

# Southmont Junior High School

*“Home of the Mounties”*



## 2022-2023 Student Handbook

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**SOUTHMONT JUNIOR HIGH SCHOOL**  
6460 US 231 South, Crawfordsville, IN 47933  
Office: (765) 866-2023  
Fax: (765) 866-2045

DISTRICT OFFICE AND SCHOOLS

Superintendent's Office .....866-0203  
Southmont High School.....866-0350  
Southmont Junior High School.....866-2023  
Ladoga Elementary School.....942-2203  
New Market Elementary School.....866-0740  
Walnut Elementary School..... 362-0542

BOARD OF EDUCATION

Kyle Blaydes  
Julie Hess  
Daryl Hutson  
Jerry Kinkead  
Eric Mason  
Brad Monts  
George Spencer

JUNIOR HIGH OFFICE STAFF

Brooke Busenbark     Principal  
Erin Blaydes           Dean of Students/Athletic Director  
Mary Scheidler       Counselor  
Sadie McCormick      School Corporation Nurse (HS and JH)

CORPORATION STAFF

Dr. Chad Cripe	Superintendent
Mike Tricker	Director of Operations
Anna Roth	Director of Curriculum, Instruction, and Teacher Development
Kristin Charles	Director of Business Affairs and Human Resources
Angela Ludlum	Director of Special Education Co-Op
Melissa Norman	Book Rental/PowerSchool
Rhonda Wright	Central Office Secretary
Staci Duncan	Director of Accelerated Learning
John Roberts, M.D.	School Physician
Dan Taylor	School Attorney

## **FOREWORD:**

This handbook is provided for you by the administration of Southmont Junior High School for the purpose of acquainting you with the policies and procedures of your school. Students are responsible for adhering to these policies.

By the enclosed procedures, we are making every effort for this to be a very enjoyable school year. Southmont has already established a strong tradition of pride and superiority. By the loyalty and cooperation of each one of you, we will continue that tradition. Rules are necessary for the orderly functioning of any school and your cooperation will help in your reaching your full potential as a Southmont student.

## **MISSION:**

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.

## **Collective Commitments:**

We will commit to a safe, trusting, and collaborative culture by:

- respecting others' ideas and utilizing a variety of practices to improve student outcomes.
- utilizing data informed best practices to deliver a coherent and relevant curriculum.
- respecting and caring for all students while holding them to high academic and behavioral expectations.
- committing to quality communication and positive relationships with all stakeholders.

## **COMMISSION:**

The Southmont School retains a First Class Commission from the State of Indiana for grades 7-12. In January of 1991, grades 7 and 8 were transferred to a new middle school facility, leaving grades 9-12 in the original structure. The high school has been fully accredited by the North Central Association since April 1974.

## **SCHOOL SPIRIT:**

School spirit means loyalty to all functions of the school. Loyal students not only strive for academic excellence, but also support the co-curricular and extra-curricular activities of the school. School spirit may be divided into three classes:

- 1) **Courtesy** - toward teachers, fellow students, and the officials of school athletic activities
- 2) **Pride** - in everything our school endeavors to accomplish and has accomplished
- 3) **Sportsmanship** - the ability to win and lose gracefully. Perform to the best of your ability in all areas of extra-curricular activities.

## **GENERAL SCHOOL INFORMATION**

### **ANNOUNCEMENTS:**

Announcements concerning events of the day, changes in the daily schedule and other pertinent items will be made at the beginning of advisory each day.

**BELL SCHEDULE:**

The doors to the school will open at 7:30 a.m. and close at 4:00 p.m. When students arrive on school grounds, they are not permitted to leave the grounds again until the dismissal of school, unless excused by office personnel.

<b><u>BELL SCHEDULE</u></b>	<b><u>Early Release Wednesdays</u></b>	<b><u>2-Hour Delay</u></b>
Period 0: 7:30am - 8:10am	Period 0: 7:30am - 8:10am	Period 1: 10:15am - 11:00am
Period 1: 8:15am - 9:20am	Period 1: 8:15am - 9:15am	Period 2: 11:05am - 11:50am
Period 2: 9:25am - 10:25am	Period 2: 9:20am - 10:15am	Period 3: 11:55am - 1:25am
Homeroom: 10:30am - 11:05am	Homeroom: 10:20am - 10:55am	Lunch A: 11:55am - 12:25pm
Period 3: 11:10am - 12:45pm	Period 3: 11:00am - 12:30pm	Lunch B: 12:25pm - 12:55pm
Lunch A: 11:10am - 11:40am	Lunch A: 11:00am - 11:30am	Lunch C: 12:55pm - 1:25pm
Lunch B: 11:40am - 12:10pm	Lunch B: 11:30am - 12:00pm	Period 4: 1:30pm - 2:10pm
Lunch C: 12:15pm - 12:45pm	Lunch C: 12:00pm - 12:30pm	Period 5: 2:15pm - 3:00pm
Period 4: 12:50pm - 1:50pm	Period 4: 12:35pm - 1:30pm	
Period 5: 1:55pm - 3:00pm	Period 5: 1:35pm - 2:30pm	

**BUS TRANSPORTATION:**

The bus driver shall implement and maintain the following corporation policy: School bus drivers are to have control of all children on the bus at all times. The driver shall keep order, maintain discipline, treat all students in a civil manner, and see that no student is imposed upon or mistreated by another student while on the bus. The bus driver shall see to it that all passengers abide by the following rules. (Adopted by School Board August 1996)

1. Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Passengers will not tease, scuffle, trip, hold, hit, or use hands, feet, or any other part of their body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No student shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Students shall be waiting at their boarding station when the bus arrives.
8. There shall be no eating or drinking on the bus.
9. Water guns and similar devices shall not be permitted on the bus.
10. The bus driver may deny the privilege of riding the school bus to any student who refuses to conduct himself or herself in a gentleman or lady-like manner.

NOTE: Students who ride buses to school are on school property when they board the bus and are, therefore, expected to obey all school and bus rules.

**CELL PHONE POLICY:**

A student may possess a cell phone in school, on school property, at after school activities and at school related functions, provided that during school hours the cell phone remains off and placed in a locker. The use of any electronic device, besides the device provided by the South Montgomery Community School

Corporation, is not allowed in any academic setting. If a student uses a device in the academic setting, they'll be subject to the consequences listed below.

When directed by a staff member in charge of an after school event, cell phones must be turned off.

### **Consequences for violation of Cell Phone Policy**

**1st offense** – Confiscation of cell phone and parent contact. The student will be allowed to pick up the phone at the end of the school day.

**2nd offense** – Confiscation of cell phone and parent contact. The parent/guardian will be allowed to pick up the phone at the end of the school day, before 4:00pm.

**3rd offense** – Confiscation of cell phone and parent contact. The parent/guardian will be allowed to pick up the phone at the end of the school day, before 4:00pm. 1 Day of After-School Detention.

Additional offenses – Progressive discipline will be utilized for future offenses.

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.

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.

### **CHEATING/FORGERY:**

The minimal punishment for a student verified as having been involved in cheating on an assignment or test is to receive a mark of zero on that assignment or test and to be refused the privilege of making up the work. Continuous cheating should be referred to one of the administrators for further disciplinary action. A student who forges, falsifies, or makes fraudulent use of a school pass, any other school form, grades, or attendance notes will be disciplined. The school administration will be made aware of all acts of cheating and forgery.

### **CLOSED CAMPUS:**

Southmont Junior High School is a closed campus facility.

### **COMMUNICATING WITH YOUR SCHOOL:**

The South Montgomery School Corporation believes that the most effective education takes place when the home and the 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.

#### **CONFIDENTIALITY:**

A transcript of student records will be forwarded to another public or private school or post-secondary educational institution to which a student transfers or applies for admission or in which a student enrolls. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made an application. The student's records will be released to a court of law by a written direction (court order). The order is otherwise known as a Court Order. The student's records will be released when complying with any direction outlined in any and all Indiana or federal statutes.

#### **COPYRIGHTED MATERIAL/PLAGIARISM:**

The School Board recognizes proper procedures for the duplication of printed, audio, audio-visual, visual materials, and computer and/or electronic materials. Reproduction of copyrighted materials shall comply with laws and generally accepted guidelines. Plagiarism is against the law. A first offense will result in an "F" for the project. A second offense will result in an "F" for the project and further disciplinary action.

#### **COURTESY AND MANNERS:**

Displaying courtesy and good manners is an indication of self-pride and maturity. All students are expected to observe common courtesies and respect both personal and school property.

#### **DISTRIBUTION OF MATERIALS:**

Printed materials or other items of promotion or advertising may not be distributed to students in the school building, on the school grounds, on the school buses, or at any school-sponsored activity without prior approval of the principal. All posters must have the approval of the principal or sponsoring teacher.

#### **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 (These include but aren't limited to: Sleeveless Shirts, Tank Tops, Cap Sleeve, Cold-Shoulder Sleeve, Partial Sleeve, Muscle Shirts, Tube Tops and Singlets). No exposed cleavage, back, or midriff will be allowed. Shirts must not expose anything below the armpit 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. Shorts must be worn at the waist.
3. All pants and slacks must not expose undergarments. When wearing leggings, a shirt or dress must be worn that covers the hips or extends to mid-thigh.
4. Clothes that are ripped or torn above finger length, dirty or unsafe are not permitted. Pajama tops and/or bottoms are not acceptable school attire. Further, clothing that is tight or flimsy, or clothing which depicts violence or vulgarity of any kind may not be worn.
5. Coats, and other 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, and any other head coverings are not to be worn or carried in the building during the school day and should be removed upon entry to the building and remain off until fully exited from the building.
7. Shoes or sandals 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. Clothing may not advertise or promote drugs, alcohol, or tobacco products, imply an inappropriate innuendo (including profanities), contain a double meaning (including satanic or gang related), or depict anything that can be construed as violent or distasteful. Notebooks or other personal items are placed under the same guidelines as above.
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. Piercings are allowed in the ear. A single "stud" piercing of the nostril is permissible if a clear retainer is utilized. Ear and body piercing(s) that interfere with learning and the educational process may be inappropriate and will be addressed by the administration.
13. Students are prohibited from writing/drawing on exposed parts of the body.
14. Coats, backpacks, and book bags are to remain in lockers and are not to be taken to the classroom during the school day. Coats, backpacks, book bags, and other personal items should not be taken to the final class period, but are to remain in lockers until dismissed.
15. 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 make the final determination regarding dress and appearance code violations.

#### **DRUG, ALCOHOL & TOBACCO TESTING POLICY:**

The Board of School Trustees of the South Montgomery 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/co-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 (7-12), male and female, who participate in athletics, extra-curricular/co-curricular activities, and student drivers. A student may be removed from the drug testing pool if they cease to participate in any extra-curricular activity, and/or, cease to drive to school. Removal from the drug testing pool requires parent signature.

In addition to those students who choose to participate in extra-curricular/co-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. Once consent is given for testing on a voluntary basis it may be revoked in writing by parent and student.

It is mandatory that each student who participates in the extra-curricular/co-curricular programs, athletics, or identified as a driver must sign and return a "consent form" prior to participation in any activity. Failure to comply will result in non-participation of extra-curricular/co-curricular activities and/or not driving to school. Signed forms will be in effect until the student graduates.

#### **ELECTRONIC DEVICES:**

Electronic devices including laser pens, electronic games, and radios are not allowed on school property or on school buses. Any student who has a device confiscated will have a parent called to come and pick up said device. Multiple infractions may lead to more discipline.

#### **EMANCIPATED STUDENTS:**

A student who is claiming to be emancipated must furnish the principal with legal documents indicating emancipation. The affidavit form for emancipation is available in the office.

#### **EMERGENCY PREPAREDNESS PLAN:**

All classroom teachers will explain all emergency preparedness drills throughout the year.

#### **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. SMCSA 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](http://www.southmont.k12.in.us) 22

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

#### **EQUAL OPPORTUNITY:**

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 Title IX, Title VI, and Section 504. Any inquiries may be directed to the coordinator, Eric W. Brewer, South Montgomery Board of Education, Box 8, New Market, Indiana 47965. Telephone number: 765-866-0203.

#### **FIRE DRILLS:**

Fire drill directions are posted by the door in each classroom: Each fire drill is treated as if it were a real emergency. Students are to follow teacher instructions and WALK QUIETLY to the designated areas of safety. Classes must stay together so the teacher can account for all students. Students may return to class when the ALL CLEAR signal is heard. The ALL CLEAR signal will be given by an administrator over the intercom.

#### **HANDBOOK POLICY:**

The following rules and regulations in the Southmont Student Handbook will be in effect until a new Student Handbook is issued.

#### **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 educational 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 that school year.

#### **HEAD LICE:**

A student who is sent home due to head lice infestation has the absence excused for that day. Days subsequent will be marked as unexcused. The corporation has a "no nit" policy. Students will continue to be sent home until there are no nits remaining.

#### **HEALTH SCREENINGS:**

Screenings are mandated by the state. Vision screening is done in the 7<sup>th</sup> grade, hearing screening in the 7<sup>th</sup> and 10<sup>th</sup> grades.

**ILLNESS DURING SCHOOL:**

The student should have a pass from his teacher to visit the clinic, and is responsible to his classroom teacher for work due that hour. With minor illnesses, students will be allowed to rest in the clinic for one class hour unless they have received notification of attendance problems. The parent/guardian of each student should fill out an emergency health record that is kept in the nurse's office. Under no circumstance should a student leave the school grounds without official permission from the school nurse or administration. 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 administration, it is warranted.

**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 (20) day waiver. If at the end of this time the records are not made available, or have not been updated the student will be excluded until the records are produced.

**MEDICATION POLICY:**

Medications that are controlled substances need to be brought to school by the parent/guardian/adult ... not the child. Students with prescribed asthma inhalers will be allowed to carry them after they have been registered with the school nurse. All other medications should be brought to the clinic at the beginning of the day. Medications shall be kept in the original container bearing the child's name, dosage instructions, and physician's name. If the medication is to be taken over a long period of time, a medication authorization form signed by the parents and physician must be on file. It will be the student's responsibility to come to the clinic at the required time to take his/her medication.

**SPECIAL HEALTH NEEDS:**

It is the responsibility of the parent/guardian and the students to keep the school informed regarding any health needs and concerns that may require special consideration. If special accommodations are needed, a written statement from a medical doctor 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. Statements must be updated each school year.

**INTERNET POLICY:**

The Internet is an international "network of networks" and is commonly known as the communication and information "superhighway". Students will have access to hundreds of databases, libraries, and resources from all over the world. They can also communicate with scientists, university professors, mentors, and other students around the globe. Additionally, the Internet is a publishing environment allowing students an audience for their work of potentially millions of users throughout the world. Because of its diverse nature, Internet is available to a wide variety of users, both students and adults.

With educational opportunities provided by these technology resources comes the inherent responsibility for its proper use. Teachers will provide instruction in the uses of these computer networks. Guidelines and expectations will be made very clear to all students. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

All equipment is intended to be used for educational purposes. Other uses are considered inappropriate. Inappropriate use will result in disciplinary action. A more detailed policy for Internet and Network use is

available in the high school office. Before students and/or staff can use the Internet they must sign an Internet sign-off sheet.

### **LOCKERS:**

All lockers and student storage facilities made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school retains the right to inspect the locker and its contents. Complete policy for use of lockers can be found in the main office. These rules must be followed:

1. Only one student per locker. Students are not to share lockers.
2. Use only school owned locks.
3. Lockers are to be locked and closed when students leave them.
4. Report lockers not closing properly to the main office.
5. Coats, backpacks, and book bags are not allowed in the classroom, but are to remain in lockers.

### **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.

### **LOST AND FOUND:**

Articles which are found should be taken at once to the principal's office and deposited with the secretary. Articles should be turned in immediately to facilitate recovery. Students are strongly discouraged from bringing large sums of money or other valuable items to school. Unclaimed articles will be disposed of after a reasonable time has elapsed.

### **LUNCH PERIOD POLICY:**

A student is not permitted to leave the grounds from arrival in the morning until dismissal unless they have administrative approval to do so. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch. Food or drink will not be allowed to be brought in from outside vendors.

Students are required to remain in the cafeteria area during the lunch period. Students are not permitted to roam the building or the school grounds. Locker visitations are not permitted during the lunch period.

Students are encouraged to use proper etiquette in the cafeteria at all times. A proper eating atmosphere is the responsibility of all those who use the cafeteria. Immature and irresponsible behavior will not be permitted nor tolerated. All food items must be eaten in the cafeteria and not taken on school grounds. It is the responsibility of the students to take trays to the scullery window and dispose of paper products in the proper receptacles.

Noon visits from friends are not permitted unless prior administrative permission has been obtained. All visitors are required to register with the main office.

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 available on 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.) Currently, the student breakfast and lunch price is free for junior high school students. 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.

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

#### **MEDIA CENTER RULES AND USAGE:**

We encourage students to bring a written pass from their teacher when coming from class.

The materials in the Library/Media Center are here for your use and enjoyment. We ask students to use materials by checking them out and returning them on time.

Students will accrue overdue fees on materials not returned by the due date.

#### **MOVIES:**

Full-length movies should not be a part of the school curriculum unless pre-approved by the school administration. Movies and videos with a rating other than G or PG that are shown as a part of a class or school sponsored event, will require a signed parent permission form before the student is allowed to view the movie.

**NON-CUSTODIAL PARENTS:**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parents will also be allowed to participate in conferences, classroom visitations, and all other school activities.

The non-custodial parent may not visit with the student during the school day nor may the student be released to the non-custodial parent unless written permission is given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitation of, the non-custodial parent.

**PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION, AND PLACEMENT:**

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, a description of the rights granted by federal law to students with disabilities can be obtained by contacting the corporation office.

**PHYSICAL EDUCATION EQUIPMENT:**

7th and 8th grade students purchase a uniform for use in all PE classes. 7th and 8th grade students will be assigned a locker. Padlocks for use on PE lockers will be provided. If any part of the PE uniform or the PE lock is lost, it is the student's responsibility to pay for a replacement.

**PHYSICAL EDUCATION POLICIES:**

Because of the nature of the course a separate policy has been made available to all students concerning physical education. This policy will be made known to students enrolled in the class and also posted in the locker rooms. These policies are concerning dress for class and excuses from activities. All students must dress and participate in PE unless they have a doctor's note. No exceptions.

**REPORTS TO PARENTS:**

Each trimester is divided into two six week grading periods. Grade cards will be available approximately one week after the end of the grading period. Any comments or questions about grades should be directed first to the teacher giving the grade and then to a counselor. Grade cards will be mailed home if a self-addressed, stamped envelope is brought to the main office.

Reports to parents might come from time to time through the mail or by telephone. Most significant of this type of report would be of a disciplinary nature initiated by a classroom teacher or administration. Letters notifying parents of temporary suspension or permanent expulsion are also sent through the mail. Telephone calls to parents about attendance problems of their child may take place from time to time.

**SALES:**

There are to be no sales of products by school clubs without first obtaining permission from the principal or his or her designee. Students who accept items to sell for the purpose of gaining revenue for a school organization are responsible for returning the items or the monetary value of them.

**SCHOOL DAY:**

The instructional school day begins at 8:15 a.m. and concludes at 3:00 p.m. (M-T-TH-F). On each Wednesday, the school day will begin at 8:30 a.m. and end at 3:00 p.m. (began August 2017).

## **SEARCH AND SEIZURE:**

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

### **A. School Property**

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

### **B. Student's Person and Possessions**

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, also shall be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

### **C. Breath Test Instruments**

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood- alcohol level, since the Board has established a zero tolerance for alcohol use.

### **D. Metal Detectors**

To address the School Corporation's duty to maintain a safe learning environment free of the potential presence of weapons, school officials, school resource officers and other school personnel trained in



the usage of metal detectors are authorized to use metal detectors, either hand-held wands or walk through devices, for the purpose of determining if a person is in possession of weapons or other dangerous metal objects. When the school administration has a reasonable suspicion to believe weapons or other dangerous metal objects are in the possession of an identified person, a search of the identified person and/or of his/her possessions shall be conducted in accordance the requirements of this policy's provisions for searching a Student's Person or Possessions (B. above) and administrative guideline 7440B.

#### **E. Use of Dogs**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

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 practicable, 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.

#### **SECLUSION AND RESTRAINT:**

The school must maintain an orderly, safe environment that is conducive to learning. There are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves, others or physical property. Seclusion and physical restraint is defined in Corporation guidelines and should be used only as a means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Parents may request a copy of the Seclusion and Restraint Plan from the school office. (10/30/2014)

#### **SIGNS:**

Signs may be posted in appropriate areas. Clubs or individuals are to check at the main office for permission and appropriate locations. Signs concerning activities outside the school must be approved by the principal and placed in the specified area. Signs should be mounted with masking tape on sign boards or wall and thumb tacks on bulletin boards. Signs without proper authorization will be removed.

#### **SMOKING/TOBACCO PRODUCTS:**

Students are not permitted to bring, use, or be in possession of tobacco products, lighters, and/or electronic cigarettes in the building, on the school grounds, or at school functions held outside of school grounds. Smoking on the school buses is prohibited by law and students found to be in violation of this may be subject to legal citation. Offenders will receive a suspension from school.

#### **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 the 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 emancipated minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close, family relationships;
- legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations or beliefs of the student or his/her parents, or
- income (other than that required by law to determine eligibility for 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.

### **SUBSTANCE ABUSE POLICY:**

The following applies to all students attending school or school sponsored events; i.e. field trips, athletic events, etc. Due process will be followed. **The disposition of each offense will be imposed at the discretion of the building principal.** Proper law enforcement authorities will be notified.

**UNDER THE INFLUENCE AND/OR IN POSSESSION OF ALCOHOL, UNAUTHORIZED DRUG NARCOTICS, AND/OR ANY SUBSTANCE THAT IS INJECTED, INGESTED, OR INHALED THAT WOULD IMPAIR OR HARM THE HUMAN BODY.**

**1ST OFFENSE** – The principal shall complete a request for expulsion and forward it to the superintendent. Students identified through the random drug testing process will have an expulsion request completed; however, such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian:

1. The student will be suspended from school for a minimum of three (3) days.
2. After the third day, if the student has not scheduled or 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 a principal and a counselor and participates in a chemical use assessment as directed by a principal and is in compliance with the recommendations of a principal.

**POSSIBLE RECOMMENDATIONS FROM A PRINCIPAL for failure of a random drug screen.**

1. Return to school after five-day suspension and a chemical assessment.
2. Return to school and receive assessment by outpatient drug-alcohol counselor(s) plus outpatient counseling and/or drug/alcohol education for student and/or parents via certified outpatient counselor(s) or qualified school personnel.
3. Inpatient treatment commensurate with family's ability to pay for services.

**2ND OFFENSE** – School officials will recommend expulsion to the superintendent.

**DEALING:** Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, or alcohol and other harmful substances.

**1ST OFFENSE** –Recommendation of expulsion to the superintendent.

## **TECHNOLOGY:**

### **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—an iPad Gen 4 for students in grades K-2 and a Dell Chromebook for students in grades 3-12. 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 iPads, 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 (iPad) 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>.

## **VI. Digital Penalty Box - School owned devices**

Inappropriate use of the school owned device will result in disciplinary action from the administration. Students may lose the privilege of using a school owned device and applications if misuse is determined to be excessive.

## **VII. Guardian Expectations**

Transforming our students into good citizens is a partnership between the school and home. SM CSC will always use all resources within reason and means to ensure safe and appropriate use of modern technologies and the Internet. However, no technologies are perfect and determined students will find ways to circumvent protection and security mechanisms. Teachers cannot monitor every window on every device of every student all of the time or prevent students from rapidly switching tasks to mask activity. Students will assume responsibility for their actions and guardians will acknowledge that no systems or environments are perfect. SM CSC will provide students with opportunities to learn good digital citizenship and online safety. SM CSC also expects that students will be given the opportunity to learn good online behavior and respect for technology in

the home and will provide parents with digital citizenship and cyber-safety learning opportunities upon request or through advertised parent nights.

**TELEPHONE USE:**

The telephone in the classrooms, administrative and departmental offices are for business purposes only and are not for student use except in cases of emergency. Only telephone messages will be delivered at an appropriate time. Students are not to make or receive calls during class time. If students receive messages to call, they are to use the phone in the main office. Parents are requested, if at all possible, not to have students called from classes to accept calls. Cell phones should not be used, except before (7:30 a.m.) and after school (3:00 p.m.).

**TEXTBOOK/FEES:**

All basic hardbound texts are rented to students for their use during the school year. Most paperbacks used as texts, workbooks, and other supplies must be purchased by the student. These are available in the bookstore.

Rented text books are to be kept clean and handled carefully. Students must put their names inside the books, in the space provided, in case the book is misplaced. Students should examine a rented textbook to make sure that it is in good repair when accepted. Damage should be reported to the administrative office so the student is not made responsible for previous book damage.

Fees are charged for some courses. These fees are minimal and are used for the purchase of expendable items. Fees for damaged and lost books are determined by appropriate personnel.

**TRANSFERS:**

Should a student move from the Southmont School Corporation during the school year, he/she is permitted to continue attending school in the corporation, if so desired, until the end of the grading period in which the move is made. Thereafter, a transfer tuition fee is charged for continued attendance. Exceptions to this policy may be made only by previous approval of the Board of School Trustees upon administrative recommendation.

**VALUABLES:**

Items of value should not be brought to school. The school or school officials are not held financially responsible for the loss or theft of those items.

**VISITORS AND GUESTS:**

Parents wanting to see a specific teacher must call the school and arrange an appointment.

**WORK PERMITS AND STUDENT EMPLOYMENT:**

All students should know that the Indiana Industrial Laws require boys and girls between the ages of 14 and 17 who work for pay to possess work permits, except for certain exempt occupations, such as farming and domestic work. The student should first obtain a job before requesting an "Intent-to-Employ" form from the high school office. This "Intent-to-Employ" form must then be signed by the parent, employer, and the student. The student should then present the completed "Intent-to-Employ" form along with his/her birth certificate to the Southmont High School Office for a work permit. There is no charge for the work permit.

Schools may refuse to issue work permits due to poor grades and/or attendance, and once issued, may be revoked for the same reasons. Students must be passing four solid classes to maintain their work permit



during any given grading period. Semester grades take precedence over six week grades. Work permits will not be denied, due to grades, during the summer vacation.

Students who are absent unexcused or suspended from school should not work on that day/evening.

## **ACADEMIC INFORMATION**

### **ENROLLMENT POLICY:**

The State of Indiana mandates that children between the ages of 7 and 18 are to be enrolled and attending school, or receiving an equivalent education. A student is required to have parent/school administrator permission to withdraw from school at age 16. Students attending school are required by Indiana laws to be in school all day.

A student who lives within the boundaries of the South Montgomery School Corporation district must be enrolled and/or in attendance on the first day of school, or be considered truant. Any student not enrolled or in attendance after the first ten (10) school days will be remanded to the proper authorities for legal action. Students who have transferred to another school district or private school are exempted from this rule. A student who enrolls in Southmont High School must be living with a parent and/or legal guardian. If there is a change in guardianship (custody), the school must have a legal transfer of guardianship paper in the student's file located in the Guidance Office.

A student enrolling in Southmont High School for the first time must have been in good standing at the school previously attended. If that student is under expulsion from another school, he/she will not be permitted to enroll until the trimester following the termination period of the expulsion. Thereafter, enrollment is possible provided the student has legal residence in the district. Previous school records are required for verification of status. At registration, a student needs a birth certificate or transcript from the previous school attended and a record of health immunizations. It is recommended that all students in grades 7, 9, and 11 have physicals on file with the school nurse. In addition, all athletes are required to have physicals on file with the Athletic Director.

Transfer students will have twenty (20) days from the date of enrollment in school to produce a current record of immunizations. If the twenty (20) day limit is exceeded, the student will be removed from school until such records are produced.

### **G.P.A.:**

G.P.A. and class rank will be based on a four-point scale.

### **TUTORING:**

Tutoring is available in the morning beginning at 7:30am with teachers. It is the responsibility of the student to attend tutoring if assigned. At times other opportunities for tutoring are offered; families are encouraged to contact the teacher with questions regarding the availability of tutoring.

### **GRADING SYSTEM:**

Marking period grades will be worth 40% of the trimester grade. The semester exam will be worth 20% of the semester grade.

## **GRADING SCALE**

	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4	B = 3	C = 2	D = 1
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
			F = 0

### Six Weeks

A (95-100%)
A- (90-94%)
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 (59%-0%)

## **COUNSELING DEPARTMENT:**

Please ask the secretary if you wish to speak with a counselor. If the counselor is not available at the time, the secretary will make an appointment for you to speak with a counselor. Preferably the appointment will be during a period that is least demanding of your time. Please assist the secretary by advising her when is the best time for you to see the counselor. Emergencies are given immediate attention.

All staff members at Southmont Junior High School are capable and willing to assist students with their social and academic concerns; however, there is also a guidance department staffed with persons trained to counsel students. Generally, counseling services are initiated by the student. Some of these services include:

1. Talking with and listening to the feelings and ideas of students in helping them to make decisions about their lives. Confidentiality is observed. (In some cases of possible injury to self or others or situations that are lawfully required to be reported, confidentiality cannot be kept.
2. Conferring with parents concerning test scores, grades, and answering questions they may have about the school as it pertains to the student.
3. Helping students to work in groups and to get along with others.
4. Being a communication link between other schools and community counseling resources. Students are encouraged to take advantage of the counseling services. The Counselors are very sensitive to the need for privacy and the guidelines for confidentiality will be explained to you.

## **HIGH HONOR ROLL:**

Students having a G.P.A. of 3.33 or greater on a four-point scale and no grade lower than a B will be recognized on the high honor roll.

## **HONOR ROLL POLICY:**

1. The honor roll shall be computed on a four-point scale as follows: A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, C-=1.67, D+=1.33, D=1, D-=0.67, F=0.

2. Any person with a 2.67 or above on a four-point scale shall be considered for the honor roll for that grading period or that trimester.
3. If a student has below a C- in any subject, he/she shall not be on the honor roll.
4. A student must be enrolled in at least four solid subjects to be eligible for the honor roll.

**COURSE CHANGES:**

Student schedule changes must be finalized within the first week of each trimester.

**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.

**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 SMCS home page). 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 email 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

**INCOMPLETES:**

Incomplete grades that occur at the end of the first and second trimester need to be made up in five school days. If the incomplete occurs at the end of the six weeks, the student will have one day for each day of absence to complete the work. There will be no incomplete grades at the end of the year. It is a student's responsibility to make arrangements with the teacher to do the make-up work. The students are responsible for making up an assignment or a test the day following an absence if the work was announced prior to the absence.

Work missed due to truancy or out of school suspension may or may not be made up for credit at the discretion of school administrators.

Students who are absent two or more consecutive days may request their assignments and books by contacting the main office. All work sent home is expected to be completed by the student and returned to the teachers when the student returns to school. All makeup work for incomplete grades is contingent upon the limits for unexcused absences in the attendance policy.

**TRANSFER STUDENTS FROM ACCREDITED SCHOOLS:**

It is the responsibility of the student and parent/guardian to obtain all information necessary to properly evaluate and place the student.

**TRANSFER STUDENTS FROM HOME SCHOOLS AND NON ACCREDITED SCHOOLS:**

Credits from non-accredited schools and home schools must be thoroughly evaluated before they are granted and placed on a student's transcript. In order for such credits to be accepted at Southmont High School, it is the responsibility of the student and parent/guardian to verify that:

1. each course was taught by a certified teacher,
2. each course met time requirements established by the State,
3. course content was comparable to corporation established courses.

If the above-stated criteria are met, subject tests will be administered to the student by department chairpersons.

## EXTRACURRICULAR AND CO-CURRICULAR INFORMATION

### PHILOSOPHY AND OBJECTIVES:

Extracurricular/music activities at Southmont Junior High School provide scope for a variety of interests and talents through programs in athletics, curriculum-related clubs, honor clubs, music and drama organizations, and service clubs.

The extracurricular/music program can maintain its credibility only if the organizations within it maintain their own goals and standards. Unless otherwise stated, club standards will be enforced during the school year, with the expectation that students will observe these standards at school and uphold them away from school as well. Enforcement of club standards during the summer will be in effect for the athletic program and for those organizations maintaining summer activities. All extra-curricular programs will adhere to these standards unless National Standards prescribed for an organization is more stringent.

All students are encouraged to join and participate in school-sponsored teams, clubs and student activities that meet both during and after school hours. It should be clearly understood by all students and their parents that involvement in the extracurricular/music program must be regarded not as a right but, instead, as a privilege. This privilege will be governed by the personal acceptance of the group's common philosophy. To be eligible to participate in an **extra-curricular program a student must be enrolled full-time and receive passing grades.**

The purpose of extracurricular/music programs is to provide the opportunity to grow and develop in many ways that are not directly covered in the classroom thereby supplementing the instructional program. Participation in athletics will help students/athletes to develop a willingness to maintain a positive attitude toward the school and its primary functions, which include:

1. encouraging acceptable behavior and conduct;
2. promoting academic progress in the classroom; and
3. developing civic and moral responsibility.

Competition will create constantly changing experiences that will help lead to a satisfying, useful adulthood by preparing a student to handle success, failures, and adversities that will be a part of adult life. Each student-athlete at Southmont will no doubt encounter circumstances that he/she will find unpleasant, but, as in adult life, must learn to accept.

The ultimate goal in team sports is team success. Therefore, decisions will be made that will be in the best interest of the team and of the total athletic program. Hopefully, athletics will show the student/athlete that dedication and commitment to team goals are what is important in athletics. Actually reaching that goal is not as important as doing everything possible (within the rules) to achieve that goal. Sacrifices and self-discipline are necessary for success. **These extracurricular and music policies are in effect 365 days a year.**

### ACTIVITY CONFLICTS:

We feel it is important that students at Southmont Junior High School be encouraged to participate in a wide range of school-sponsored activities. Expanding extra-curricular and music programs at Southmont have

allowed the opportunity for conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency.

Prior to Fall, Winter, and Spring sport seasons, in advance of conflicting situations and before discussing possible conflicts with student participants, involved staff members will meet with the athletic director and principal to determine if there will be conflicts and how they can be resolved. (The principal will call this meeting).

The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

1. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have the number one priority. If a conflict exists between two of these activities, the student shall make the choice without penalty.
2. Regularly scheduled games and major performances beyond those in Section 1 shall be the second priority. A previously scheduled event on the school calendar will take precedence over a calendar addition or a rescheduled event. If a conflict exists between two of these activities, the student shall make the choice without penalty. If a conflict exists between a scheduled game or contest and practice or rehearsal, the student is to attend the game or contest with no penalty for missing the practice or rehearsal.
3. The importance of the student's participation in the success of the total group's performance is the third priority. This shall be determined by the principal, the athletic director, and the coaches or teacher/sponsor involved.
4. No penalty will be assessed to the student participant if he/she properly communicates to all the parties involved. Any student penalty to be assessed must be done with approval of the principal. All decisions will be adhered to; however, if the unusual circumstances do occur at a later date, the student may request a change by filing his/her request in writing to the principal no later than five (5) day prior to the event.

#### **ATHLETIC ACTIVITIES:**

Southmont Junior High School has a comprehensive athletic program available for the participation of both boys and girls.

**Boys:** Football, tennis, cross country, soccer, basketball, wrestling, swimming, 7th and 8th grade baseball, track and golf.

**Girls:** Volleyball, cross country, swimming, soccer, basketball, track, tennis, golf, and 7th and 8th grade softball.

**Managers:** All sports may have athletic managers to help support and organize the day-to-day activities associated with the sport. Managers will be held to the same standards as athletes.

**Cheerleaders:** There shall be cheerleaders for each team fielded in football and basketball. All cheerleaders shall be under the supervision of the same sponsor. Cheerleaders shall be chosen in the spring. Athletic eligibility requirements shall apply to cheerleader candidates at tryout time and during the course of their tenure as a cheerleader.

#### **DRUG TESTING:**

The Board requires that each student enrolling in one (1) of the Corporation's interscholastic athletic programs sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the Corporation, during the term of the athletic program in which the student will be participating. The Superintendent shall develop administrative guidelines which provide for a drug-testing procedure that will produce consistently-reliable test results and protect the student's rights to privacy. Any athlete who tests positive for any drug other than a prescribed medication shall be disciplined in accordance with due process and the Discipline Code adopted by the Board. See "Drug Testing Policy" form in appendix.

### **ATHLETIC/EXTRA-CURRICULAR/MUSIC POLICY VIOLATIONS DISCIPLINES:**

The Extracurricular/Music Council will consist of the principal, dean of students, athletic director, coach or sponsor of the organization that the violator belongs to. The Extracurricular/Music Council is convened as needed to determine violations.

1. Illegal drugs, alcohol, and/or any substance injected, ingested, or inhaled that would impair or harm the human body - use, possession, and/or under the influence.

**FIRST OFFENSE:** Suspension from competition for 50% of the eligible 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. The State Tournament Series for any sport shall count as one (1) contest. If the violator is not an athlete and the violation occurs in a non-athletic extra-curricular/music event, the student will be suspended from any further participation in an extra-curricular/music 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 eligible scheduled contests if the student undergoes certified evaluation (verified in writing) 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 Extracurricular/Music Council.

2. Use and/or possession of Tobacco Products:

**FIRST OFFENSE:** Suspension from competition for 25% of the current athletic season or if out of season, 25% of the next athletic season.

**SECOND OFFENSE:** Suspension from competition for 50% of the current athletic season or if out of season, 50% of next athletic season.

**THIRD OFFENSE:** Suspension from competition for 365 days.

3. Juvenile or criminal offenses, vandalism, theft, or destructive misuse of school property, equipment or personal property of others is prohibited. This rule protects not only Southmont 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 and music activities for a period of one week to one year, depending on the severity of the offense. The length of the suspension will be determined by the Extracurricular/Music 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.

### **ATHLETIC AWARDS:**

Awards will be presented as soon as possible after the completion of season's play. A season is not complete until awards are presented. Awards will be presented only to those persons present at the program unless excused by the coach and athletic director.

## CLUBS AND ACTIVITIES

FFA	Book Club	National Honor Society
FCA	Student Council	Student Council
Art Club	Yearbook	
Academic Team	Class Officers	

Meetings for the above clubs will be held during homeroom or any other approved time.

## DANCES:

Southmont Junior High School, in cooperation with the school's clubs and organizations, holds dances for the students of Southmont Junior High School. Students are encouraged to attend and have a good time; however, behavior at a dance is the same as a regular school day. Student dress at dances will follow the school dress code unless otherwise specified by the administration.

## ELIGIBILITY:

The Southmont handbook rules apply to all extracurricular/music programs and IHSAA rules apply to all athletic teams and all sports contestants enrolled in grades 6, 7, and 8 participating in any Southmont athletic contest. You are ineligible if:

1. **ILLNESS-INJURY:** If you are absent five (5) or more consecutive school days due to illness or injury and do not present to your principal written verification from a licensed physician stating that you may participate again.
2. **CONDUCT, CHARACTER:** If your conduct in or out of school (1) reflects discredit upon your school or the Association or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school.
3. **PHYSICALS:** If you do not have (1) a physical examination or certification by a physician holding an unlimited license to practice medicine and (2) written consent of parent or guardian for such participation unless emancipated, and 3) maintain a signed drug testing consent form in the office. Evidence of both included on the consent and release certificate shall be on file in the principal's office prior to the students first practice. Such certificates may suffice for the entire year. (NA) Not applicable for music programs.

A student becomes ineligible to compete in extracurricular activities when he or she:

- a. Earns one or more "Failing" grade during any one six week grading period.
- b. Earns one or more "Failing" grade during any one trimester grading period.

In the event a student earns one failing grade during any six weeks or trimester grading period and is considered ineligible for competition, he/she must meet the following criteria to regain eligibility.

- a. Raise the failing grade to "Passing" at the designated Progress Report date of the next grading period.
- b. If upon entering a new trimester the student is not enrolled in a course he/she earned a failing grade in, the student must have no grade of "F" at the designated Progress Report date.

In the event a student earns multiple failing grades during any one six weeks grading period and or trimester grading period that student will be ineligible to compete in extracurricular activities for a period of one six weeks grading period. To regain eligibility to **participate\*** in an extracurricular activity the student will need to produce a report card with no "failing" grade for the six weeks and or trimester. Such eligibility will become effective on the date of report card distribution.

**\*Participation** defined as interscholastic competition, public performance, contest, or other formal function inherent to the team, club, or organization. Ineligible students may be active in daily functions such as practice, scheduled class activities, or meetings. An ineligible student may not perform as a part of an interscholastic competition, public performance, or contest.

4. **TRANSFER DURING A SPORT CONTEST SEASON:** If you wish to transfer from one sport to another during a sport contest season, you must first receive permission in writing from the sport coach that the student is presently participating in. Any transfer would be for the benefit of all parties involved. Any such transfer must be approved by the athletic director.

**FIELD TRIP ELIGIBILITY:**

For a Southmont Junior High School student to be eligible to participate in a school sponsored field trip, the student must have consistent attendance and administrative approval.

**EXTRACURRICULAR ACTIVITY DEFINITION:**

For the purpose of establishing an accurate definition of an 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.

**INFORMATION FOR ATHLETES, EXTRACURRICULAR/MUSIC:**

1. **DISCIPLINE:** Each coach has the responsibility to establish regulations concerning attendance, conduct, training, etc. This discipline shall be consistent with the accepted procedures of Southmont Junior High School and the athletic department.
2. **DRESS:** An athlete should be neat and well groomed. Each coach will establish guidelines for dress, grooming, and appearance.
3. **DRESSING ROOMS:** Only athletes practicing in games or meets are to be in the dressing room after normal school hours. Those not out for a sport in season and not under the supervision of a coach shall be referred to the Athletic Director.
4. **EQUIPMENT:** You will be expected to pay for any equipment that is lost. This is both an individual and team matter. Each individual shall be responsible for his/her own equipment, and at the same time we must have an honor system that includes all Southmont athletes. School owned athletic equipment should be worn only at practice and games, unless special instructions are given by the coach. Warm-ups are worn only on game day.
5. **INSURANCE:** Southmont does not provide insurance coverage. A 24 hour limited policy coverage is available from the office. Medical bills are the responsibility of the parent
6. **PHYSICAL CONDITIONING:** To help eliminate the danger involved in jogging outside school property, you are not to run in the street on State Road 231 or State Road 47. Stay in single file when running.
7. **LOCKERS:** Lockers will be issued by the coaches. You will have one locker in the dressing room area. That locker is good only during your season.
8. **ATHLETIC PARTICIPATION:** Athletes are encouraged to practice and participate in the sport which is in season. For participation, the end of the season will be defined as the last day the varsity team competes.
9. Athletes enrolled in physical education classes will participate in class every day.
10. **PERSONAL ITEMS:** Shoes, socks, supporters, T-shirts, shorts, etc.; each athlete is responsible for the purchase and care of these personal items.
11. **PRACTICE OR RECREATION:** When using indoor or enclosed school facilities for practice or recreational activities, you are to be under the supervision of one of the coaches/teachers or the permission of the athletic director.
12. **PRACTICE TIME:** After school practice will start no sooner than the dismissal of school.
13. **TRANSPORTATION:** It is necessary to ride a bus to most of the contests away from home. Proper conduct is necessary at all times. You are expected to go to and return home with the team, unless contact is made by your parents with the coach.



14. **WEARING SHOES:** Athletes participating in outdoor sports are to remove and put on shoes on the ramp area. If your shoes are muddy, step outside and clean them before carrying them to the dressing room. DO NOT use the walls as a cleaning device. Cleats should not be worn in any carpeted areas of the school.
15. **SCHOOL ATTENDANCE:** Any extracurricular student who is not in class at least ½ of the school hours may not practice or participate in athletic events that day. If a student is absent from class without a medical, dental, or legal confirmation excusing the absence he/she will be excluded from practice or participation on that day. Upon arrival at school, it is the student’s responsibility to communicate special circumstances to school administration for consideration of practice or participation for that day.

**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.

**ATTENDANCE INFORMATION**

**PHILOSOPHY OF ATTENDANCE:**

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 characteristic 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.

**1, 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

- o Witness in judicial proceeding or court appearances – must be verified by a subpoena or formal court-verified documentation
  - 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 In school suspension
    - o Out of school suspension
    - o Other special circumstances approved by the administration

Work that is missed during an excused/documentated absence must be made up within the allotted time frame – 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) in one (1) school year will be counted as unexcused unless documented by a physician’s note**
- o Recurring 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):

- o 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
- o Absences where the parent has not called the school before 9:00 a.m.
- o Family or personal reasons (i.e. – car trouble, missing the bus, etc.)
- o No excusable reason
- o 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 while gone; all work is due upon returning to school. A Permission to be Absent form must be obtained, completed and returned to the School office five (5) days before a family vacation. The request may be denied by the administration.

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 Junior 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).

**I. 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
5	- Junior High School office to notify parents in writing of # of absences and the attendance policy
8	- Junior High School office to notify parents in writing of # of absences and the attendance policy
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

**II. Additional Attendance Information**

Below is additional information related to individual school buildings.

- At Southmont Junior 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.

III. **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 are expected to come to school and be in class on time. A student is tardy to class when the bell has rung and the student is not in his/her seat in the classroom. Students who report to class unprepared and have to be sent for materials may be marked tardy. The following procedures will be observed relating to tardiness per period (per trimester):

- Repeated tardiness is not considered appropriate and would be subject to discipline as listed below. These accumulations reset each trimester.

# of Tardies	School Action
Up to 5	- Dean of Students will monitor
6-7	- Dean to notify parents of # of tardies and student assigned a lunch detention
8+	-Dean to notify parents of # of tardies and student assigned after-school detention

**EARLY DISMISSAL FROM CLASSES OR LATE ARRIVALS:**

Students are not permitted to leave the school building or grounds during the school day unless special permission is granted by the office upon parental request. The office reserves the right to deny permission for early dismissal and to confirm the necessity for such requests. Parents or guardians should specify the reason for early dismissal, the exact time of requested dismissal, and when the student will return to school.

Parents must sign the student in and out of school in the office when arriving or leaving the building.

**HOMEROOM POLICY:**

Students are expected to follow homeroom period policies and procedures that are communicated by junior high school administration and staff. The policies can include but are not limited to: assigning students to specific homeroom locations, prohibiting students from specific classrooms, and possible disciplinary actions for failing to follow proper attendance procedures.

**PASSES FROM CLASS:**

There are very few times that a student should request and fewer times that a teacher should grant permission for a student to leave the room during class. No student will be allowed to leave class without a pass. Teachers may refuse to honor a pass from another teacher that would remove a student from class for a project or responsibility of another class. Passes will be prearranged between teachers and/or be cleared

through the office. Any student in the hall during class must have a hall pass and be on a direct route to the destination designated on the pass.

### **TRUANCY:**

Truancy is defined as absence from school during any part of the school day without the consent of parents and/or proper school officials. Truancy will be recorded as unexcused. Truancy from school or class will result in disciplinary action. All work missed while a student is truant may NOT be made up for credit.

- Truancy Includes but is not limited to the following:
  - Leave school without signing out, in the main office.
  - Leaving the classroom before dismissal by the bell.
  - Are absent from class without permission.
  - Obtain a pass to go to a certain place and do not report there or go somewhere else besides the destination on your pass.
  - Become ill and go home or stay in the restroom instead of reporting to the Clinic.

## **STUDENT BEHAVIOR/DISCIPLINE**

### **DISCIPLINE PHILOSOPHY:**

The entire foundation and success of public school education depends on the basic concept of self-discipline -- a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the School Board to responsible officials within the School Corporation. The purpose of discipline controls is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

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

However, in the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the school corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Disobedience or misconduct, whether on school property, on a school bus, or at a school-sponsored function, may lead to reprimands, corporal punishment, probation, referral to special personnel in the school (counselor, assistant principal, principal) parent conferences, detention, suspension, referral to special central office personnel (pupil personnel or psychological), and expulsion.

In keeping with the regulations on discipline, teachers may temporarily remove students from classrooms because of disruptive behavior. If disruptive behavior continues in that class, the student will lose credit for the class.

The rules have been formulated to ensure an orderly administration of the educational process. Students who violate these rules are disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately.

**STUDENT BEHAVIOR/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 provisions of Indiana Code, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY -- TEACHER: A teacher will 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 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 defined in this policy, a student may be expelled school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 14 listed under the Grounds for Suspension and Expulsion in this policy.

**DISCIPLINE POLICY FOR STUDENT WITH DISABILITIES:**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules.

**CORPORAL PUNISHMENT:**

In an effort, as adopted by school board policy, to maintain discipline in the schools, teachers may use corporal punishment sparingly, and only after other methods of discipline have failed. When corporal punishment is deemed necessary, the following rules apply:

1. The punishment should not be cruel or excessive.
2. The punishment should not be administered in the presence of other students.
3. The punishment should be administered in the presence of another certified employee.
4. Each instance of corporal punishment should be reported to the principal's office where an anecdotal record will be kept. Such a record will not be part of the student's permanent record but destroyed at the end of each school year. The student's record will not be transferred with that student.
5. Parents shall be notified by letter if corporal punishment is administered to their child.

**CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

The corporation prohibits 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. "Criminal gang," means a group with at least three (3) members that specifically: either: promotes, sponsors, or assists in, or participates in, or requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

"Criminal gang activity," means to: actively participate in a criminal gang; knowingly or intentionally commit an act: with the intent to benefit, promote, or further the interests of a criminal gang; or for the purpose of

increasing the person's own standing or position within a criminal gang; knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang; threaten another person because the other person: refuses to join a criminal gang; has withdrawn from a criminal gang; or 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.

#### **NO-CONTACT-ORDER:**

School Administration may impose a no contact order that requires two students to temporarily end contact or communications with each other. These restrictions include but are not limited to:

- All comments or discussions with the other student (verbal or written).
- Any gestures.
- Any comments or discussion with others regarding the situation or student.
- Any other actions that may be interpreted as provoking conflicts between the students who sign this agreement.
- Social media posts or communication via social media about or between the students who sign this agreement.

#### **DETENTION:**

When a student is in detention they will report to the assigned room with materials to study at 3:05 PM. They will not be excused until 4:05 PM for any reason. The student will be quiet the entire time. The student will miss practice, meetings, or any other extra-curricular activity going on during the detention time. A student who fails to comply with the detention rules will be assigned additional after-school detentions. Detention will take priority over any extra-curricular activity taking place at the same time. Repeated failure to report for detention will result in additional disciplinary actions. If detention must be changed by student/parent, the student will serve the next two available detention dates.

#### **DISCIPLINARY ACTIONS TO BE EXPECTED FOR INAPPROPRIATE BEHAVIOR(S)**

1st Offense - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Corporal Punishment
3. Suspension from school and/or after-school detention

4. Refer to counselor
5. Notice sent to parents
6. Lunch Detention

#### 2nd Offense - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Corporal Punishment
3. Suspension from school and/or after-school detention
4. Refer to counselor
5. Notice sent to parents
6. Lunch Detention

#### 3rd major - Administrative options

1. Remove all release privileges and/or pass privileges for the semester.
2. Corporal Punishment
3. Suspension from school and/or after-school detention
4. Parent or guardian will be requested to arrange a conference with an administrator
5. Refer to counselor
6. Notice sent to parents

#### 4th Major

1. Students will have a conference with the principal and appropriate discipline measures will be taken.
2. Notice sent to parents

#### 5th Major

1. Recommended expulsion to the superintendent. Even though the stated procedures will be followed, it may be necessary to take action and to recommend expulsion of a student from school for an offense as defined by Public Law 218 and enacted by the General Assembly of the State of Indiana.

#### **DUE PROCESS RIGHTS (STUDENT):**

The student or parent has the right to appeal the decision of the person conducting the meeting to the courts. School Board Policy 5610

#### **EXPULSION:**

An expulsion is defined as separation from school attendance or a related service for more than ten (10) consecutive school days.

Before a student with disabilities can be expelled from school, the student and the student's parent must be afforded the opportunity to attend an expulsion meeting before an appointed expulsion examiner. However, prior to any expulsion meeting, the case conference committee must meet to review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the parent may: (1) request the appointment of an independent hearing officer to contest the committee's determination; (2) request an expulsion meeting; or (3) waive the right to an expulsion meeting.

In the event of the expulsion of a student with disabilities, educational and related services may not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period and where the services will be provided.



## **EXPULSION PROCEDURES:**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - A. legal counsel
  - B. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the hearing.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

NOTE: The student or parent has the right to appeal the decision of the person conducting the meeting to the courts. Indiana Code, see School Board Policy 5610

## **FIGHTING:**

Definition - aggressive physical abuse. If overt aggression is identified with one student, the ensuing disciplinary assignment may affect one participant differently from the other. Two fights within a one-year period may result in expulsion from school. Punishment will be enforced for any fight that takes place on any South Montgomery school property (including elementary schools), school buses, or at any school related activity (away or at home).

## **GROUND FORS SUSPENSION OR EXPULSION:**

The Board of School Trustees of South Montgomery School Corporation declares as school board policy that certain student misconduct will be grounds for suspension or expulsion of students from school. The grounds for expulsion or suspension apply when a student is on school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - A. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - B. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - C. Setting fire to or damaging any school building or property.

- D. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
- E. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision. NOTE: This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitutions of Indiana or of the United States.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, breaking or entering.
  3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
  5. Threatening or intimidating any student or staff for any purpose, including obtaining money or anything of value from the student.
  6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, resembles a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is NOT a firearm as defined in rule #14 below.
    - The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)
  7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. NOTE: Any student who is unsure if possession, use, or providing another person with any particular medicine or substance would violate this rule should contact the principal, assistant principal, or the school nurse before possessing, using or providing the medication or substance.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
  9. Failing in a substantial number of instances to comply with the directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with the school purposes or education function.
  10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with the school purposes or an educational function.
  11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:

- A. engaging in sexual behavior on school property;
  - B. disobedience of administrative authority;
  - C. willful absence, tardiness, truancy of students;
  - D. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - E. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PA), or stimulants of any kind, whether they are available with or without a prescription.
  - F. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Failing to comply with the no smoking, no chewing, no use of snuff, no use of vaping/e-cigarettes products and other tobacco products restrictions as established by the South Montgomery School Board.
13. Violation of Cell Phone Policy
14. Possessing a firearm or deadly weapon
- A. No student shall possess, handle or transmit any firearm or deadly weapon on school property.
  - B. The following devices are considered to be a firearm under this rule:
    - i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive.
    - ii. the frame or receiver of any weapon described above
    - iii. any firearm muffler or firearm silencer
    - iv. any destructive device which is an explosive, an incendiary, a poison gas bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any similar device
    - v. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.
    - vi. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - vii. an antique firearm
    - viii. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
  - C. Deadly weapons are defined as follows:
    - i. A weapon, device, laser (as defined in IC) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used, is readily capable of causing serious bodily injury.
    - ii. An animal (as defined in IC) that is: (A) Readily capable of causing serious bodily injury; and (B) Used in the commission or attempted commission of a crime.
  - D. The penalty for possession of a firearm or deadly weapon: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first trimester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - E. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule. NOTE: The grounds for suspension or expulsion listed above (#1-14) apply when a student is:

- i. On school grounds immediately before, during, and immediately after school hours and at any other time a school group activity/function is being held.
- ii. Off school grounds at a school activity, function, or event, or C) Traveling to or from school or a school activity, function, or event.

15. In Addition to the grounds for expulsion or suspension listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. NOTE: A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal or the school, is exempt from application of subsection 6 so long as the knife and its intended use have been cleared with the principal ahead of time

16. An accumulation 1 (One) or more Major Offenses.

### **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.

18. Violation of School Technology Policies

### **HARASSMENT:GENERAL/ETHNIC/RACIAL/SEXUALITY/RELIGIOUS/DISABILITY:**

VERBAL/NONVERBAL/PHYSICAL: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, sexuality, 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, race, sexuality, national origin, religious beliefs, and/or disabilities.

Placing in the school environment objects, pictures, or graphic commentaries which could be interpreted as being harassing in nature or making insulting or threatening gestures as a consequence of such a person's gender, race, sexuality, national origin, religious beliefs, and/or disabilities.

Any intimidating or disparaging action as a consequence of such a person's gender, race, sexuality, national origin, religious beliefs, and/or disabilities. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation should promptly take the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the Corporation other than the student's principal, the affected student should, as soon as possible after the incident, contact the building principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of schools.

The student may submit a report in writing or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside the investigation.

If 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.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the Corporation.

Some forms of sexual harassment of a student by another student or adult may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Refer to school board policy pertaining to harassment.

### **STUDENT HAZING:**

The South Montgomery School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, or at any corporation sponsored event. (School Board Policy 5516).

### **MAJOR OFFENSES: DEFINED BUT NOT LIMITED TO:**

1. Use, possession, and/or dispensing of tobacco, alcohol, illegal 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. Permanent removal from class because of behavior.
5. Insubordination or staff disrespect.
6. 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.

7. Any act covered under Public Law 218, with the provision of double major being assessed in lieu of expulsion.
8. Gambling on school premises or at school activities.
9. Obscene acts, behavior, language, or dress that is deemed offensive to other students or staff.
10. An offense necessitating suspension and/or expulsion from school (major disciplinary problem).
11. Reckless or irresponsible driving (see parking lot regulations).
12. Violating any federal law, state law or ordinance which occurs in relation to the school.
13. Truancy - Absent without parental permission, or leaving the building without permission. Any absence not verified within 48 hours by the parent is considered truancy.
14. Inappropriate affection while on school grounds. (This includes kissing, hugging, and petting.)
15. Class and/or corridor disruption
16. Excessive tardies (see tardy guidelines) - referred to office after two.
17. An accumulation of minor offenses equals a major offense.
18. Failure to abide by the PE no dress policy.
19. Being in an unauthorized area (out of bounds). This includes loitering in the parking lot.
20. Violation of Cell Phone Policy - page 6.
21. Harassment: General, ethnic, religious, disability
22. Use of Racial Slurs or Discriminative Language
23. Theft or attempted theft
24. Bullying

#### **PROBATION (DISCIPLINARY):**

A student who has exhibited continuous behavioral or attendance problems may be assigned probation. Any student who is suspended for fighting, stealing, or repeated violations of other rules may be placed on disciplinary probation. Any future behavioral or attendance problem may result in a recommendation for expulsion for the semester or for the school year.

#### **PROBATION (SOCIAL):**

Social Probation may be used for any infraction of school rules. Social Probation means a student may not participate in any extra-curricular activity whatsoever during the social probation. The student may attend school during normal school hours, but must leave school property at 3:10 p.m. and not return until 8:00 a.m. the next day. Social Probation may be given for any length of time during a school year.

#### **PUBLIC DISPLAY OF AFFECTION (PDA):**

Students are to be responsible in their actions towards one another and to their school. Therefore, students are to refrain from hugging and kissing, and other behaviors considered to be an embarrassment to themselves, the student body, and the school. Each student is expected to show respect for the rights and feelings of his fellow students and to behave in such a way as to deserve the respect of others. Courteous treatment is encouraged. Any further display of affection tends to destroy reputations and to embarrass others and therefore will not be condoned.

#### **RESTROOM EXPECTATIONS**

Be considerate to yourself and others by using the facilities appropriately and in a timely manner. Bathroom stalls will be used by one individual at a time to provide privacy. Groups of students should not congregate in the restroom/stalls. Disciplinary action will be taken against students who ignore or refuse to cooperate with

this rule.

**SCHOOL DISCIPLINARY ACTIONS (in addition to suspension/expulsion):**

Students found to be in violation of school policies and procedures may also be subject to the following list of additional disciplinary assignments:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from the teacher's class for a period not to exceed one class period for junior high, or high school.
8. Assignment by the principal of:
  - A. a special course of study;
  - B. an alternative educational program; or
  - C. an alternative school.
9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
  - A. A principal may not assign a student under this subdivision unless the student's parent or guardian approves:
    - i. the nonprofit organization where the student is assigned; and
    - ii. the plan described in clause (B)(i)
  - B. The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
    - i. A plan for the service that the student is expected to perform.
    - ii. A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
    - iii. Monitoring of the student's performance of service by the principal or the principal's designee.
  - C. The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
  - D. Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
10. Removal of a student from school sponsored transportation.
11. Referral to the juvenile court having jurisdiction over the student.

**SUSPENSION – IN-SCHOOL:**

Students whose conduct is not satisfactory may be assigned to in-school-suspension (ISS) by a school administrator. They are not permitted any contact with regular students, nor are they permitted to attend or participate in activities during the instructional school day.

1. Students who are assigned to an all day ISS must report to the junior high office at arrival and they will be dismissed at 3:00 p.m.
2. Students assigned by periods will report at the beginning of that period and remain until released by the supervisor.
3. Students are to bring all of their books, pencils, paper, and study materials and equipment with them. Students will not be allowed to leave the room to return to their lockers or classrooms.
4. Lunch will be eaten in the ISS room.
5. Students are to stay in their seats at all times and may only move around in the room at designated times.
6. Students are expected to follow the directions. If there is a lack of cooperation, the student may be assigned an out of school suspension.
7. All assignments from the classroom teacher shall be completed and the student will return the assignments to their classroom teachers for credit.
8. Students are not to communicate in any way with other students without permission from the supervisor.
9. Students may not write notes, draw, or scribble on anything. Defacing school property can result in further ISS or out of school suspension.
10. Students are not to bring magazines into the ISS room. All other reading materials must be approved by the ISS supervisor and can only be used after assigned work is completed.
11. Students are not to sleep or rest with their heads in their arms or hands. They are expected to keep their heads off their desks.
12. Students who have an early dismissal slip for doctor, dentist, or other personal appointment, are to report the next day following the appointment. Verification for dismissal is mandatory.

#### **SUSPENSION – OUT-OF-SCHOOL:**

A suspension is defined as a unilateral, temporary cessation of educational or related services. A short-term removal of a student pursuant to the student's Individual Education Plan is not a suspension.

#### **SUSPENSION PROCEDURES:**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - A. a written or oral statement of the charges
  - B. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - C. the student will be provided an opportunity to explain his or her conduct
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.



APPENDIX  
**Southmont Junior High School**  
**Student Drug Testing Consent Form**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy Statement**

The Southmont Junior High School Board of Education has adopted the “Student Drug Testing Policy” for drug testing of students participating in and attending school sponsored activities, driving to school, or on a voluntary basis.

**General Authorization Form**

The student and parent/guardian acknowledge receipt of the Southmont High School Student Drug/Alcohol Testing Policy, and are familiar with the definitions listed. We understand that as a condition of the student being allowed to participate in or attend school sponsored activities, the student may be required to undergo and successfully pass a random screening for alcohol, illegal drugs, or other banned substances, as set forth in the drug testing policy. We agree to all terms and conditions contained in the policy.

The parent/guardian hereby consent to his/her student’s participation in the random drug and alcohol-testing program and to the disclosure of testing results to designated Southmont High School personnel and to the parent/guardian. We further understand that the student’s refusal to submit to a drug screening will be treated in the same manner as if the student had tested positive for banned substances.

No student shall be penalized academically for testing positive for banned substances during random drug testing. If the consumption took place at school or at a school activity, we understand there may be disciplinary consequences as determined by the administration as outlined in the student handbook of the school.

The privilege of being allowed to participate in or attend school sponsored activities is contingent on the signing of this consent form.

This consent form shall remain in effect for as long as the student is a student within Southmont High School. Any revocation of this consent form shall disqualify the student from participating in or attending school sponsored activities for the remainder of the school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip

All students wanting to participate in or attend school sponsored activities for Southmont High School must sign this consent form and return it to the appropriate school office within the first three (3) days of the school year or within their first three (3) days of attendance if transferring into our district. Students will not be allowed to practice, participate in, or attend any school sponsored activity without a signed consent form after this three (3) day time period ends.

**Student Drug Testing Withdrawal Form**

I, \_\_\_\_\_, wish to withdraw from the  
*Print Student Name Here*

Southmont Junior High School Student Random Drug Testing Pool for the remainder of the school year.

I will submit this form to the principal's office. I want my name to be withdrawn from the testing pool on the date this form is received by the principal's office. Completing this form will impact my participation in and attendance at all school sponsored activities. By withdrawing, I understand I can no longer participate in or attend any of these programs and activities. I may re-enter the testing pool and enjoy the privileges listed above at the beginning of the next school year by filling out a new consent form.

Students have three (3) school days to reconsider their decision and re-enter the pool with no consequences.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip