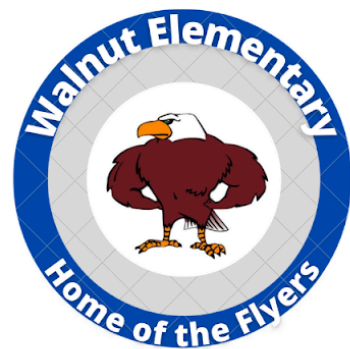


# Southmont Schools Elementary Handbook



South Montgomery  
School Corporation



2024-2025

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Dear Students, Parents, & Guardians,

We are excited to welcome you to Southmont Schools for this academic year!

The student handbook was developed to help parents and students at our elementary schools succeed at school. You may gain an understanding of the daily operation of our schools and find answers to many commonly asked questions. If you have any questions that are not addressed in the handbook, please feel free to contact our offices for further information.

The teacher, parent, and student relationship is incredibly important for student achievement and a positive school environment. We look forward to collaborating with you as we all join together to support our students to ensure their success. We are excited for this coming year and plan to make it the best school year yet!

Sincerely,

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## **Corporation Administration & Board of Trustees**

Superintendent: Dr. Stephanie Hofer  
Assistant Superintendent: Mrs. Wendy Myers  
Director of HR/Chief Financial Officer: Mrs. Kristin Charles  
Director of Operations: Mr. Mike Tricker  
Director of Data & Curricular Materials: Mrs. Melissa Norman  
Director of Transportation: Miss Lavanna Perdue  
Director of Technology: Mrs. Betsy Teague

School Board Members:  
Mr. Daryl Hutson- President  
Mrs. Julie Hess-Vice President  
Mr. Jerry Kinkead- Secretary  
Mr. Eric Mason- Assistant Secretary  
Mr. Cody Hargis- Member  
Mr. Jake Watson- Member  
Mr. David Reeves- Member

## **South Montgomery Community Schools Vision**

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

## **South Montgomery Community Schools Core Values**

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

## **South Montgomery Community Schools Mission**

South Montgomery Community School Corporation provides a challenging, dynamic learning experience which empowers students with the knowledge, skills, and attitudes to be successful, responsible, and productive members of society.

## **Non-Discrimination at South Montgomery Schools**

South Montgomery School Corporation is an equal opportunity employer. Students, their parents and employees of the South Montgomery Board of Education are hereby notified these schools do 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 building principal.

### **Asbestos Annual AHERA Notification**

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 surveillance 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 surveillance was conducted by ASTESCO Laboratory, Inc., an 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:

- The right to inspect and review the student's records within 45 days of the day the school receives a request for such.
- The right to request the amendment of the student's education records that the parent of a student (over 18) believes to be inaccurate or in violation of the privacy rights under FERPA.
- The right to privacy of personally identifiable information in the student's records, except to the extent that FERPA authorizes disclosure without consent.
- 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.

### **Parent Right to Know Letter**

In accordance with the Elementary and Secondary Education Act, Section 111 (h) (6) PARENTS RIGHT TO KNOW, this is a notification from South Montgomery Community Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your child's classroom teachers. This information regarding the professional qualifications of our student's classroom teachers shall include the following:

- if the teacher has met the state qualifications and licensing criteria for the grade level and subject areas taught;
- if the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- the teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- whether the student is provided services by paraprofessionals; and if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact your school principal.

### **Student Privacy, Parental Access, and Directory Information**

The school respects the privacy of parents and their children. No student shall be required as a part of the school program or the Corporation's curriculum, without written consent of the student, (if an adult or as an emancipated minor) or, if an unemancipated 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, ministers, or physicians;
- religious practices, affiliations or beliefs of the students 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).

Additionally, each year notice is given that it is our intent to make available, upon request, certain information known as "directory information". Directory information is a student's name; address; telephone number; date and place of birth; photograph; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; and listing of an honor roll. Directory information shall not be provided to any organization for profit-making purposes. We may allow access to school campuses or give students' directory information to organizations that make students aware of educational or occupational options. Parents may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school office within twenty days after receipt of this notice. The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

## Custodial Rights

A certified copy of court documentation must be provided to the school office to restrict the rights of non-custodial parents. Students cannot be released to non-custodial parents, without official documentation; however, they will be given access to all student records and allowed to participate in conferences, classroom visitations and all other school activities, unless otherwise specified by appropriate documentation.

## Emergency Drills

Emergency drills are conducted on a monthly basis. Each room has posted the exit route for the students. All staff will instruct the students regarding specific procedures depending on the drill.

## Academics

### Grading

Southmont Schools use standards based grading and letter grades depending on the grade level. For letter grade classes, grades are given for Reading, Language Arts, Math, Science, and Social Studies. Pass/Fail grades are given for Related Arts: Art, Music, PE, and STEM. The awarding of grades and making decisions relative to promotion or retention is the responsibility of teachers and the building principal. Parents will be informed of their child's progress through grade reports, personal contacts, letters, and parent-teacher conferences. PowerSchool is also available for parents and students to view grades on the Southmont website.

The elementary grading scale is as follows:

A+ = 100%	B+ = 87-89%	C+ = 77-79%
A = 95-99%	B = 83-86%	C = 73-76%
A- = 90-94%	B- = 80-82%	C- = 70-72%
D+ = 67-69%	F = 0-59%	
D = 63-66%		
D- = 60-62%		

## Homework

The philosophy of Southmont Schools is that homework is for purposeful practice. The National Education Association supports 10 minutes of homework per grade level. The table below outlines the recommendation. If your child is spending significantly longer engaged in homework, please contact your child's classroom teacher.

Kindergarten	5 minutes
1st Grade	10 minutes



2nd Grade	20 minutes
3rd Grade	30 minutes
4th Grade	40 minutes
5th Grade	50 minutes

**Missed Homework and Class Assignments:**

Work that is not submitted by the due date will be made up during the school day and/or after school. Chronic late work is subject to disciplinary action.

<b>Attendance</b>
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**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 characteristics that are necessary and respected in our society. Therefore, as part of the educational process, they are expected, encouraged and, as necessary, enforced.

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

**Classification of Absences**

**Exempt**

Indiana Code provides for certain exceptions to the compulsory attendance law. Those exceptions are listed below, and will not be reflected as absences on the student’s record.

- Service as a page or honoree of the General Assembly – must be verified by a certificate from the Secretary of the Senate or the Chief Clerk of the House of Representatives Service on precinct election board or for political candidates or parties – must provide a document signed by one (1) of the student's parents/guardians giving permission to participate prior to the date of the election, and must be verified by submitting a document signed by the candidate, political party, et al, describing the duties of the student on the date of the election
- Witness in judicial proceeding or court appearances – must be verified by a subpoena or formal court-verified documentation
- 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
- School-sponsored activities – must be verified in advance with the sponsoring teacher or coach
- 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 and 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:

- 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
- 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
- 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
- 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

- In school suspension
- Out of school suspension
- Other special circumstances approved by the administration

Work that is missed during an excused/documented 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 and 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):

- Absences verified only by a parent phone call. Absences must be called in 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
- 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 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.

### **Unexcused Absences**

These absences are not excused by the district in any way. They will be reflected on students' records and will subject students to disciplinary action according to Section II below. These types of absences include (but may not be limited to):

- Truancy (as defined, a students' absence from school without the permission of a parent/guardian); "habitual truancy" is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year); students who leave school grounds without permission will be considered truant
- Absences where the parent has not called the school to report the absence.
- Family or personal reasons (i.e. – car trouble, missing the bus, etc.)
- No excusable reason

- Family vacations – When the time missed from school is arranged with the classroom teacher and building principal beforehand, work may be given to students to complete while gone and submitted for credit upon return or work will be given to complete following the vacation and will follow the policy for missing assignments. A Request to be Absent form (written notification) must be obtained, completed and returned to the school office five (5) days before a family vacation.

Work that is missed beyond five (5) unexcused absences may be made up at the discretion of the classroom teacher and building principal.

**Disciplinary Actions for Excessive Absence**

Students who accumulate excessive absences will be subject to the following school actions. **Excessive absences and academic failure will result in a referral to the building principal for a discussion on learning outcomes and possible retention.**

# of Unexcused Absences	School Action
1-4	Verify absences and consider intervention at the building level
5	School administration will notify parents in writing of # of absences and the attendance policy
6	Superintendent will notify parents in writing of # of absences and the attendance policy
8	Student placed on social probation (no before- or after-school activities permitted) Additional interventions determined at the building level
10	Parents notified in writing of # of absences, the attendance policy and impending notification to DCS and the Prosecutor
11 or more	DCS and Prosecutor’s Office notified directly by building administration

**Additional Attendance Information**

- 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.

### **Early Withdrawal and Tardy Policy**

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

- Students who arrive between 8:15 a.m. and 10:15 a.m. without a legitimate medical excuse will receive a "Tardy (T)".
- Students who leave between 12:45 p.m. and 2:45 p.m. without a legitimate medical excuse will be considered "Early Withdrawal (EW)".
- Parents are highly encouraged to schedule appointments for students after school hours as best as possible.
- Repeated tardiness or early withdrawals are not considered appropriate and would be subject to discipline as listed below. These accumulations reset each nine weeks.

<b># of Tardies/Early Withdrawals</b>	<b>School Action</b>
Up to 2	Principal and/or counselor will monitor
3	Office to notify parents of # of tardies/early withdrawals and the attendance policy
5	Parent conference with building administration
6 or more	Superintendent to notify parents in writing of # of tardies/early withdrawals and the attendance policy Additional action taken by administration

### **Missed Assignments:**

Work that is missed during an excused and documented absence must be made up within the allotted time frame – one day for each day of the absence. It is the responsibility of the student and/or parent to ask the teacher for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work. Work that is not submitted within the allotted time will be made up during the school day and/or after school. Chronic late work is subject to disciplinary action.

## Medication Guidelines

Only those medications or treatments that are necessary to maintain the student in school and that must be given during school hours will be administered. The school nurse is responsible for knowing the purpose, side effects, dosage, administration route, and time. Therefore, for purposes of this policy “medications” include all **FDA approved medications**. The school will administer prescription and over-the-counter (OTC) medications with these provisions:

- Prescription medication is in its original container labeled with date, student’s name, and dosage. The pharmacy label can serve as the written order of a practitioner. Medication will be stored in a locked area.
- All treatments (asthma, diabetes, etc.) will require the appropriate medical management plan signed by a parent **and** the physician.
- Self-administration of some types of medication may be allowed with physician’s signed consent to self-administer. This medication must be registered with the school nurse. (Examples: inhalers for asthma, insulin)
- It is the responsibility of students to report to the clinic or office for medication. Elementary students may be reminded.
- A principal-designated employee may administer medication in the absence of the nurse. The employee is not liable for civil damages as a result of the administration except for gross negligence. (IC.34-30-14-2)
- Discontinued medication will be picked up by the parent and not sent home with the student. If the parent does not pick up the medication, the school nurse will appropriately dispose of the remainder.
- **For safety reasons, South Montgomery Schools require the parent/guardian to hand deliver controlled medications to school. These include attention deficit medications and medications for pain management.**

Students who have had a fever cannot return to school until they have been fever free for 24 hours without the use of fever reducing medication (Tylenol, ibuprofen). If a child is started on an antibiotic, he/she will need to be on it for a full 24 hours before returning to school (including strep throat). Students with diarrhea and/or vomiting should be excluded from attending school until asymptomatic for at least 24 hours.

If problems such as those described above are chronic, and it appears that little or no effort is being made to correct it, the Department of Child Services will be notified.

## Immunizations

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, his/her parents must show either that he/she has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

A list of required school immunizations can be found on the School Health Services Web site at <https://www.in.gov/health/immunization>

STUDENTS MUST HAVE THESE REQUIREMENTS MET IN ORDER TO ATTEND SCHOOL.

<b>Student Conduct</b>
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Maintaining a positive learning environment is the joint responsibility of the school administration, classroom teachers, and the student, with the support of the student's parents. Students should understand school personnel have supervisory control over students while they are on school property, riding school buses, or at school sponsored events away from school. It should further be understood that while students are expected to practice self-discipline, the parents are responsible for their minor children. In an effort to maintain a safe and orderly school environment, and in accordance with Indiana Code 20-22-8-9, school staff may implement discipline interventions, supports and consequences. We have created the following rules and expectations to guide student conduct.

- Students will not be allowed to be insubordinate to any staff member.
- Students will not be permitted to use profanity or obscene gestures.
- Students will not possess weapons or anything that could be used as a weapon.
- Students are not permitted to have in their possession, at school or during any school function, without the consent of someone on staff: laser pointers, cell phones, two-way radios or any items relating to pornography, drugs, alcohol, or tobacco (including lighters, vapes, and /or matches).
- Cell phones are to be turned off at all times. Inappropriate use of a cell phone in school will result in the phone being placed in the office. Parents will be called to pick up the cell phone.
- Students are not to sell, purchase, or trade items with other students while at school or school functions.
- Students will not chew gum or consume food, drink, or candy unless under the direct supervision of a staff member. Therefore, these items should not be brought to school unless prior approval has been obtained.
- Students will not yell or run inside the building.
- Students will not use language, gestures, or actions which show lack of respect for self and/or others including but not limited to lying, cheating, and stealing.
- Students will not engage in actions that could hurt themselves and/or others.
- Students will not engage in hazing, bullying, or sexual harassment under any circumstances.
- Students will not engage in behavior not listed here but prohibited under the Indiana Administrative Code.

- Students will not fight. The definition of fighting is 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).

Appropriate consequences may include any of the following: verbal warning, written product, loss of privileges, in-school detention, after-school detention, out-of-school suspension, removal from school sponsored transportation, referral to the juvenile court having jurisdiction over the student, isolation, time out, time out room, parent contact, counseling referral, police report, and expulsion. Keep in mind that consequences may be repeated or not used at all. The goal is to use what is the most effective for each individual circumstance and student.

### **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.

### **Grounds for 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 semester 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 of 1 (One) or more Major Offenses.
17. Bullying- See the Anti Bullying policy below.
18. Violation of School Technology Policies

### **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 parents 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 parents.

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

## Anti Bullying

Bullying is prohibited by SMCSC. Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

### **Definition of Bullying**

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

- places the targeted student in reasonable fear of harm to his or her 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 student’s ability to participate in or benefit from the services, activities, or privileges provided by the Corporation. Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:
  - participating in a religious event;
  - acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
  - participating in an activity consisting of the exercise of a student’s freedom of speech rights;
  - participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
  - participating in an activity undertaken at the prior written direction of the student’s parent; or
  - engaging in interstate or international travel from a location outside Indiana to another location outside Indiana. “Bullying,” as defined by this policy and state law, does not include actions involving employees. Any behaviors committed by, towards, or amongst Corporation employees should be reported to the employee’s supervisor, building principal, or Superintendent.

**Applicability:** The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of

the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network. Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

**Education:**The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades Kindergarten through 12, as well as employees, in accordance with Indiana law. Parents may request to review any materials used in any bullying prevention programs used by the corporation.

**Reporting:** Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to the extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

**Investigation:** Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will determine the severity of the incident of bullying. The investigation will be initiated within one (1) school day of the report to the designated school administrator. Guardians of the targeted student and alleged perpetrator will be contacted within (5) business days after the incident is reported. The investigation will be completed within ten (10) school days.

**Intervention/Responses:** If a report of suspected bullying is substantiated through an investigation, then the Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring while prioritizing the safety of the student. Interventions and responses include, but are not limited to: separating the bully and the target (including transferring the victim or the alleged perpetrator to another school in the school corporation); follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

**Parental Involvement:** Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within five (5) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

**Reporting to IDOE:** Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July.

### **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:

- **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.
- **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.

### **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. See Board Policy 5630.01

### **Criminal Organization 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.



## Definitions

- A. "Criminal gang," means a group with at least three (3) members that specifically:
  - 1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  - 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," means to:
  - 1. actively participate in a criminal gang;
  - 2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
  - 4. threaten another person because the other person:
    - a. refuses to join a criminal gang;
    - b. has withdrawn from a criminal gang; or 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.

## **Hazing**

Hazing of any kind, at any time, is not permitted on school property or during school functions. Violations will be reported to the superintendent for consideration of further action in accordance with board policy 5516.

## **Dress and Appearance**

Students in the South Montgomery Elementary Schools are expected to wear appropriate clothing to school. We encourage students to wear footwear that is appropriate for running, jumping, climbing, and playing. We discourage students from wearing sandals, slides or high heels. Please see that your child dresses for the weather, this includes jackets and layered clothing. We desire our students to take pride in their school, their education, and themselves. Therefore, the following dress code has been established:

Items that should **NOT** be worn to school include:

- Those that advertise or promote alcohol, drugs, or tobacco
- Those with objectionable or suggestive wording, symbols, or pictures
- Clothing that does not properly cover. This may include short shorts or skirts, tube tops, midriffs, mesh shirts, or other articles which do not properly cover.
- Hats and/or sunglasses in the building
- No chains of any type will be allowed on clothing or on wallets
- Skate shoes or skates
- Coats are not to be worn in the school building. Students may wear a sweater or sweatshirt if they think they are cold.
- Any other item that distracts or disrupts the educational process of the school. (the administration will make this determination).

Students who violate the above policy will be expected to make an alteration in their dress. Failure to do so will result in the student being removed from the classroom and/or school.

## **Cafeteria Guidelines/Food Service Program**

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.

A menu is sent home regularly to parents and is also available on our website. Students bringing their lunch to school may purchase milk 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**

SMCSC offers an optional breakfast each morning to all students. Any student arriving at school after the tardy bell will not be guaranteed 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.

**Payments:** Parents may wish to use our online system (MySchoolBucks) to add money to their children's accounts, information on which is available on our website. When an account balance becomes low, a notice will be sent home to notify the parent. **NOTE: *Kindergarteners have the option to purchase an extra milk per day for snack time. Please be aware that this does not fall under the free and reduced lunch program and must be paid out-of-pocket by parents. Please contact the office if you do not want to order the snack time milk.***

## **Communicating with your School**

The South Montgomery Community School Corporation believes that the most effective education takes place when the home and the school work in a cooperative relationship. Southmont Schools believe in partnering with parents, and we encourage you to be an active participant in your child's education. Collaboration between home and school can have positive impacts on students, both academically and behaviorally.

There are times, however, when you might disagree with some action taken by the school, and you would like to discuss your concern to the appropriate people. Below is the chain of command you would follow to discuss your concerns and resolution of an issue.

1. Classroom Teacher/ Coach/ Bus Driver
2. Building Principal
3. Assistant Superintendent - Wendy Myers
4. Superintendent- Dr. Stephanie Hofer
5. School Board Member-A board member should be contacted only after all other means to solve a problem have been tried.

## PowerSchool

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

## School Closings, Early Dismissal, & Delays

### Closing

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, as well as our communications system School Messenger. **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. The tardy bell will ring at 10:15 on 2 hour delay days. Reminder, breakfast is not served on 2 hour delay days.

### Early Dismissal

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, you will be notified by our communications system School Messenger. This information will also be available via the local radio or television stations. **In the case of an early dismissal, students will follow their regular transportation plan unless the school office is notified of a change by the student's guardian.**

### Delays

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.

**Please make sure that the phone number and email on PowerSchool is up-to-date. SMCSC 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
- FOX Channel 59
- [www.southmont.k12.in.us](http://www.southmont.k12.in.us)

### Outdoor Play/Recess

Outdoor play is essential to your child's well-being. Please be sure that your child arrives at school dressed for outside play every day. We monitor the temperature and playground conditions throughout the day and determine just before recess, if play will be inside or outside. We make every attempt to take the children outside every day.

If your child must stay inside during recess, please send a note to the teacher. If a child must remain inside for more than one day, a written note from the doctor is required.

Please note the following rules for outdoor play:

- All equipment will be used as it was designed including the following:
  - Only one person on a swing.
  - Students will sit while using the slide.
  - Students will not sit on top of the monkey bars.
- Students will not engage in any unsafe activities on the equipment.
- Students will not play tackle football.
- Students should not bring items from home to play with at school.
- Any adult employee of the school has the authority to stop any activity that they feel is unsafe or inappropriate.
- Students will not re-enter the building without permission from the supervisors.
- Students will line up immediately when the whistle blows.

### Telephone Calls/Parent Phone Numbers

The office telephone is a business phone and is not to be used by students except in an emergency. In an effort to teach responsibility, we ask that students make all personal arrangements prior to coming to school. Students will not be permitted to call home for forgotten lunches, gym clothes, band instruments, or to make after school arrangements. Telephone calls are closely monitored. **It is essential that we have a working phone number for every student's parent in case of emergency. If we are unable to contact you after calling all of the numbers we have on record, it may be necessary to contact the Department of Child Services. If your phone number changes after registration, please contact the school ASAP and give us your new number. This is for the safety of your child.**

### Parent Volunteer and Visitors

#### Volunteers

Southmont Schools appreciates the dedication of parent volunteers and community volunteers. Volunteerism is an important part of a school which leads

to educational success. Family involvement is strong, and we hope to continue this relationship for years to come. For the safety of our children, a required limited criminal history check must be completed for all volunteers. This process at the elementary level must be completed every semester.

### **Visitors**

Visitors are always welcome. Upon arrival each time you visit, you will need to report to the office, sign in, and receive a visitor's badge. In order to visit the classroom, visitors must have made arrangements with the classroom teacher. For lunch, please make arrangements in advance with the school office. We ask that siblings do not attend lunch. Visitors will need to provide a driver's license or have a completed criminal background check on file prior to their visit. After visiting, we ask that you sign back out in the office and exit through the main entrance. Visitors are not allowed out at recess with their child. Outside fast food or soft drinks may not be brought into the cafeteria.

### **Leaving School**

No student will be permitted to leave the school building or grounds with anyone other than his/her guardian **without a signed permission slip from their parent/guardian.**

### **Birthday Treats/Parties**

Treats for birthdays, class parties, etc must be store bought or from a professional bakery with nutritional information attached. No homemade treats will be allowed.

Parties may be held in the classroom with the help of the room parents for holiday parties and any others at the discretion of the principal and classroom teacher. There shall not be more than two per month (in accordance with the Corporation Wellness Policy). We respectfully ask that you not have items delivered to the school for your child (flowers, balloons, etc.) as these are a logistics issue for the school secretaries and bus drivers. Please keep in mind that your child would not receive this gift until the very end of the school day and will be responsible for transporting it home. Thank you for your cooperation and understanding in this matter. Parents often would like for their children to distribute private party invitations at school. This causes a problem when not all of the children in the class are invited. Please do not send private party invitations to school unless you are inviting the entire class.

### **Bus Transportation**

- Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
- No pupils shall stand or move from place to place during the trip.
- Loud, boisterous, or profane language or indecent conduct shall not be tolerated.

- Passengers will not tease, scuffle, trip, hold, hit or use hands, feet, or any other part of their body in any objectionable manner.
- No windows or doors will be opened or closed except with permission from the driver.
- No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The students shall be waiting at his or her boarding station when the bus arrives.
- There shall be no eating or drinking on the bus.
- Students will not be allowed to transport balloons on the bus.
- Water guns and similar devices shall not be permitted on the bus.

The Corporation has the right to deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in an inappropriate manner.

The loss of privileges applies to all buses, not just the bus the student was riding at the time of the infraction.

**No student shall be permitted to board any bus other than their assigned bus without a pass from school. In order to obtain a pass from school, the parent must call the transportation office 765-866-2036. The director of transportation must approve all bus passes. Bus passes will only be approved for urgent child care purposes with at least 48-hour notice.**

<b>Student Responsible Use</b>
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We seek to provide a productive and positive learning environment for our students. An increasing part of this environment includes technology. As part of our 1 to 1 student technology initiative, students at Southmont Schools receive a personal computing device (Dell Chromebook) for use during the school day. Students are given the opportunity to take home their computing device as needed for educational opportunities. The Chromebook is a valuable learning tool providing students access to digital learning opportunities throughout the school day. Teachers have received training to fully utilize the Chromebooks for teaching, assessment, and communication. Students agree to read and follow all guidelines set forth in the student provided device guidelines.

The most current version is available on the website.

<b>Field Trips</b>
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Field trips are an integral part of the school's learning program. The trips provide each student with experiences that cannot be taught in the regular school setting. Field trips take advantage of other learning resources in our community and area.

All field trips will be announced ahead of time. Each student will take home a permission slip to be signed by a parent or guardian and must be returned before the trip. The field trip permission slip requires important medical information.

Without this information, we cannot take a child away from school. Unless the field trip is within walking distance of the school, students will ride a school bus. The teacher will notify parents if chaperones are needed, chaperones must be available to ride the bus to and from the location to help supervise students. There are times when chaperones are not needed, or only limited numbers are needed. Anyone attending field trips will need to have a background check completed and cleared prior to the event. Background checks can take time and may come back inconclusive. Inconclusive results may require the parent to pay for an alternative background check. Younger siblings are not allowed to attend any field trip with a parent/guardian. Parents are encouraged to follow the field trip transportation plan. To request a change in transportation, a written request must be approved by the teacher and administration.

### **Library Services**

Our Southmont School Libraries are well stocked with books and magazines, and are designed to provide students with supplemental reading and reference resources. Visiting the library and checking out books is a privilege extended to students that must be taken seriously. It is the responsibility of the student who checks out a book or (books) to return it (them) in the same condition and on time. Students who are in possession of a book that is lost or damaged will be required to pay for the book and his/her library privileges will be suspended until the matter is resolved. SM CSC has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff and has established reconsideration procedures to address concerns about those resources. If you wish to request reconsideration of school or library resources, please contact the office. A copy of the book inventory can be found on the school website.

### **Lost and Found**

The school maintains a lost and found. Articles may be claimed after proper identification. Please label your child's coats, hats, shoes, etc. After attempts are made to locate the owner of lost property, articles may be given to needy families or sent to Goodwill for distribution.

### **Parent Teacher Organization (P.T.O.)**

The Parent Teacher Organization meets throughout the year. We strongly encourage all parents to attend these meetings and get involved with their child's school. Through your help and support we are able to provide many opportunities for the students. The PTO conducts many fund-raising events throughout the school year to raise money for various school projects. Anyone volunteering for PTO activities will need to have a background check done.

### **Physical Education**

Physical education classes are conducted once each week for all grades. The students are taught games and exercises to help them keep physically fit for life.



No special clothing is needed for physical education with the exception of clean tennis shoes to be left at school. Exclusion from physical education requires a doctor's note.

### **Physical Property**

Southmont Schools are not responsible for lost or damaged items. For this reason, students are not to bring toys and other items to school without teacher permission. Cell phones are to stay in the student's book bag and are required to be turned off.

### **School Counseling Services**

Our students have access to school counselors and a licensed mental health specialist. Our counselors work with individual students to help them explore their interests, concerns, or problems. If students need to talk with the counselor, they can either be referred, refer themselves, or leave the counselor a note. During the school year, the school counselor presents classroom guidance lessons in each classroom and offers small group counseling on various topics. We utilize the Second Steps Social/Emotional curriculum.

### **Screenings**

The speech language pathologist screens all incoming kindergarten students and, with parental permission, all teacher referrals to determine if placement in the speech and language program would be advantageous to the student. Students eligible for the service would exhibit difficulties in one or more of the following areas: voice production, language, articulation, stuttering, and/or auditory processing. The speech program at each school is designed to meet the individual needs of each identified student. Staff members work with students in a variety of ways, including both in and out of the regular classroom. Audiometric (hearing) screening examinations are administered to students in grades K, 1, and 4, and to new students and, with parental permission, any student the teacher suspects is having a hearing problem. Vision screenings are conducted in K, 3rd, 5th, & 8th grades. Screenings of student health at any grade can be conducted with parental request.

***Handbook policies are subject to revision as board policy and education laws are updated throughout the school year.***