

Southmont Jr. High School

“Home of the Mounties”



2021-2022 Student Handbook

SOUTHMONT JUNIOR HIGH SCHOOL 2021-2022



WELCOME AND MISSION

WELCOME

Dear Parents, Guardians, Students and Families:

We are pleased to welcome you to Southmont Junior High School, and we are excited for the 2021-22 school year. The middle-grade years are an important time of change in your child's education and development. We are honored to participate in their overall growth as a person and as a lifelong learner.

The student handbook was developed so parents, families and students at our school may gain an understanding of the daily operation of our school and to help answer many commonly asked questions. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the included information as a valuable reference during the school year and as a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in the handbook, please feel free to contact the SJHS office for further information.

The teacher, family, school and student relationship is incredibly important for student achievement and a positive school environment. We want the best for our students, and we work to continually analyze and improve our practice toward achieving the best. It takes a true team effort to ensure that our students feel accomplished and confident academically, socially, emotionally and physically. We look forward to collaborating with you as we all join together to support our students to ensure their success.

Sincerely,
The Faculty and Staff of Southmont Junior High School

SJHS MISSION STATEMENT

Southmont Junior High School is a partnership of caring professional educators who are dedicated to helping all students become responsible citizens and achieve their highest academic excellence.

COMMUNICATION AND INVOLVEMENT INFORMATION

FAMILY INVOLVEMENT

Families play a vital role in the life of our school. All members of our school community are urged to help with events and with school organization. Interested family members should contact the school counselor. Southmont Junior High School families are encouraged to come and visit. Please call ahead to make arrangements and stop by the school office so we can greet you and provide proper visitor credentials before beginning each visit.

CONTACT INFORMATION

SCHOOL PHONE NUMBER: 765-866-2023
FAX NUMBER: 765-866-2045

ADDRESS: 6460 US 231South
Crawfordsville, IN 47933

COMMUNICATING WITH YOUR SCHOOL

The South Montgomery Community School Corporation believes that the most effective education takes place when the home and school work in a cooperative relationship. Students typically do much better, both academically and behaviorally, when the home reinforces what is presented at the school. There are times,

however, when you might disagree with some action taken by the school, and you would like to explain your concern to the appropriate people. The following are the suggested steps you should take:

1. **Take your concern to the person closest to the issue.** Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. The issue may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the staff member's attention. Give them a chance to address the problem first.
2. **Your next step would be to direct your concern to the building principal.** The principal is responsible for the supervision of all staff members within the building. In a very calm and logical manner, share the steps you have already taken, and why you have brought the issue to them.
3. **Your next step is to contact the Central Administration Office.** You will be directed to either the Superintendent or the Administrative Assistant, depending upon the issue. At this level, you will be asked if you have already spoken to the teacher and the principal. If you have and the issue has not been resolved to your satisfaction, your concern will be reviewed, and a decision will be made as soon as possible after obtaining all the facts.
4. **Your final step is to contact your school board members.** A board member should be contacted only after all other means to solve a problem have been tried. School board members are elected to represent the interest of all students and district residents. Their primary responsibility is to make policies that guide the school district. As a Board, they may wish to discuss the issue to consider whether policies or procedures have been carried out correctly; or they may request that the Board review specific policies that relate to the problem; or they may propose that new policies be developed for the Board's consideration.

ACADEMIC INFORMATION

STUDENT EXPECTATIONS FOR POSITIVE LEARNING

A positive learning atmosphere should exist in the school at all times, and students will be expected to contribute by behaving responsibly. We believe that students, parents, and teachers should share in maintaining this productive environment so that students may reach their fullest potentials.

HOMEWORK

Homework puts responsibility on the learner and gives students an extended opportunity to learn. Homework serves as a link to home. It gives parents an opportunity to reinforce learning. Team teachers coordinate homework assignments in an attempt to avoid overloading students on a given evening. Power School is available for parents to observe their students' assignments and progress in the students' classes. ROSE HULMAN'S HOMEWORK HOT LINE NUMBER: 1-877-ASK-ROSE. A student's failure to complete homework may result in consequences. Some of these consequences include but are not limited to: student and/or parent/guardian may be asked to attend a meeting with the student's teachers; referral to principal's or counselor's office; after-school or lunch detention assignment; in-school suspension or out-of-school suspension assignment. Completion of homework is rewarded at the classroom and school level as we wish to help students understand the importance of following through with a job.

GRADING SCALE

The scholastic grading scale at SJHS is as follows:

GRADE SYSTEM	A+: 100	A: 93-99	A-: 90-92	B+: 87-89	B: 83-86	B-: 80-82
	C+: 77-79	C: 73-76	C-: 70-72	D+: 67-69	D: 63-66	D-: 60-62
	F: 0-59					

STUDENT PREPAREDNESS POLICY

The PRIDE Book is a communication and organizational tool. **It is imperative to the student's personal and academic success that parents and students communicate about school.** Recording of assignments and class information is the student's responsibility. Parents should sign this book on a weekly basis. Students who do not meet this expectation will work with the counselor.

TUTORING

Tutoring is available in the morning five days a week beginning at 7:30am with each teacher unless a teacher is absent. It is the responsibility of the student to attend tutoring. At times other opportunities for are offered; families are encouraged to contact the teacher with questions regarding the availability of tutoring.

ACADEMIC HONESTY CODE

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent/guardian immediately and complete a discipline log to notify the office. Further incidents of cheating could result in a suspension from school.

HONOR ROLL

High Honor Roll distinction is reserved for students who receive all A's. Honor Roll distinction is reserved for students who receive all A's and B's or earn a 4.3 GPA with no D's or less.

ELECTRONIC GRADEBOOK - POWER SCHOOL

Power School is a South Montgomery Community School Corporation's student data system. Parents/Guardians have the opportunity, and are encouraged to check their child's grades, attendance, and more by logging into the system at <http://powerschool.southmont.k12.in.us> (link can be found at SMSC homepage). A unique username and password is assigned to each family and is distributed at registration. Students are also given access to the system to encourage ownership of their own progress and nurture independence and maturity. Parents are also encouraged to log-on and sign up for e-mail notifications and the school's daily bulletins. Questions regarding the system may be directed to the school office. Questions about grades should be directed to the classroom teacher.

REPORT CARDS AND PROGRESS REPORTS

Students are issued paper copies of report cards and progress reports. Parents/Guardians requesting paper report cards/school information to be sent to their address, must put their request in writing to the office and provide self-addressed stamped envelopes.

STUDENT SUPPORT SERVICES INFORMATION

ADVISORY PROGRAM

The Southmont Jr. High School Advisory Program ensures that each student has an appointed member of the staff who will serve as an academic advocate. Advisors and their advisees meet during a homeroom time to offer the opportunity to monitor academic progress, relay information from faculty and to address issues and concerns that are a normal part of middle school life. Advisors assist the school counselor in delivering guidance lessons to students. Advisors may serve as the contact person for parents to call if they have questions of a general nature, and will communicate information, needs and concerns to the parents of their advisees.

GUIDANCE AND COUNSELING

The Southmont Jr. High School Counselor provides support for students, families, and staff, which includes individual counseling, small groups, classroom presentations, parent education, and referrals to community agencies. A variety of lessons and programs have been developed to address a broad range of topics to support children's social/emotional health and academic success.

HEALTH AND WELLNESS PRACTICES AND POLICIES

HEALTH NEEDS

- It is the responsibility of the parent/guardian and the student to keep the school informed regarding any health needs and concerns that may require special consideration in the student's activities or education program.
- If a health concern arises, a written statement from a medical doctor licensed to practice in the State of Indiana is required for the student's file. This statement should include a description of the problem and the consideration to be given by the school in directing the student's activities and educational program. The doctor's statement is good for the school year.

ILLNESS DURING SCHOOL

- The student should have a pass from his/her teacher to visit the clinic, and is responsible to his/her classroom teacher for work due that hour. **Under no circumstance should a student leave the school grounds without official permission from the school nurse or administration. An ill student is never allowed to go home without parental consent, or that of the person listed as the emergency contact. No student should call a parent to come to get him/her without first checking with the school nurse.** In case of acute illness or injury, every attempt will be made to contact the parent; EMS services will be activated if, in the judgment of the nurse or the administration, it is warranted. The parent/guardian of each student should fill out an emergency health record that is kept in the nurse's office for this purpose.

MEDICATION POLICY

- Only those medications that are necessary to maintain the student in school, and that which must be given during school hours, should be administered. The school will administer medication that has been prescribed for the student and is FDA-approved. The medications must be in the original labeled bottle with student's name and dosage. All medications must be brought to nurse's office. Controlled substances **must be hand-delivered by the parent/guardian.** Any medications to be taken over a long period of time must have a written authorization from parent and physician on file.
- Self-administration of inhalers for asthma and insulin may be allowed after being registered with the nurse
- It is the responsibility of the student to report to the clinic for medication at the required time.

HEALTH SCREENINGS

- Screenings are mandated by the state. Vision screening is done in 8th grade, hearing screening in 7th and 10th grades.

IMMUNIZATIONS

- Students enrolled in Indiana public schools must have proof of immunization on file or a current religious or medical objection. It is the responsibility of the parent to furnish this to the school upon enrollment. Our corporation allows a twenty-one-day waiver. If at the end of this time the records are not made available, or have not been updated, the student should be excluded until the records are produced.

CONDUCT CODE AND STUDENT DISCIPLINE INFORMATION

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings. (Source: www.pbis.org/school) Southmont Junior High School takes a two layered approach to implementing PBIS.

1. Teachers design and implement expectations and procedures to be taught and implemented at the classroom level for daily routines. Teachers and administration work together to design and implement expectations to be taught and implemented in non-classroom settings for daily and typical routines.
2. Recognition of appropriate and outstanding behavior is another layer of supporting a positive discipline culture. Awards programs are held throughout the school year for all junior high students. Family members are encouraged to attend these programs and must check in with the SJHS office on arrival to be issued a visitor pass.

CONDUCT CODE

We ask that students act as young ladies and gentlemen to create a safe and productive learning environment. Any teacher or staff member has the right and/or obligation to correct a student whenever it is necessary. Direct disobedience of a teacher's or staff member's request or order will not be tolerated. The bus driver has instructions to report any cases of discipline to the principal's office. We hope that individual students will speak up and follow acceptable standards when actions of the group are questionable. All Southmont Junior High rules and regulations include, but are not limited to, Indiana School Laws and Rules as enacted by the General Assembly of the State of Indiana. A copy of this law and amendments are available in the main office of Southmont Junior High School.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provision of Indiana Code as outlined in Indiana School Laws and Rules adopted by the General Assembly of the State of Indiana, administrators and staff members may take the following actions:

- 1) **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** A teacher or aide Should have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- 2) **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or Designee) may deny a student the right to attend school for a period of up to ten (10) school days or to take part in any school function for up to one (1) year.
- 3) **EXPULSION:** In accordance with the due process procedures, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

DISCIPLINE PROCEDURES

“The School Board recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the Corporation’s disciplinary procedure.” A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials. **Southmont Schools have adopted a plan for the restraint and seclusion of students. The plan is available via our website under District Documents: Seclusion and Restraint, Policy 5630.01.**

EXAMPLES OF MAJOR OFFENSES, DEFINED BUT NOT LIMITED TO:

The following examples may result disciplinary action – included but not limited to detention, in-school suspension, out-of-school suspension, privilege restriction, notification to Probation Department or expulsion proceeding to begin.

- 1) Use, possession, and/or dispensing of tobacco, alcohol, illegal drugs, look alike drugs, and/or any substance injected, ingested, or inhaled that would impair or harm the human body. This includes being in a restroom stall with above-mentioned items.
- 2) Fighting or provoking violence by gesture or word.
- 3) Repeated acts of forgery or alteration of school forms, such as passes, parent’s notes, or medical/legal notes.
- 4) Insubordination or staff disrespect.
- 5) Possession of stolen goods, drug paraphernalia or any item that might be injurious to others. Possession of a handgun, firearm, or any deadly weapon on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers.
- 6) Gambling on school premises or at school activities.
- 7) Obscene acts, behavior, language, or dress that is deemed offensive to other students or staff.
- 8) Bringing, possessing, drawing, dealing in pornography.
- 9) An offense necessitating suspension from school (major disciplinary problem).
- 10) Violating any federal law, state law or ordinance, which occurs in relationship to the school.
- 11) Pulling the fire alarm.
- 12) Truancy – Absent without parental permission or leaving the building without permission. Any absence not verified with 48 hours by the parent is considered truancy.
- 13) Inappropriate affection while on school grounds. (This includes kissing, hugging, and petting.)
- 14) Corridor disruption.
- 15) Excessive tardies.
- 16) Failure to comply with electronic devices policy.
- 17) Harassment.
- 18) Theft or attempted theft.
- 19) Lack of respect to yourself, others, or the Faculty.

FIGHTING

Fighting is defined as aggressive physical abuse. If overt aggression is identified with one student, the ensuing disciplinary assignment may affect one participant differently from the other. Fighting will result in suspension from school. Continued aggression may result in expulsion from school. Punishment will be enforced for any fight that takes place on any South Montgomery school property, school buses, or at any school related activity (away or at home).

WEAPONS

No weapons (knives, firearms, etc.) or look alike weapons are to be brought to school for any reason, under any circumstances. This includes anything that resembles a weapon or could be used as a weapon. If a student is found with a weapon of any type, suspension and/or expulsion may be initiated, and legal authorities contacted.

SEARCH AND SEIZURE

Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect desks, lockers, and personal effects when reasonable grounds exist. If a locker is jointly accessible, and/or next to another student's locker being searched, that locker may be searched at the discretion of school officials. Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she shall be informed, as soon as practical, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds, and extends to all school-sponsored and related activities including field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

DRUGS, ALCOHOL, AND TOBACCO

Medicines are not permitted on school property unless registered with the office. Any "look-alike" substance, paraphernalia, and any kind of tobacco products are not permitted on school property. Any non-drug substance being used as a drug (i.e., inhalants) is considered a drug. The potential penalty for use, possession, sale, accessory, or being under the influence of any drug, is immediate suspension and initiation of expulsion proceedings. Legal authorities will be notified. The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that the use of tobacco products in a school building denies students, staff, and visitor's access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. It is the intent of the Board to create a tobacco free environment. It is school corporation policy (board policy 7434) that the use of all tobacco products on school property is prohibited. This includes buildings, buses, and grounds. This policy applies during the school day and for after school events as well. Students found to be in violation of this may be subject to legal citation and other disciplinary action.

SUBSTANCE ABUSE POLICY

The substance abuse policy applies to all students attending school or school sponsored events. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind or dealing any of the above substances, (1) on the school grounds during and immediately before or immediately after school hours, (2) on the school grounds at any other time when the school is being used by any school group; (3) off the school grounds at a school activity, function, or event is strictly prohibited. Use of a drug authorized by medical prescription from a registered physician shall not be a violation of this rule (medications are not permitted on school property unless registered with the office). The disposition of each offense will be imposed at the discretion of the building principal and proper law enforcement authorities will be notified, according to the following guidelines:

1. Knowingly possessing, using transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind:

Disposition-First offense:

The principal shall complete a request for expulsion; however, such request shall not be sent to the superintendent for further action provided the following criteria is satisfactorily met by the student and parents/guardian:

1. The student will be suspended from school for a minimum of five days.

2. After the third day, if the student has not scheduled nor had a chemical use assessment, expulsion papers will be forwarded to the superintendent.

3. The student cannot return to school until he/she meets with the principal and a counselor showing that the student is participating in a chemical use assessment as directed by the principal and is in compliance with the recommendations of the principal.

Disposition-Second Offense:

1. The school officials will recommend expulsion to the superintendent.

2. Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, or alcohol with the intent of receiving something in exchange for such distribution.

Disposition- first offense:

1. The school officials will recommend expulsion to the superintendent.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The corporation prohibit criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act or criminal gang activity and similar destructive or illegal group behavior.

Definitions:

A. "Criminal gang," means a group with at least three (3) members that specifically:

1. Either:

- a. Promotes, sponsors or assists in or
- b. Participates in, or

2. Requires as a condition of membership or continued membership the commission of a felony or act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

B. "Criminal gang activity," means to:

1. Actively participate in a criminal gang;

2. Knowingly or intentionally commit an act:

- a. With the intent to benefit, promote, or further the interests of a criminal gang; or
- b. For the purpose of increasing the person's own standing or position within a criminal gang;

3. Knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in criminal gang;

4. Threaten another person because the other person:

- a. Refuses to join a criminal gang
- b. Has withdrawn from a criminal gang; or
- c. Wishes to withdraw from a criminal gang;

When engaged in by a student who attends a Corporation school.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate, the principal may provide intervention and/or relevant support services (i.e. refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

BULLYING AND HARASSMENT POLICY INFORMATION

BULLYING

Bullying as defined in State law is “overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- Places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- Has a substantially detrimental effect on the targeted student’s physical or mental health;
- Has the effect of substantially interfering with the targeted student’s academic performance; or
- Has the effect of substantially interfering with the targeted students’ ability to participate in or benefit from the services, activities and privileges provided by the school.” [IC 20-33-9-0.2]

School corporation guidelines state that any type of bullying is strictly prohibited and will not be tolerated. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Every student is encouraged and every staff member required to report any situation that they believe to be bullying behavior. If an investigation by administrative staff members, pursuant to corporation guidelines and Board policy confirms an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action that may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited.

HARASSMENT

Sexual/Ethnic/Religious/Disability (Verbal/Nonverbal/Physical): Written or oral innuendoes, comments, jokes insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, and/or disabilities. Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person as a consequence of such person’s gender, national origin, religious beliefs, and/or disabilities. If a complaint is made and the investigation reveals that the complaint is valid, then prompt, appropriate remedial and /or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

DRESS AND APPEARANCE INFORMATION

DRESS AND APPEARANCE CODE

We are concerned about the personal appearance of our students. We do not intend to dictate the type of clothes to be worn to school but occasionally find it necessary to say what shall not be worn. We expect students to wear appropriate school clothes and wear them in an appropriate manner. Students whose appearance interferes with the educational process by drawing the undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing/appearance into something more appropriate or will result in the student being removed from the classroom and/or school. Simple guidelines for school-appropriate dress and personal appearance are:

1. Shirts are to have sleeves that cover the shoulders and not expose undergarments. No exposed cleavage, back, or midriff will be allowed. Shirts must not expose anything below the arm pit line.
2. Shorts, dresses, and skirts must be within least finger length or greater when standing up straight with arms at side. Shorts are permitted before fall break and after spring break.
3. All pants and slacks must not expose undergarments.
4. Clothes that are ripped, torn, dirty or unsafe are not permitted. Holes in jeans will adhere to the same guidelines as shorts (fingertip length). Holes above fingertip length are not permitted unless the student wears a suitable garment underneath the exposed area.
5. Coats, winter attire are not permitted in classes and should be placed in lockers prior to entering the classroom. Students are advised to wear sweaters if they feel the need for additional warmth.
6. Hats, caps, sunglasses, hoods, and any other head coverings are not to be worn or carried in the building during the school day.
7. Shoes must be worn at all times.
8. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
9. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco; drugs, illegal substances or inappropriate messages are unacceptable.
10. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are unacceptable.
11. Any apparel, jewelry, cosmetic, make-up, accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or disruptive behavior is prohibited.
12. Body piercing that interferes with learning and the educational process may be inappropriate and will be addressed.
13. Students are prohibited from writing/drawing on exposed parts of the body.
14. ANY OTHER ITEM (OR BODY ALTERNATION) THAT DISTRACTS OR DISRUPTS THE EDUCATIONAL PROCESS OF THE SCHOOL NOT BE PERMITTED. Administration will make this determination.)

The school shares in the responsibilities of student dress and appearance with the parents and the individual student in the areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide.

ATTENDANCE INFORMATION

ATTENDANCE PHILOSOPHY

Attendance and participation in class are essential if students are to gain maximum benefit of the educational program. Punctuality, dependability, and reliability are each habits that are necessary and respected in our society. Therefore, as part of the educational process, they are expected, encouraged and, as necessary, enforced.

LEAVING AND RETURNING TO SCHOOL

No student is permitted to leave the school building or grounds with anyone other than his/her guardian without a signed permission slip from their parent/guardian. For all appointments or leaving during the school day, the parent/guardian must call the school before 8:00am. **A parent/guardian must come to the office to sign the student out.** Students must report to the office upon return from appointments for admit slips to class. Students leaving school premises without permission will be marked truant, parents contacted, and disciplinary action taken.

SKIPPING CLASS

Skipping a class is considered truant and should result in an in-school-suspension.

ABSENCE REPORTING

Parent or legal guardians are required to call 765-866-2023 prior to 8:00am the day of the absence. We provide voicemail for your convenience. The absence may be unexcused/undocumented if a call is not received by 8am on the day of the absence. A phone call is required for each day absent unless prior arrangements have been made.

TARDY AND EARLY WITHDRAWAL POLICY

The staff at Southmont Junior High believes that regular attendance and punctuality in arrival to school are vital to a student's educational success. We find, in education, that absenteeism and being tardy are the first signs of a potentially more serious problem in the student's educational development. Furthermore, the habits of good attendance and punctuality are important learning behaviors that will benefit students as they become adults. We would like to impress upon **both students and parents that untimely arrival to school is both detrimental to the educational process and unlawful.** To that end, the following policy will govern student tardiness and early withdrawal from the school day.

- Students who arrive between 8:15 and 10:25 a.m. without a legitimate medical excuse will receive a "Tardy (T)". Students who accumulate any tardies will become ineligible for perfect attendance awards at the end of the six weeks/semester/year.
- Students who leave between 1:10 and 3:00 p.m. without a legitimate medical excuse will be considered "Early Withdrawal (EW)". Students who accumulate any early withdraws will become ineligible for perfect attendance awards at the end of the six weeks/semester/year.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below. These accumulations reset each six weeks.
 - 2 T/EW = Principal/Counselor will monitor.
 - 3 T/EW = Formal letter sent to parents.
 - 5 T/EW = Detention assigned for each T/EW thereafter.
 - 6+ T/EW = Attendance Officer/SRO will be notified.

ABSENCE POLICY

Attendance and participation in class are essential if students are to gain maximum benefit of the educational program. Punctuality, dependability and reliability are each personal characteristics that are necessary and respected in our society. Therefore, as part of the educational process, they are expected, encouraged, and, as necessary, enforced.

Regular school attendance is the responsibility and a legal requirement of the student and the parent or guardian. Indiana attendance law states: "A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school, . . . , the beginning of the fall school term for the school year in which the student becomes seven (7) years of age until the students (1) graduates; (2) becomes eighteen (18) years of age; or (3) becomes sixteen (16) years of age but is less than eighteen (18) years of age and the requirements under section 9 of this chapter concerning an exit interview are met enabling the student to withdraw from school before graduation; whichever comes first. (this includes students in kindergarten and first grade who are not seven years of age if they are enrolled in school) [IC 20.33.2.6]. Therefore, any student enrolled in Southmont Schools, and their parents, are affected by Indiana Code. Additionally, Code states: "If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity ,it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded" [IC 20-33-2-18] The law further states that it is "unlawful for a parent to fail to ensure that the parent's child attends school" [IC 20-33-2-7], except in the circumstances outlined below.

I. Classification of Absences

- **Exempt:** Indiana Code provides for certain exceptions to the compulsory attendance law. Those exceptions are listed below and will not be reflected as absences on the student's record.
 - Service as a page or honoree of the General Assembly – must be verified by a certificate from the Secretary of the Senate or the Chief Clerk of the House of Representatives
 - Service on precinct election board or for political candidates or parties – must provide a document signed by one (1) of the student's parents/guardians giving permission to participate prior to the date of the election, and must be verified by submitting a document signed by the candidate, political party, et al, describing the duties of the student on the date of the election
 - Witness in judicial proceeding or court appearances – must be verified by a subpoena or formal court-verified documentation
 - Duty with Indiana National Guard and military examinations – must be verified by a copy of the orders to active duty and a copy of the orders releasing the student from active duty, other military documentation; only when ordered to active duty for not more than then (10) days in the school year

- o Duty with Indiana wing of Civil Air Patrol – must be verified by appropriate documentation from the Indiana wing of the Civil Air Patrol detailing the reason for the student’s absence; only when active for not more than five (5) days in the school year; must be participating in a civil air patrol international air cadet exchange program or emergency service operation
- o Exhibiting or participating in State Fair – must be for educational purposes, as evidence in writing by the students’ parent and as approved in writing by the student’s school principal; must not exceed five (5) instructional days in a school year; student must be in good academic standing, as determined by the school corporation
- o School-sponsored activities – must be verified in advance with the sponsoring teacher or coach
- o Other educationally related non-classroom activity – may be authorized if the activity (1) is consistent with and promotes the educational philosophy and goals of the district and State Board, (2) facilitates the attainment of specific educational objectives, (3) is a part of the goals and objectives of an approved course or curriculum, (4) represents a unique educational opportunity, (5) cannot reasonably occur without interrupting the school day, and (6) is approved in writing by the school principal.
- **Excused/Documented:** These absences are considered appropriate and excusable by the district. While students’ records will still reflect their absence from school, they will not result in disciplinary action by administration:
 - o Legal, medical and dental appointments – must be verified by doctor’s note no later than 48 hours after the appointment and indicate that the child was seen and/or treated at the office on the specified date; administration reserves the right to deny written notes that are questionable in nature; only ½ day appointments will be considered excused unless otherwise approved by the school prior to the appointment
 - o Death and/or funeral of members of the household and/or immediate family – up to five (5) days will be allowed for any student for absence due to the death father, mother, guardian, brother, sister, grandparent, spouse or child; one (1) day will be allowed due to the death of any other blood relative such as first cousin, aunt, uncle, nephew or brother-in-law or sister-in-law
 - o Religious instruction/holiday – must be verified in advance and a note from the parent and religious leader must accompany the child upon his/her return
 - o Personal illness requiring a physician’s care/Extended absences – absences due to a physical or mental impairment which substantially limits one or more major life functions will be considered individually; a hearing officer may be requested to determine if an alternative learning plan (ALP) or Individualized Education Program (IEP) is warranted, or in the case where an absence is four (4) weeks or longer, if homebound instruction is warranted
 - o College orientations or visits – must be approved in advance and verified by the college or university upon the student’s return; limited to juniors (1 day during a student’s junior year) and seniors (2 days during a student’s senior year)
 - o In school suspension
 - o Out of school suspension
 - o Other special circumstances approved by the administration

Work that is missed during an excused/documented absence must be made up within the allotted timeframe – one day for each day of absence. It is the responsibility of the student and/or parent to ask his/her teacher(s) for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

- **Excused/Undocumented:** These absences are understandable but not necessarily condoned by administration. Students’ records will reflect these absences and disciplinary action will be taken by the administration according to Section II below. These types of absences include (but may not be limited to):
 - o Absences verified only by a parent phone call – parents must contact the school office before 9:00 a.m.; **parent phone calls beyond ten (10) absences will be counted as unexcused unless documented by a physician’s note**
 - o Re-occurring cases of head lice
 - o Family medical emergency – when arrangements could not be made by the family

Work that is missed during an excused/undocumented absence must be made up within the allotted timeframe – one day for each day of absence. It is the responsibility of the student and/or parent to ask his/her teacher(s) for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

- **Unexcused Absences:** These absences are not excused by the district in any way. They will be reflected on students’ records and will subject students to disciplinary action according to Section II below. These types of absences include (but may not be limited to):
 - Truancy (as defined, a students’ absence from school without the permission of a parent/guardian); “habitual truancy” is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year); students who leave school grounds without permission will be considered truant
 - Absences where the parent has not called the school before 9:00 a.m.
 - Family or personal reasons (i.e. – car trouble, missing the bus, etc.)
 - No excusable reason
 - Family vacations – if the time missed from school is arranged with the classroom teacher and building principal beforehand, work will be given to the student (as is allowed by circumstances) to complete for credit while gone; all work is due upon returning to school
 Work that is missed beyond five (5) unexcused absences may be made up at the discretion of the classroom teacher and building principal.

NOTE: Students enrolled at Southmont High School who accumulate more than five (5) days of countable absences per trimester (Excused/Undocumented or Unexcused) may be subject to disciplinary action (including expulsion or transfer to the alternative school) and loss of credit.

II. Disciplinary Actions for Excessive Absence

Students who accumulate excessive absences will be subject to the following disciplinary actions.

# of Unexcused Absences	School Action
1-3	- Verify Absences and consider intervention at the building level - High School Counselor/Admin to intervene with SHS students at 3 unexcused absences in any one class per trimester
4	- High School office to notify parents in writing of # of absences and the attendance policy
5	- Elementary School office to notify parents in writing of # of absences and the attendance policy
6	- Superintendent to notify parents in writing of # of absences and the attendance policy - Loss of credit for SHS students in the class(es) with 6 unexcused absences per trimester
8	- Student placed on social probation at SHS (no before- or after-school activities permitted) - Additional interventions determined at the building level
10	- Parents notified in writing of # of absences, the attendance policy and impending notification to DCS and the Prosecutor
11 or more	- DCS and Prosecutor’s Office notified directly by building administration

III. Additional Attendance Information

Below is additional information related to individual school buildings.

- At Southmont High School, an absence in a class is defined as missing more than 20 minutes.
- At Southmont High School, a student who misses any part of the school day may not practice or participate in a school activity on the day of the absence unless the absence is cleared by the principal.
- If students must leave school during the day for appointments or other necessary reasons, parents must notify the school of the reason for dismissal, the time of the requested dismissal and when the student will return. For elementary and junior high students, parents are required to sign students out (and back in upon return) in the school’s office.

IV. Early Withdrawal and Tardy Policy

Regular attendance and punctuality in arrival to school are vital to a student’s success. We find, in education, that absenteeism and being tardy are the first signs of a potentially more serious problem in the student’s educational development. Furthermore, habits of good attendance and punctuality are important learning behaviors that will

benefit students as they become adults. We would like to impress upon both students and parents that untimely arrival to school is both detrimental to the educational process and unlawful. To that end, the following policy will govern student tardiness and early withdrawals from the school day.

- Students who arrive between **(8:15am)** and **(10:15am)** without a legitimate medical excuse will receive a “Tardy (T)”. Students who accumulate any tardies will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Students who leave between **(1:00pm)** and **(3:00pm)** without a legitimate medical excuse will be considered “Early Withdrawal (EW)”. Students who accumulate any early withdrawals will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Parents are highly encouraged to schedule appointments for students after school hours as best as possible.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below. These accumulations reset each six weeks.

# of Tardies/Early Withdrawals	School Action
Up to 2	- Principal and/or Counselor will monitor.
3	- Office to notify parents in writing of # of tardies/early withdrawals and the attendance policy.
5	- Detention assigned for each tardy/early withdrawal thereafter.
6 or more	- Superintendent to notify parents in writing of # of tardies/early withdrawals and the attendance policy. - Additional action taken by administration as determine at the building level.

ASSIGNMENT REQUEST

Parents may request homework materials when calling to verify their child’s absence before 8:00am. Textbooks and locker contents may be picked up at the arranged time in the afternoon.

HOMEWORK MAKEUP

Work that is missed for excused/documented, excused/undocumented, unexcused/undocumented absences must be made up within the allotted time frame – one day for each day of the absence. It is the responsibility of the student and/or family to ask the teacher for missed assignments. Credit may be given at the discretion of the administration/teachers for unexcused/undocumented absences.

TECHNOLOGY INFORMATION AND POLICIES

Student Use of Technology

Southmont Schools consider technology integral to our learning environment and believe that it will only continue to grow in importance and availability. In this age, students denied access to modern technology resources would be as unable to function in the learning environment as students denied books and pencils. Therefore, given the following: (1) a wide variety of digital electronic devices and Internet-based technologies are utilized at all grade levels across the curriculum in support of teaching, learning and assessing traditional and technology standards, (2) many traditional resources are now available online only, (3) our requirement and obligation as a school district to teach technology standards and digital citizenship, the use of modern educational resources such as computers, mobile devices and the Internet is an acknowledged condition of enrollment at Southmont Schools.

In the same way all enrolled students possess implied parent/guardian permission to access critical educational resources such as books, libraries, pencils and notebooks, and to participate in educational activities such as

paper-based worksheets and tests, group discussions, group projects, art, music and research, all enrolled students will possess implied parent/guardian permission to access critical educational resources such as computers and Internet-based resources, activities and assessments.

Southmont Schools and the Board of Trustees, therefore, provide students, staff and the community reasonable access to a variety of technological resources. These resources provide opportunities to students and employees while remaining within the bounds of safe, legal and responsible use. Accordingly, the district has established guidelines for acceptable and responsible computer and Internet use, which will apply regardless of whether such use occurs on or off district property, and applies to all district resources, including but not limited to computer networks and connections and the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks. For more information about network access or policies, you may contact the Office of Technology Services. Additional resources are also available on our website at <http://www.southmontschools.org/technology-services>.

I. RESPONSIBLE USE: TECHNOLOGY, INTERNET AND SOCIAL MEDIA

All use of district-owned technology and the Internet shall be consistent with Southmont Schools' goal of maximizing the potential of every person every day by facilitating resource sharing, innovation and communication. Guidance and instruction will be provided for each individual granted network access through school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.

1. Allowable Use. The use of your network account must be in support of education and research and consistent with the educational objectives of Southmont Schools.

2. Privileges. The use of the district-provided network, communication and wireless services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The Director of Operations and the Superintendent will deem what is appropriate use and their decision is final. The administration, faculty and staff of Southmont Schools may request that specific user accounts be denied, revoked or suspended.

3. Prohibited Use. You are responsible for your actions and activities online. Some examples of irresponsible, prohibited use include:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation or law.
- Any action that violates school or district policy.
- Unauthorized downloading of software as determined by the developer.
- Downloading copyrighted material for other than personal use.
- Using the network for private or commercial gain and/or using the network for commercial or private advertising.
- Gaining unauthorized access to resources or entities, including the accounts of others.
- Invading the privacy of others, cyberbullying and/or spamming.
- Posting material authored or created by another without his/her consent.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Attempts to disrupt or otherwise interfere with the normal operation of any district website, network or wireless system or equipment.
- Attempting to bypass safeguards put in place on the devices, including device settings and the district web filter.

4. Exclusive Use of Access. Network users are solely responsible for the use of their logins, passwords and access privileges. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges.

5. Network Etiquette. You are expected to abide by the accepted rules of network and safety etiquette. These include, but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.

- Do not reveal the addresses or telephone numbers of students or colleagues.
 - Do not engage in spamming, or other attempts to otherwise disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be the property of Southmont Schools.

6. Personal Safety. For your own benefit, observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to your address, telephone number, work details, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher, counselor, principal, parents or other trusted adult any message you receive that is inappropriate or makes you feel uncomfortable.

7. Search and Seizure/Due Process. Your network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this policy or the law. The technology department will conduct searches if there is reasonable suspicion that you have violated this policy or the law, or if requested by local, state and/or federal law enforcement officials. Southmont Schools will cooperate fully with officials in any investigation related to illegal activities conducted on network resources owned by Southmont Schools.

8. Security. Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources you should notify the Office of Technology Services or a member of its staff. Users should not demonstrate the problem to other users. Users should not use another individual's login credentials. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges and possible expulsion. If a user is identified as a security risk or has a history of problems with ours or other computers systems, Southmont Schools may deny access to technology resources.

9. Vandalism/Harassment. Vandalism and/or harassment will result in the cancellation of privileges, and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, district networks or technology hardware and software. This includes, but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and/or its components or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to the sending of unwanted electronic messages of any kind on any electronic platform.

II. USE AGREEMENT: SCHOOL- AND STUDENT-OWNED TECHNOLOGY

Southmont Schools Board of Trustees has approved the distribution of mobile devices, specifically iPads and Chromebooks, to all students in our district. In keeping with the district's commitment to providing the best possible educational opportunities in a 21st century society, we are committed to providing the infrastructure, resources and guidance necessary to ensure that this initiative is beneficial to and in support of our students. However, knowing that instant connectivity with the world is an awesome responsibility, that students are able to access resources that do not support their educational pursuits and that such access requires guidance and supervision by both staff and parents, Southmont Schools expects students to abide by procedures and expectations that are designed to ensure maximum productivity and benefit from those devices. The following will govern use of all district-owned devices while a student is enrolled in our district:

1. Students are responsible for the care and maintenance of the device while it is assigned to them. Because the device belongs to the district, students are not to alter, damage, change or otherwise deface the device, case, carrying case, cord or charger.
2. Students are to keep the device in the supplied case (iPad) at all times, or in the carrying case (Chromebook) when not in use.
3. Students should ensure that the device is charged each night and ready for use each day.
4. Students are responsible for the device and should keep it with them at all times or in a secure location when necessary. The district is not responsible for, and any repair/replacement fee does not cover, lost or stolen devices.
5. Students should keep food and liquids away from the device at all times.
6. Students must immediately report damaged or malfunctioning devices to their school office or a member of the

Office of Technology Services staff.

7. Intentional damage to, abuse of or misuse of a district-owned device will result in possible repair charges being levied and disciplinary action being taken.
8. Students are forbidden from engaging in any action that violates school or district policy or local, state or federal regulation or law.
9. Students are forbidden from participating in any form of cyberbullying.
10. Students are prohibited from transmitting, accessing, uploading, downloading or distributing offensive, profane, pornographic, obscene or sexually explicit materials.
11. Students are prohibited from hacking, altering or erasing the device in any way.
12. Students are prohibited from bypassing the district's web filter or removing software that has been placed on the device by Southmont Schools' staff.
13. Students are prohibited from using the device to access other students' accounts, files and/or data.

Because the district has provided students with a mobile device to be used to access the internet via the district's wireless infrastructure and collaborate with other students in support of learning goals, no personally-owned devices will be allowed to connect to our network, unless otherwise approved by the Office of Technology Services.

Additional guidance is provided in the Use of Student Provided Device Agreement that each student and parent receives and signs before taking possession of the device. A copy can be found on the Technology Services page of our website.

III. CHROMEBOOK GUIDELINES

All students attending Southmont Schools will receive a mobile device for their use while enrolled in our schools—a Dell Chromebook for students in grades K-12. Additionally, classrooms might have sets of iPads that may also be used by students to assist in their academic endeavors. All students who utilize district-owned devices, including but not limited to Chromebooks and laptops, are required to adhere to the following guidelines:

1. Charge the device nightly at home before returning to school so they are fully charged for the beginning of the next school day.
2. Bring the device to school every day for instructional use.
3. Have the device available to present to staff when asked. If a student is unable to present their device for three (3) consecutive school days, the device will be considered lost and appropriate action taken, including but not limited to compensation for the cost of a replacement device.
4. Keep the device secure and damage free.
5. Do not remove the device from the protective case for any reason and only remove the device from the case when in use (Chromebook).
6. Use a soft, lint-free towel or cloth to clean the screen—do not use spray or liquids.
7. Because the devices are touch screen, students should use care when using this feature to navigate their device.
8. Do not loan out the device, charger or cord to others.
9. Use only the included charger and a standard outlet to charge your device.
10. Do not deface the device, charger, cord or case with drawings, stickers or other permanent adornment. Defacing any district-owned equipment will result in being charged for a replacement.
11. Do not leave the device unattended at any time.
12. Do not eat or drink while using the device or have food or drinks in close proximity to the device.
13. Do not allow pets near the device.
14. Do not place the device on the floor or on a sitting area, such as a chair or a couch.
15. Do not leave the device near table or desk edges.
16. Do not stack objects on top of the device. If there are any ventilation holes on the device, do not block or obstruct them while the device is powered on.
17. Do not leave the device in your vehicle.
18. Do not leave the device outside.
19. Use your device in a climate-controlled environment—do not expose to extreme temperatures.
20. Do not use the device near water.

21. Do not check the device as luggage should you be traveling with it.
 22. Make sure to back up files regularly (via a cloud-based system like Google Drive or a USB drive). All students are provided a G Suite for Education account which allows them to store documents in their Google account. This allows students to access those documents from other devices via the Internet and to share them with other students and teachers.
 23. Take good physical care of your device because you will use this device for several years while enrolled in Southmont Schools.
 24. Do not modify or alter the asset tag, serial number or model number for any reason. Do not remove the student ID in the carrying case (Chromebook).
 25. Report damage or lost/stolen devices to your school office immediately. Failure to report damage will result in charges for repair being assessed. The loss or theft of a device will result in a charge for replacement being assessed to the student. If theft is suspected, a police report must be filed with local law enforcement immediately.
- Failure to follow the above guidelines could result in the assessment of repair/replacement costs, suspension of take-home privileges and/or suspension of use.

A complete version of the ConnectED@SouthmontSchools Technology Handbook is available on our website at <http://www.southmontschools.org/technology-services>.

FOOD SERVICE POLICY INFORMATION

The South Montgomery Community School Corporation, operating under the provisions of the National School Lunch Act and the Office of School and Community Nutrition of the Indiana Department of Education, serves nutritious meals each school day. Planned lunches and breakfasts are available at each of the schools. Free and reduced priced lunches are available when family income falls within certain income guidelines. Application forms, which include income guidelines, are provided to parents/students during registration at the beginning of the school year, may be requested during the year should a family's financial status change and are available on our website <http://www.southmontschools.org/food-services>.

A menu is sent home regularly to parents and is also available our website. Students bringing their lunch to school may purchase milk or juice in the cafeteria. If they bring a drink with their lunch, the following are appropriate: milk, juice, tea, water or other non-carbonated beverage. Please, do not send carbonated beverages OR energy drinks to school and ensure that items sent in a lunch from home are easy for the children to open. Check with them to see if they are having difficulty with particular items or containers, then make necessary adjustments.

BREAKFAST

The breakfast program is an optional program only for those students who choose to eat breakfast at school, and is offered at no charge to students. Breakfast is served between 7:40 and 8:05. Please ensure that your child clearly understands whether or not he/she is to eat breakfast at school. Any student arriving at school after the tardy bell will not be able to eat breakfast at school that day, as the breakfast period will be over. The only exception to this is if a bus is late. Breakfast is NOT served on days which we have a 2-hour delay, so please make sure they have eaten before arriving.

COST

Lunch prices will be reviewed and approved by the school board in July (the following information is subject to change prior to the start of school.) The USDA announced the nationwide extension of several waivers that will allow all students to continue to receive free meals under the Seamless Summer Option (SSO) for the 2021-2022 school year. Parents or other adults may eat lunch at school with their children, but we request that you notify the teacher or the office in advance so that the cafeteria may have an accurate count. An adult lunch price is \$4.60. At this time, student breakfast is free to all students. You will be updated if any of the prices have changed at registration. Adult breakfast price is \$2.50 and milk is \$0.40 per carton. (These prices are reviewed during the

summer and are subject to change prior to the 2021-2022 school year) Please send payment for the full week on the first day of the week, as this is when lunch money is collected. Parents may wish to use our online system (MySchoolAccount) to add money to their children's accounts, information on which is available on our website at <http://www.southmontschools.org/food-services>. Students have an ID card that is used when purchasing any item from the cafeteria. Any amount of money may be added to the account. If you want to pay for an entire year in advance, you may do so. When an account balance becomes low, a notice will be sent home to notify the parent. According to Board Policy, if an account accumulates a negative balance below \$25, the student may not be served a standard lunch, and instead, will be given an alternate lunch until the account is brought current. Parents will still be charged \$1.00 per lunch for the alternate selection (typically sun butter and jelly sandwich, milk, and fruit.) For this reason, it is very important that you keep the account balance in a positive status. If a student's ID card is lost or broken, a replacement fee of \$3 will be charged.

NOTE: Kindergarteners do purchase an extra milk per day for snack time. Please be aware that this does not fall under the free and reduced lunch program and must be paid out-of-pocket by parents.

[This institution is an equal opportunity provider.](#)

TRANSPORTATION INFORMATION

TRANSPORTATION & BUSES

Bus students should ride their assigned buses to and from school unless given permission from the administration to do otherwise. The safety and welfare of all South Montgomery students are matters of great concern to all of us. Riding the school bus is a privilege, and we hope you will help us insure a safe transportation program. Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the bus stop to home. Conduct, which interferes with safety, may result in loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to the principal or assistant principals, and the parents by use of a discipline slip.

RULES FOR BUSES

All Southmont Junior High School rules apply when riding the bus. The following are specific but not limited to:

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.
3. Keep all books and materials on your lap or contained in pack or bag.
4. Be courteous and do not use profane language.
5. Speak in low tones
6. Pushing, shoving, scuffling or engaging in horseplay is not allowed.
7. Keep all belongings including head, hair, hands, and feet inside the bus and to yourself.
8. Smoking is prohibited.
9. Fighting is prohibited.
10. Throwing objects inside or outside the bus is not allowed.
11. Eating or drinking on the bus is not allowed.
12. Treat bus seats and equipment with care and respect.
13. Keep the bus clean and orderly.

EXTRACURRICULAR ACTIVITY AND ATHLETICS INFORMATION

EXTRACURRICULAR & ATHLETIC PHILOSOPHY

All students are encouraged to be involved in activities beyond the classroom to explore interests and develop a sense of pride in self and school. The extra-curricular program is provided to all students at Southmont Junior High School for the purpose of developing student interests and supplementing the instructional program. Participation in the extra-curricular program is a privilege extended to students who have shown a willingness to maintain a positive attitude toward the school and its primary functions. The functions include: **(1) Encouraging acceptable**

behavior and conduct, (2) Promoting academic progress in the classroom, (3) Developing civic and moral responsibility.

CLUBS AND SCHOOL ORGANIZATIONS

Numerous opportunities exist for student involvement at Southmont Junior High School. Announcements concerning clubs are typically made over the intercom, during the lunch period or on the SJHS Google Classroom Site. It is the responsibility of the student to seek out and listen for information about clubs and school organization. Clubs typically meet during the school day with some after-school activities. Typically, there are no fees for involvement, but some activities may require a nominal payment. The opportunities for involvement should be available to students for the upcoming school year.

FCCLA (Family, Career and Community Leaders of America)

FCA (Fellowship of Christian Athletics)

FFA (Future Farmers of America)

Art Club

Yearbook Club

Student Government *

National Junior Honor Society *

Junior Ambassadors *

Academic Team

Various Advisory Clubs

* Involvement requires an application and is selective. Stated criteria are provided during the application process.

ATHLETICS

The Southmont Junior High School Athletic Department would like to extend an invitation to all students to participate in the many athletic programs offered. The following programs should be available to students for the upcoming school year.

FALL	WINTER	SPRING
Cross Country Boys/ Girls Football Boys/Girls Soccer Boys/Girls Tennis Boys Volleyball Girls	Basketball Boys/Girls Swimming Boys/Girls Wrestling Boys/Girls	Track Boys/Girls Tennis Girls Golf Boys/Girls Baseball Softball

DRUG, ALCOHOL & TOBACCO TESTING POLICY

The school corporation recognizes the health risks and dangers associated with the use or possession of unlawful drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of students, faculty, and staff. The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. The program will be applied to all junior high and senior high school students (6-12), male and female, who participate in athletics, extra-curricular activities, and student drivers. In addition to those students who choose to participate in extra-curricular programs of the school, the school will test any student who volunteers to participate in the program. Such students and their parents must provide the school with their consent to participate in writing. It is mandatory that each student who participates in the extra-curricular programs, athletics, or identified as a driver must sign and return a "consent form" prior to participation in any activity.

ATHLETIC AND EXTRA-CURRICULAR CODE AND PURPOSE

The following code should apply to all students who should participate in any extra-curricular activity it shall, hereafter, be interpreted to mean any activity sponsored by the school, or by a school related organization that

takes place outside the regularly scheduled school day, and any event sponsored during the school day which requires absence from regularly scheduled classes. The Extra-Curricular Council will consist of the principal, assistant principal, athletic director, assistant athletic director, coach or sponsor of the organization that the violator belongs to. The Extra-Curricular Council has decided that violators of these rules will be punished as follows:

I. Drinking-this includes possession:

First Offense: Suspension from competition for 50% of the scheduled contests. The athletic director and coach will decide during which contest the athlete may return, trying to come as close to 50% as possible.

A. If it is not possible to calculate exactly 50% of the contests, the athletic director and coach will decide during which contest the athlete may return, trying to come as close to 50% as possible. If the violation occurs in a non-athletic extra-curricular event, the student will be suspended from any further participation in an extra-curricular event for forty-five (45) consecutive days (this includes Saturday and Sunday).

B. The penalty for a first offense may be reduced to 25% of the scheduled contests if the student undergoes a certified evaluation and education program, and if necessary, treatment and/or counseling (if non-athletic, twenty-two [22] days).

Second Offense: Suspension from competition or group activities for 365 days. The student will be able to resume competition or activities, after 365 days, if he/she undergoes a certified evaluation and education program and, if necessary, treatment and/or counseling.

Third Offense: Suspension for the remainder of the individual's high school career. The decision may be appealed, after 365 days, for reinstatement to extra-curricular activities. The decision will be made by the Extra-Curricular Council.

II. Drugs or Any Controlled Substance: The same penalties are in effect as drinking.

III. Use of Tobacco Products: Suspension from participation in competition for 25% of the scheduled contests for that season.

IV. Vandalism, Theft, or Destructive Misuse of School Property, Equipment or Personal Property of Others is Prohibited: This rule protects not only Southmont Junior High School and its students, but also all other schools and students with whom we compete. Southmont student violators of this rule will be punished as follows:

First Offense: Suspension from competitive participation in all sports for a period of one week to one year, depending on the severity of the offense. The length of the suspension will be determined during a meeting of the Extra-Curricular Council. Payment in full for all damage caused will be required.

Second Offense: Automatic suspension from competitive participation in all activities for one year (365 days) and payment in full for all damage caused.

V. Juvenile or Criminal Offenses: Upon presentation of reasonable evidence that a student athlete has acted in a manner that could result in a criminal charge (whether or not formally made by the office of the prosecuting attorney), the student shall be suspended by the coach until the extent of the penalty shall be determined by the Extra-Curricular Council.

PHYSICAL EXAMINATIONS

Students desiring to participate in athletics must undergo a physical examination performed by a licensed medical doctor prior to the first practice or tryout session of any sort. The physical form, which must be signed by a medical doctor, may be obtained from the athletic office. **The doctor's signature must be dated April 1st, 2021 or later** for the current school year to be valid. One examination is sufficient for the entire school year and any summer camp that requires a physical.

ACADEMICS/ELIGIBILITY

STUDENTS MUST MAINTAIN PASSING GRADES IN ORDER TO PARTICIPATE ON SJHS ATHLETIC TEAMS, Choirs, Bands, and any other competitive teams/clubs representing Southmont Junior High School. Students are academically eligible if they are passing all classes. However, on the day report cards are released, if the student fails ONE class, starting that day for 3 weeks the student is ineligible to participate in the team sport, but may practice. After 3-week mid-term grades are reviewed, if passing all classes, the student may participate in the team sport. If the student fails in TWO classes, the student is ineligible to participate in the team sport. The coach may choose whether or not the ineligible athlete continues to practice with the team. When the new six week's grades are posted and become available to the student, grades are reviewed for eligibility. If he/she is passing all classes, the student may participate in the team sport beginning on the day report cards are released. At the end of the first trimester both 6 weeks and trimester grades determine eligibility. For students entering 8th grade, fall sports eligibility is decided using third trimester and final 6 weeks' grades. *If a student becomes academically ineligible during the last grading period, he/she may be given the opportunity to earn eligibility by attending summer school if offered.* A form must be signed by the parent and student stating that they will be in attendance 90% of the required

days. The student must be on time for each daily session. If the student fails to comply with the requirements, the ineligibility status will take precedent for the fall of the new school year. **At Southmont Junior High School, students are scholars *first*, and athletes *second*. If a coach of a specific sport at SJHS has a higher standard for academic eligibility than stated above, THAT STANDARD takes precedence.**

ATHLETES WITH A DETENTION

If a student is participating in any sport and earns a detention, the student must attend their detention before participating in their sport. They may not re-schedule their detention. If they have practice, they must go to detention first, and then join the practice at 4:15. If they have a game and the bus is leaving before the detention is out, they must find another ride to the event. The coach will still allow them to play as long as they did their assigned detention. If the student fails to show up for the detention and rides the bus to the game, the student will not be allowed to play.

BEHAVIOR CODE

All rules regarding behavior and training rules as outlined by the South Montgomery Community Schools Training Policies, coach, school, and athletic handbooks, and I.H.S.A.A. Interschool guidelines for Middle Schools shall be applied. Violation of these policies may lead to athletic probation or suspension from athletics for up to one year. All rules apply in or out of athletic season (365 days).

GENERAL INFORMATION

ARRIVAL AND DISMISSAL PROCEDURES

The main entrance doors will open each school morning at 7:30 a.m. **Students are not to be dropped off at the school prior to 7:30 a.m.** School begins at 8:15 a.m. and is dismissed at 3:00 p.m. Students will be counted as tardy if they are not in their advisory by 8:15 a.m. Those students not riding the bus will unload at the main entrance of the junior high building. No vehicles are allowed in the bus-unloading zone. Your cooperation in these procedures will keep our bus zone safe and orderly. Students not involved in a planned, scheduled activity will be out of the building by 3:05 p.m. unless they are detained by a teacher or are waiting for a late pick up by parent/guardian. **The office will close each day at 4:00 p.m. SJHS cannot assume responsibility for students on school property before or after school unless attending a sponsored school event. Students are not to leave school property after morning arrival unless signed out by a parent/guardian.**

BAD WEATHER PROCEDURES, SCHOOL CLOSINGS, EARLY DISMISSAL, & DELAYS

It may become necessary to close school due to extreme weather conditions or other unusual circumstances. When this happens, you will be notified through local radio and television stations. DO NOT call the school as this ties up our phone lines and prevents us from making or receiving emergency calls. Also, do not call school employees; they are not notified until after the media has been contacted. The media is contacted as soon as a decision has been made. School may be dismissed early due to extreme weather conditions or other factors. The media will be notified if this is necessary. If it appears that there may be a chance that school will be dismissed early, please tune to the local radio or television stations. Arrangements need to be made in advance in preparation for possible early dismissal so that all students will know where they are to go. If school is delayed, the same procedure as outlined above would be followed. If school is running on a two-hour delay, you should expect the bus to pick up students two hours later than normal. Slight changes may need to be made depending upon weather conditions. If the bus normally picks up students at a particular stop at 7:30 a.m., then you should expect those students to be picked up at 9:30 a.m. Please make sure that the phone number and email on PowerSchool is up-to-date. SMCS will send out an email and an electronic phone message to all families registered on PowerSchool. If it becomes necessary to either dismiss school early, delay school or not have school because of bad weather, parents and students will be informed by the following:

- South Montgomery emergency phone system
- WRTV Channel 6
- WISH Channel 8
- WTHR Channel 13
- WLFI-TV Channel 18
- www.southmont.k12.in.us

Please discuss plans with your student in the event of a closing, early dismissal or delay.

STUDENT RESPONSIBILITIES

Students:

1. Should read this handbook and become familiar with school policies
2. Should be responsible for their behavior
3. Should be in their assigned areas with materials before the tardy bell rings, and should be dismissed by the classroom teacher.
4. Should show respect for themselves, classmates, and school personnel.
5. Should show respect for all property.
6. Should bring required materials to all classes.

PARENT RESPONSIBILITIES

Parents:

1. Should read this handbook and become familiar with school policies.
2. Should make certain that students have necessary materials for each class.
3. Should return all school forms within the designated period of time.
4. Should initiate contact with teachers to communicate any concerns they may have.
5. Should provide an appropriate time and place for students to complete homework assignments (and check with the school for help programs that are available).

TEACHER RESPONSIBILITIES

Teachers:

1. Should be consistent in explaining and enforcing school and classroom policies.
2. Should be positive examples.
3. Should use class time in an appropriate manner.
4. Should attempt to notify parents of a student not fulfilling expectations.
5. Should facilitate the student's educational development to the student's fullest potential.

BOOK BAGS

Book bags must remain in the students' lockers during the school day, until the last period of the day.

FOOD AND BEVERAGE

Water is the only beverage permitted in the hallways or classrooms during the day, 7:30 a.m.-3:00 p.m. Food or drinks are permitted in lockers, if kept in a lunch container. Gum is not permitted. Exceptions are occasionally permitted for special occasions by the classroom teacher or administration.

DELIVERIES AND STUDENT PHONE CALLS

Dropping forgotten items off for students is highly discouraged. If an item is dropped off, the student needs to pick up the item at the front counter during passing period. This prevents interrupting class time. Because telephone messages are disruptive to student and teachers, **the school cannot accept or deliver messages to students** except in case of an emergency. Should an emergency occur, messages will be delivered to the student by the principal or counselor. Students are not allowed to use the office/classroom telephone; exceptions when in the best interest of the student may be granted by administration.

FUNDRAISING

All fund raising must have prior approval from the Southmont Jr. High administration. **Individual students and staff shall not sell items or services for personal or commercial gain.**

EMERGENCY DRILLS

As required by state law, there will be fire, severe weather and man-made disasters drills periodically during the school year. The alarm signal will be an emergency buzzer in the corridor and through the intercom system. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist.

HALL PASSES

Permission to leave a class may be granted by the teacher in charge who provides a hall pass. Any student in the hall during class must have a hall pass and be on direct route to the destination designated on the pass.

FIELD TRIPS/CONVOICATIONS

Various school groups and classes will conduct field trips/convocations throughout the school year. No student may accompany such a group off the school grounds without a signed field trip permission form and an emergency medical form on file in the office from his/her parents. Students not in good standing for the reasons of misconduct, misbehavior, or academic performance may be denied the opportunity to attend field trips/convocations. No student will be denied the opportunity to participate due to financial concerns or physical limitations.

LOCKERS

Every student is assigned a locker in which school materials, book bags, and coats are to be kept. Combinations are changed on these lockers every summer. These lockers are provided for the student's convenience, yet they remain the property of the school. They are not to be misused in any way, including attaching any signs, tape, or marking on the outside or writing on the inside.

Indiana Code codified as section 25 IC 20-8.1 – 5. 1-1 states that:

- A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- A principal may, in accordance with the rules of the governing body, search a student's locker and the contents of the locker at any time.
- A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
 1. at the request of the school principal; and
 2. In accordance with rules of the governing body of the School Corporation; assist a school administrator in searching a student's locker and the locker's contents.

The school does not guarantee the safety of items kept in lockers. **DO NOT BRING LARGE SUMS OF MONEY OR VALUABLES TO SCHOOL. Students are not permitted to share or exchange lockers with any other student. Keep your locker LOCKED, and keep the combination to yourself.** Students are not permitted to place a personal lock on any locker. Students will be held responsible for the contents of the locker they are assigned. The school does not assume responsibility for items presumed stolen or in any way missing from the locker. Report any locker operation difficulties or needed repairs to the office.

CELL PHONE/ELECTRONIC DEVICE POLICY

Cell phones and electronic/wireless communication devices are to be kept in the student's locker, turned off or on silent during the school day. Exceptions may be permitted by a staff member when in the best interest of the student or for educational purposes. Possession of a cell phone by a student is a privilege, which may be forfeited by any student who fails to abide by terms of this policy. Violations of this policy or inappropriate use may result in confiscation of the cell phone/device and/or other appropriate discipline.

1st Offense	Confiscation* of cell phone and returned to student at the end of the day.
2nd Offense	Confiscation* of cell phone, parent called to pick up phone, and one after school detention.
3rd + Offense	Confiscation* of cell, parent called to pick up phone, and 1 day of in-school suspension.
<i>* If a student refuses to comply with administration's effort to confiscate the device, the student may be suspended or recommended for expulsion.</i>	

During a school crisis/emergency, cell phones are not to be used. The student who possesses a cell phone shall resume responsibility for its care. At no time shall the South Montgomery Community School Corporation be responsible for preventing theft, loss or damage to cell phones brought onto its property.

PHYSICAL EDUCATION UNIFORMS

All students must be in uniforms during physical education classes. Appropriate uniforms are sold locally at Top Line Athletics (765-362-1048). All uniforms will be marked for identification either by the student, family or PE teacher.

LOST AND FOUND

Lost and found is located in the office. Students are responsible for their school clothing, equipment, and supplies. Students are reminded to bring nothing to Southmont Junior High School that does not have a school purpose. Anything of great value (sentimental or monetary) should not be brought to school. Articles which have been found should be taken to the main office. Lost and found items are regularly taken to local charities. Encourage your child to check regularly.

SOUTHMONT SCHOOL SONG

Hail! Hail to Southmont High School. Cheer on that Mountie name, proudly our colors flying Scarlet and Gray. Fight! Fight you valiant heroes. Bring home a victory Mounties. Hail! Hail to Southmont High School, onward now to fame.

PUBLICATIONS

Southmont Junior High School has a yearbook, a pictorial account of the students and their activities. Students may purchase a yearbook.

TEXTBOOK RENTAL

Most textbooks will be furnished to the students on a rental basis. Information is published concerning costs of book rental or purchase and payment procedures. Rental textbooks enable students to have books at the beginning of school at great savings. The rental price of a textbook is one-fifth or less of the retail price of the book. Students will be held responsible for any undue wear and tear on the textbooks issued to them. If books are damaged excessively or misplaced, the student may expect to pay a fine at the end of the year. Financial obligations not paid by the last day of the school year will be added to the following year's book rental fees.

WITHDRAWING FROM SCHOOL

If a student must withdraw from school, he/she should:

1. Bring a letter of intent to withdraw from the parent or guardian to the counselor, stating date of withdrawal and giving a forwarding address at least 2 days before the last day of attendance.
2. Receive appropriate forms and instructions.
3. Return completed forms to the counselor before the end of the last day of attendance.
4. Meet all financial obligations before transcripts will be forwarded.

WORK PERMITS

Indiana law requires a work permit for employment of those less than eighteen (18) years old. A verification of age (birth certificate, baptismal record, etc. and a "State Intention to Employ" form number 896, filled out by the employer, are required to obtain the permit. The high school office handles work permits.

DISTRICT INFORMATION

SOUTH MONTGOMERY COMMUNITY SCHOOL CORPORATION MISSION STATEMENT

The South Montgomery Community School Corporation mission is to provide an educational program and learning environment which will empower students to become life-long learners with the knowledge skills and attitudes to be successful, responsible, productive members of society.

SOUTH MONTGOMERY COMMUNITY SCHOOLS VISION

The South Montgomery Community School Corporation students are engaged, challenged, and prepared for success

SOUTH MONTGOMERY COMMUNITY SCHOOLS CORE VALUES

- S**afe learning environment
- M**aking informed decisions
- C**ontinuous improvement
- S**trong commitment to excellence
- C**ommunity partnerships

NOTICE OF NONDISCRIMINATION

Students, their parents, and employees of the South Montgomery Board of Education are hereby notified this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, vocational programs, or activities as set forth in the Title IX, Title VI and Section 504. Any inquiries may be directed to the coordinator:

Mike Tricker
South Montgomery Board of Education
PO Box 8
New Market, Indiana 47965
Telephone number: (765) 866-0203

ASBESTOS ANNUAL AHERA NOTIFICATION

South Montgomery Community School Corporation Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, South Montgomery Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. In the past year, the AHERA related activities conducted have been the periodic/6-month surveillances to maintain current information on the conditions of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The periodic 6-month surveillances were conducted by ASTESCO Laboratory, Inc., and Indiana State accredited asbestos consulting firm. The reports for these activities are available at the Administration Building. In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials, the AHERA 3-year re-inspection and the periodic/6-month surveillance of all building materials. The AHERA Management Plans are available for public review at the Administration Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The FERPA Act provides parents and students over 18 years of age certain rights with respect to the student's educational records. A summary of these rights are: 1. the right to inspect and review the student's records within 45 days of the day the school receives a request for such. 2. The right to request the amendment of the student's education records that the parent of student (over 18) believes to be inaccurate or in violation of the privacy rights under FERPA. 3. The right to privacy of personally identifiable information in the student's records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. If you would like a complete copy of the FERPA rights, please contact your school and request one. These will be available in the school office.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The School Board respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without prior written consent of the student. (If an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close, family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, or minister;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility of participation in a program or for receiving financial assistance under such a program.)

The superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. 20 U.S.C. 1232(a) (b) (g) (h)

I.C. 20-10.1-4-15