature _____ Date _____

MISSING CHILDREN Policy-

In the event that it is determined that an elementary school age child is missing, the following procedure should be followed:

1. Search the immediate premises
2. Notify the police authorities no later than 10 minutes after the child is missed, (or immediately if it's known that the child is off school premises)
3. Notify parents immediately after authorities have been notified
4. Notify superintendent's office
5. If child is found, notify authorities, parents, and Superintendent's office immediately.

Bullying/ Harassment Policy-

It will be a violation of the North Spencer School Corporation policy for students to harass or bully other students. Acts of harassment may be aimed at a person's sex, race, color, national origin, religion, disability, or other personal characteristics. Bullying is defined as overt, repeated acts or gestures, including: verbal or written communication transmitted; physical acts committed, or any other behaviors committed by a student or group of students with the intent to harass, ridicule, humiliate, intimidate, or harm. Violation of the school's anti-harassment policy will result in disciplinary action that could include suspension or expulsion. I.C. 20-33-8-0.2