

South Montgomery Community School Corporation

# New Market Elementary Parent/Student Handbook

2019-2020



Brittany Cooper, Principal

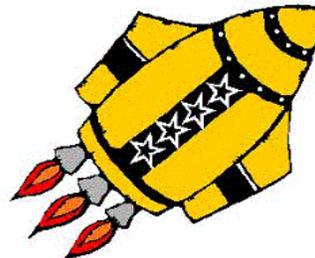
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# **NEW MARKET ELEMENTARY SCHOOL**

New Market Elementary School Parents, Students and Community,

On behalf of the faculty and staff at New Market Elementary School, I would like to welcome you to the 2019-2020 school year! The staff and I appreciate the opportunity to share your child's education experience with you. New Market Elementary School is a distinguished Four Star School Award recipient, and we pride ourselves in providing an exceptional school experience for you and your child. During the 2019-2020 school year we will continue to provide academic experiences for your children that are rigorous, relevant, and help them build relationships while making real-world connections.

I believe that building positive and authentic relationships among teachers, parents, students and staff will be at the core of our success. I look forward to working with you and the staff at NMES to build a positive culture, in which every person who walks through our doors feels connected, welcomed, and safe in our learning community. I believe that together, we will create a positive, trusting, supportive school environment where students want to learn and families feel welcomed and empowered to help their children succeed.

The student handbook was developed so parents and students at New Market Elementary may gain an understanding of the daily operation of our school. The handbook contains information about student rights and responsibilities, and each student is responsible for knowing its contents. Please take time to familiarize yourself with this handbook, as it can be a valuable resource for you throughout the school year. Should you have questions that are not addressed in the handbook, please feel free to contact the New Market Elementary School office for further information. Please know that I am always available to discuss any questions or concerns related to serving you and the children at New Market Elementary School.

Brittany Cooper  
Principal  
New Market Elementary School

## **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.

## **New Market Elementary And All 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.

## Staff Directory

Phone: (765) 866-0740

Fax: (765) 866-2031

Principal	Brittany Cooper
Secretary/Treasurer	Sherri Madison
Secretary	Crystal Cope
Nurse	Denise Gilliland
Counselor	Sara Burkhart
Kindergarten	Natalie Brown
	Julie Page
	Glenna Livesay
First Grade	Danielle Coudret
	Marabeth Gonczarow
	Lana Gregg
	Heather Rhoads
Second Grade	Lisa Chadd
	Jennifer Jeffers
	Susan McVay
Third Grade	Dan Chadd
	Cheryl Mooday
	Casie Allen
	Denise Bowman
Fourth Grade	Ellen Lewis
	Kelly Clifton
Fifth Grade	Curtis McVay
	Tim Saylor
	Kelly Shannon
Special Education	Amy Johnson, Cathie Abston
Art	Jennifer Snook
Music	Cindy McCormick
STEAM	Sharon Albertson, Lou Ann Neff
Physical Education	Clay Buck
Speech and Hearing	Karen Selby
Technology Assistant	Brooke Harshbarger
Librarian	Lori Bushong
Title One	Libby Nave

Bus Drivers (to be edited beginning of year)

Mrs. Carol Meadows	#1	Mr. Brent Mitchell	#211
Mrs. Lynn Michael	#2	Mr. Daryl Hutson	#12
Mr. Paul Stewart	#5	Mr. Dan Stewart	#13
Mr. Rusty Hester	#6	Ms. Nikki Chieppo	#202
Mrs. Marcia Utterback	#210	Mrs. LeeAnn Hutson	#15
Mr. Jim Jordan	#208	Mrs. Judy Jordan	#16
Mrs. Cindy Hockersmith	#209	Ms. Harry Howard	#230
Mr. Max Nichols	#4	Mrs. Connie Surface	#32
Mrs. Joni Young	#307	Mr. Paul Surface	#19
		Mr. Kyler Young (New Beginnings)	#33

### Corporation Administration & Board of Trustees

Dr. Shawn E. Greiner: Superintendent

Mr. Eric Brewer: Director of Transportation and School Safety

Mrs. Kristin Charles: Director of Business and Human Resources

Mr. Brett Higgins: Director of Operations and Technology

Mrs. Anna Roth: Director of Curriculum/Instruction/Teacher Development (K-12)

#### School Board Members:

Mr. Brad Monts- President

Mr. Daryl Hutson-Vice President

Mr. Jerry Kinkead- Secretary

Mrs. Julie Hess- Assistant Secretary

Mr. Kyle Blaydes- Member

Mr. Eric Mason- Member

Mr. George Spencer- Member

### Academic Grading Scale

The grading scale in all four of the elementary schools is as follows:

A+ = 100 A =95-99 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 =0-59

First and second grades use the above scale for all academic areas with the exception of science and social studies. In those subject areas, students receive S (satisfactory) and U (unsatisfactory). Students in first through third grades receive S and U in art, music, and physical education. Students in grades four and five receive letter grades in art, music, and physical education. Kindergarten students receive (+) =Mastery, (S) =Progressing at Projected Rate, and (-) =Not Progressing at Projected Rate. The awarding of grades and

making decisions relative to promotion or retention is the responsibility of teachers and the building principal. Parents are to be kept informed of their child's progress through grade reports, personal contacts, letters, and parent-teacher conferences. Power School is also available for parents and students to view grades on the Southmont web site.

## Academic Recognition and Awards

New Market Elementary has established the following awards to recognize outstanding academic achievement:

- **Honor Roll** (First through Fifth Grades): Honor roll awards are given each six weeks and semester for students who make the honor roll using the corporation policy. High honor roll is for students in grades 2-5 who receive all A's and S's. Honor roll is for students in grades 2-5 who receive all A's and B's and S's. The subject areas of art, music, and physical education are included in honor roll.
- **Character Counts Award** (Kindergarten through Fifth Grades): One student in each grade level is awarded each six weeks for having good overall character.
- **Student of the Month** (Kindergarten through Fifth Grades): One student in each grade level is awarded for their six weeks improvement. This may be based on academics, behavior, attitude or effort.
- **Attendance Award** (Kindergarten through Fifth Grades): Each student who has perfect attendance for the six weeks, semester, and school year will be recognized.
- **Art Awards:** An Art award is given to the two students per grade level at the end of each school year based upon classroom criteria.
- **Music Awards:** A Music award is given to the two students per grade level at the end of each school year based upon classroom criteria.
- **PE Awards:** A Physical Education award is given to the two students per grade level at the end of each school year based upon classroom criteria.
- **Patty Pearson Award:** Given to a 4<sup>th</sup> grade student and chosen by the 4<sup>th</sup> grade teachers. The recipient must have demonstrated good citizenship, show a positive attitude, work to the best of their ability, attend New Market Elementary since Kindergarten, and have good attendance.
- **Pat Cochran Award:** Given to a 2<sup>nd</sup> grade student who has a good attitude, is a good citizen, a good listener, and works to the best of their ability. The recipient is also someone who has shown a marked improvement in reading performance during second grade.
- **Principal's Award:** The principal's award is given to a boy and a girl in each grade level at the end of each school year. Criteria for this award are the student may not have had one office referral for the entire school year; the student must have a positive attitude and be an all around good student.
- **Presidential Excellence and Achievement Awards:** The excellence awards are presented to fourth and fifth grade students at the end of the school year that maintain an A- classroom average and score a pass+ in either Math or Language Arts on the ISTEP+ test. The achievement awards are presented to students based on criteria established at the local school level.

## Arrival and Departure

New Market doors open for students at 7:45 AM on Monday, Tuesday, Thursday, & Friday. Wednesday doors open at 8:15 AM. Parents wishing to visit the classroom before school starts should check in at the office to ensure that the teacher is available. Advanced notice is appreciated because mornings are a very busy time. Students arriving by car should be dropped off on the south side of the school building. Staff will be available to direct you beginning at 7:45 AM. Please do not drop off at the front entrance. This is where the buses will be. Students who walk to school should not arrive until 7:45 AM. Walkers may also enter the building through the south side entrance. If you are a walker, please be aware of the buses and cars as you cross the street. Students should not exit their car until a staff member is on duty on the sidewalk. Students must exit the car on the passenger side (closest to the sidewalk). Do not exit the car into the street. A staff member will be available at car riders and at the cross walk. Breakfast is served each morning from 7:50 AM-8:10 AM. The tardy bell rings at 8:15 AM. Students who arrive after 8:15 should be signed in by a parent at the school office. After school dismissal takes place in the same area as morning drop off. Car riders will be dismissed at 2:55 PM. Bus riders are dismissed at 3:10 PM, and walkers will be dismissed after the buses have gone. **A note should be sent to school if there is a change in dismissal plans for your student.** In an emergency, if your child will need to be taking a different way home please call the office by 2:00 p.m. to make this change. **If the school does not have a note your child will be sent home the normal way.**

## 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).

## 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 not only the responsibility but is also required of the student and the parent or guardian. Indiana attendance laws state: "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 or, ..., the beginning of the fall school term for the school year in which the student becomes seven (7) years of age...(this includes students in kindergarten and first grade who are not seven years of age if they are enrolled in school); therefore, any student enrolled in the South Montgomery School System, and their parents, are affected by Indiana Code. [IC 20-33-2-6] Additionally, it also 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 requested." [IC 20-33-2-18] Therefore, if a doctor's note is requested by the school to verify absence, it must be given to the school. The law further states that it is "unlawful for a parent to fail to ensure that the parent's child attends school," [IC 33-2-7] except in circumstances outlined below. New Market Elementary has, in coordination with the other elementary and the Jr. and Sr. high schools, adopted the following policy.

Absences are categorized and defined in the following manner

- **Excused/Documented:** These absences will be considered appropriate and excusable by the office personnel. While students' records will still reflect their absence from school, they will not result in disciplinary action by administration. These types of absences include (but may not be limited to):
  - (1) Absences verified by a medical, dental or legal note (1/2 day only); a doctor's note must be returned with the child no later than 48 hours after the appointment, and must indicate that the child was seen and/or treated at the office on the specified date(s). The principal reserves the right to deny written notes that are questionable.
  - (2) Extended absence due to a physical or mental impairment
  - (3) 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 of father, mother, guardian, brother, sister, or grandparent; one (1) day of absence will be allowed due to the death of any other relative such as first cousin, aunt, uncle, nephew, or brother or sister-in-law

- (4) Religious instruction/holiday; the absence must be verified in advance and a note from the parent and religious leader must accompany the child upon his/her return
- (5) Court appearances verified by court documents; the absence must be verified in advance
- (6) Absences due to legislative page or election poll service; the absence must be verified in advance
- (7) Indiana State Fair exhibits (1 day only); the absence must be verified in advance
- (8) Participation in school-sponsored events
- (9) Out of school suspension
- (10) 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 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.

- **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 the chart below. These types of absences include (but may not be limited to):

- (1) Absences verified only by a parent phone call
- (2) Family Medical Emergency
- (3) Re-occurring cases of head lice

Work that is missed during an excused/undocumented 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.

- **Unexcused/Undocumented:** These absences are not excused in any way. They will be reflected on students' records and will subject students to disciplinary action according to the chart below. These types of absences include (but may not be limited to):

- (1) Truancy (willfully absent from school)
- (2) Absences where the parent has not called the school before 9:00 am
- (3) Family or personal reasons (i.e. - car trouble, missing bus, etc.)
- (4) No excusable reason
- (5) Family vacations

Work that is missed beyond five (5) unexcused/undocumented absences may be made up at the discretion of the administration.

# of Undocumented Absences	School Action	Probation Action	Dept. of Child Services Action	Prosecutor Action
1-3 in any 30 school days	Principal monitors; send attendance letter to parents at #3	None	None	None
4 in any 30 school days	Principal monitors	None	None	None
5 in any 30 school days	Superintendent letter to parents/child; copy sent to Probation, DCS, and Prosecutor	None	Letter sent to parents	
10 in any 90 school days	Principal continue to monitor	Formal inquiry conducted	Home visit conducted	None
11 in any 90 school days	Principal continue to monitor			Court summons will be issued

## Attendance Awards

Perfect Attendance Awards at New Market Elementary will be given at the end of each six weeks for those students who have had perfect attendance. Please note the following guidelines:

- Students who arrive between 8:15 and 10:15 without a legitimate medical excuse will be counted “Tardy”. Students will be ineligible for perfect attendance if a tardy occurs.
- Students who leave school between 1:15 and 3:00 without a legitimate medical excuse will be considered “Early Withdrawal” (EW). Students will be ineligible for perfect attendance if any early withdrawal occurs.
- A one-half day absence occurs when a child is absent more than two hours from any part of the school day.

- Additional attendance awards will be given to any student who has perfect attendance each semester and for the school 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. 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
- WLFI-TV Channel 18
- [www.southmont.k12.in.us](http://www.southmont.k12.in.us)

## **Bike and Scooter Riders**

A bike rack is located at the front entrance of the school. Students are expected to use the rack. Bikes cannot be left on the sidewalk or blocking the entrance to the school. Students should use proper bike and scooter riding rules and regulations and show courtesy and

respect in regard to pedestrians. Once students have arrived at school, the bicycles and scooters are to be placed in the rack. For safety purposes students are asked to walk bikes and scooters while they are on school property and when crossing the street.

### **Birthday Treats/Parties/ Homemade Food Items**

There has been a great deal of concern expressed about the possibility of spreading hepatitis or other diseases through the practice of permitting homemade treats into the school. Also, there are a number of children who have food allergies or restricted diets. Therefore, any homemade treats brought into the school during the school day must be delivered to the office. These treats will be documented and inspected. The principal or designee will determine if the treats will be taken to the classroom or not. If anyone would happen to get sick, the documentation of the treats will make it easier to determine the source. This will also make it easier to monitor so that students are not given items to eat that they should not be eating. If items are deemed unacceptable, they will not be taken to the classroom.

Parties may be held in the classroom with the help of the room parents for Fall, Christmas, Valentine's Day and any others at the discretion of the principal and classroom teacher. Celebration day may be held at the end of each month for the month's birthdays. 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. Thank 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.

### **Bullying**

Bullying as defined in State law is "overt, repeated acts or gestures, including (1) verbal or written communications transmitted or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, or (3) 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 other student." (IC20-33-9-0.2). 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 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.

## Bus Transportation

- PBIS expectations will be used at all times.
- 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 by permission of the driver.
- No pupils 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 bus driver may deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentleman or lady-like manner. The loss of privileges applies to all buses, not just the bus the student was riding at the time of the infraction. **Before riding a bus other than their assigned bus (or getting on or off at a different stop), students must have a written note from their parent and/or the school office. Please be sure to notify the office of any change in the normal routine, and include dates on all notes.**

## 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 <http://www.southmontschools.org/food-services>.

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

### **BREAKFAST**

SMCSC offers breakfast an optional breakfast each morning to all students at no additional cost. Breakfast is available from 7:45 AM to 8:10 AM M, T, TH, & F. Wednesday breakfast is available 8:15-8:40. 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 lunch price is \$2.15 per meal for elementary students, \$2.35 per meal for junior high students, \$2.45 per meal for high school students, or \$0.40 for students receiving a reduced priced meal. Parents or other adults may eat lunch at school with their children, but we request that you notify the teacher or the office in advance so that the cafeteria may have an accurate count. An adult lunch price is \$3.10. At this time, student breakfast is free to all students. You will be updated if any of the prices have changed at registration. Adult breakfast price is \$2.10 and milk is \$0.40 per carton. (These prices are reviewed during the summer and are subject to change prior to the 2019-2020 school year) Please send payment for the full week on the first day of the week, as this is when lunch money is collected. Parents may wish to use our online system (MySchoolAccount) to add money to their children's accounts, information on which is available on our website at <http://www.southmontschools.org/food-services>. Students have an ID card that is used when purchasing any item from the cafeteria. Any amount of money may be added to the account. If you want to pay for an entire year in advance, you may do so. When an account balance becomes low, a notice will be sent home to notify the parent. According to Board Policy, if an account accumulates a negative balance below \$25, the student may not be served a standard lunch, and instead, will be given an alternate lunch until the account is brought current. Parents will still be charged \$1.00 per lunch for the alternate selection (typically sun butter and jelly sandwich, milk, and fruit.) For this reason, it is very important that you keep the account balance in a positive status. If a student's ID card is lost or broken, a replacement fee of \$3 will be charged. NOTE: Kindergarteners

do purchase an extra milk per day for snack time. Please be aware that this does not fall under the free and reduced lunch program and must be paid out-of-pocket by parents. This institution is an equal opportunity provider.

## **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. 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: Please 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.

## **Computer/Internet Use**

### **I. 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 AND IPAD 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 2017 ConnectED@SouthmontSchools Technology Handbook is available on our website at <http://www.southmontschools.org/technology-services>.

### **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.

### **D.A.R.E. Program**

The Drug Abuse Resistance Education Program has emphasis to help students recognize and resist the many pressures that influence them to experiment with alcohol and drugs. It also focuses on feelings related to self-esteem, interpersonal and communications skills, decision making, and positive alternatives to drug abuse behavior. There is instruction on helping students become aware of the potential dangers in the misuse of any drug, medicine, or other substance. Also, there is recognition of the need at this level to help students develop awareness that alcohol and tobacco are drugs.

The program is designed for students in grade five. The sessions are conducted by a specially trained police officer from the Montgomery County Police Department and reinforced by the regular classroom teacher through suggested extended activities.

### **Dress and Appearance**

Students in the South Montgomery elementary schools are expected to wear appropriate clothing to school. We desire our students to take pride in their school, their education, and themselves. Therefore, the following dress code has been established:

We discourage students from wearing sandals, slides or high heels. For the safety of the students, shoes should be appropriate for running, jumping, climbing, and playing. Students will not be permitted to wear flip flops.

It should be noted that we have outdoor recess everyday unless it is extremely cold. Please see that your child dresses for the weather, this includes jackets and layered clothing. 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

- Those that are ripped, torn, dirty, or unsafe (this includes items that are too loose to fit properly)
- Short shorts or skirts, biker shorts, tube tops, midriffs, tank tops, mesh shirts, or other articles which do not properly cover. Shorts shall be the length of the fingertips when your child stretches their arms down to the side of their body.
- Hats and/or sunglasses in the building
- No chains of any type will be allowed on clothing or on wallets
- Skate shoes or skates
- Piercing anywhere other than the ears
  - 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).

SHORTS MAY BE WORN FROM THE BEGINNING OF THE SCHOOL YEAR UNTIL FALL BREAK, AND AFTER SPRING BREAK UNTIL THE END OF THE SCHOOL YEAR.

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.

<b>Drugs, Alcohol, and Tobacco</b>
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Medicines are not permitted on school property unless registered with the office. Any “look-alike” substance, paraphernalia, and any kind of tobacco products are not permitted on school property. Any non-drug substance being used as a drug (i.e., inhalants) is considered a drug.

The potential penalty for use, possession, sale, accessory, or being under the influence of any drug, is immediate suspension and initiation of expulsion proceedings. Legal authorities will be notified.

The School Board is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. The Board remains committed to the notion of reducing involuntary exposure to tobacco smoke among students and staff. The Board believes that the use of tobacco products in a school building denies students, staff, and visitor’s access to clean air, introduces a substantial health hazard to those persons, and interferes with learning and teaching. It is the intent of the Board to create a tobacco free environment. It is school corporation policy (board policy 7434) that the use of all tobacco products on school property is prohibited. This includes buildings, buses, and grounds. This policy applies during the school day and for after school events as well.

## Extra Curricular Activities

Students (boys and girls) in grade five have the opportunity to participate in school-sponsored athletics. These sports may include basketball and volleyball. To be eligible to participate in athletics, students must maintain passing grades in all subjects with at least a C average. Grades will be reviewed weekly and at the end of the grading period to determine eligibility.

Before a uniform will be issued, a parent and the student must sign a release stating that the uniform will be returned in good condition at the end of the season, or they will be charged to replace the uniform.

If sixth grade students are participating in junior high extra-curricular activities, they will be subject to the junior high eligibility criteria. Please consult the junior high for the current requirements.

Small children should be accompanied by and remain with an adult at all times.

In addition to athletics, the following are other extra-curricular activities that may be available to your child:

- Spell Bowl Team: Grades 4-5
- Math Bowl Team: Grades 4-5
- Student Council - Student representatives are selected from grades 3-5.
- Art Club

Students must be in attendance for **at least a half day** in order to participate in extra-curricular activity or activities that day, unless otherwise excused by the principal. Also, if students are medically excused from physical activities at school (recess, physical education, etc.), they will not be allowed to participate in extra-curricular activities during those days. After-school detention, in-school suspension, and out-of-school suspension will cause students to lose extra-curricular privileges.

Practices are closed - nobody other than those participating in an extra-curricular activity (players and coaches) is to be present during practices.

Students who are not able to properly behave themselves at extra-curricular events, such as ball games, may lose the privilege of attending these activities. If there are problems with a student at an extra-curricular event, a Discipline Report will be sent home outlining the incident and the consequences of the incident. Generally, consequences would be loss of privileges to attend similar events. Students need to remember that they are still under the adopted policies of the school during any school-sponsored event.

## Family Educational Rights and Privacy Act

The FERPA Act provides parents and students over 18 years of age certain rights with respect to the student's educational records. A summary of these rights are: 1. the right to inspect and review the student's records within 45 days of the day the school receives a

request for such. 2. The right to request the amendment of the student's education records that the parent of student (over 18) believes to be inaccurate or in violation of the privacy rights under FERPA. 3. The right to privacy of personally identifiable information in the student's records, except to the extent that FERPA authorizes disclosure without consent. 4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. If you would like a complete copy of the FERPA rights, please contact your school and request one. These will be available in the school office.

### **Field Trips**

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. Please do not disappoint your child by forgetting the permission slip. Unless the field trip is within walking distance of the school, students will ride a school bus. Parents who are interested in going as chaperones must discuss this with the classroom teacher prior to the trip as impromptu guests are hard to plan for and buses only hold so many passengers. The teacher will notify parents if chaperones are needed. 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 done. Younger siblings are not allowed to attend any field trip with a parent/guardian.

### **Fire Drills**

Fire drills are conducted on a regular basis at New Market Elementary. The signal for the fire drill is a continuous sounding alarm. Each room has posted the exit route for the students. All staff will instruct the students regarding specific procedures.

### **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.

## 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.

### **Gymnasium**

The gym is often used for indoor recess. Students must be careful to avoid running into one another and throwing balls too hard. Students will be expected and must wear tennis shoes when playing on the gym floor. Any student without tennis shoes will not be allowed to participate. The following rules will apply in the gym:

- Rockets engage in any safe activities.
- Basketballs and jump ropes may be used during indoor recess. Other equipment is the discretion of certified teachers monitoring recess.
- Half of the gym will be for basketball and the other half will be used for running around.
- For safety purposes, students should remain on the court and the first level of bleacher seats.
- Rockets keep all hands, feet, and other objects to themselves.
- At the end of recess, students clean up and line up quietly when the whistle blows.

### **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.

### **Homework**

Homework is a form of independent practice and is a matter to be determined by the classroom teacher. Students should make sure they understand the assignment before leaving school. Parents can help by providing a positive environment for studying and assisting when their child needs help.

If your child consistently brings home more or less work than would be expected, work with his/her teacher to make sure there is not a problem. We want homework to be a positive experience that teaches the child responsibility as well as giving them practice on the daily lessons learned at school. If a child does not complete his/her assignments the teacher will notify the parent. Students could be subject to a grade reduction, in-school or out of school detention, and or parent meetings to help them realize the importance of working together to better the child's academic skills.

## 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.

Indiana State Department of Health  
Current Requirements for School Immunization (by grades)

A list of school immunizations can be found on the School Health Services Web site at <http://www.doe.in.gov/student-services/health/immunizations>  
For more information please visit <https://chirp.in.gov>

Physician documentation of disease history for chicken pox, including month and year, is proof of immunity for preschool through seventh grade. A signed statement from the parent/guardian indicating history of disease, including month and year is required for children in grades 8 to 12.

### **3 to 5 years old:**

- 3 Hepatitis B
- 4 DTap (Diphtheria, Tetanus and Pertussus)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps, Rubella)
- 1 Varicella

### **Kindergarten:**

- 3 Hep B
- 5 DTap
- 4 Polio
- 2 MMR
- 2 Varicella
- 2 HepA

### **Grades 1 to 5**

- 3 hep B
- 5 DTap
- 4 Polio
- 2 MMR
- 2 Varicella

### **Grades 6 to 11**

- 3 Hep B
- 5 DTap
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap (Teanus and Pertussus)

- 1 MCV4 (Meningococcal conjugate)

**Grade 12**

- 3 Hep B
- 5 DTap
- 4 Polio
- 2 MMR
- 2 Varicella
- 1 Tdap
- 2 MCV

- ❖ **Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.
- ❖ **DTap:** Four doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's fourth birthday.
- ❖ **Polio:** The 4<sup>th</sup> dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten through 3<sup>rd</sup> grades for 2013-14. Three doses of polio vaccine are acceptable if 3<sup>rd</sup> dose was administered on or after child's fourth birthday and the doses are all IPV or all OPV.
- ❖ **Varicella:** Physician documentation of disease history, including month and year is proof of immunity for children entering preschool through 7<sup>th</sup> grade. A signed statement from the parent/guardian indicating history of disease, including month and year is acceptable for children in grades 8-12.
- ❖ **Live Vaccines (MMR, Varicella and LAIV):** Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.
- ❖ **Tdap:** There is not minimum interval from the last TD dose
- ❖ **MCV4:** Individuals who receive dose 1 on or after their 16<sup>th</sup> birthday only need 1 dose of MCV4.
- ❖ **Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> doses of Hepatitis A is 6 calendar months.

All immunizations requirements implemented in the 2012-2013 School Year are still in effect.

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

<b>Leaving School</b>
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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.**

## **Library Services**

New Market Elementary School Library is well stocked with books and magazines, and is designed to provide students with supplemental reading and references 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 list or damaged will be required to pay for the book and his/her library privileges will be suspended until the matter is resolved.

## **Lost and Found**

New Market Elementary 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.

## **Medication Guidelines**

To comply with Indiana Law IC 34-4-16.5-3.5, 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.
- Over-the-counter (OTC) medication is in manufacturer's original labeled package with ingredients listed and student's name affixed.
  
- Parent or guardian signs written instructions for any medication or treatment. All medications and treatments for an extended period will require a medication authorization form signed by a parent and physician on file.
- 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.**

According to Indiana Law IC 20-8.1-7-8, schools are to send home any student who shows indication of being ill or is infested with vermin (head lice). The student may return to school when no longer ill or no longer infested with vermin. A student sent home due to head lice will be excused for the remainder of the day in which he/she is sent home, and one additional day. Any days beyond this will be unexcused unless a doctor note is furnished to the school upon returning. If an absence is extended beyond this time, a report to the Division of Family Services will be made. Consult your physician or school nurse for the most effective treatment of head lice. Best treatments may change from year to year.

Students who have had a fever cannot return to school until they have been fever free for 24 hours without the use of Tylenol. If a child is started on an antibiotic, he/she will need to be on them for a full 24 hours before returning to school (including strep throat). If a child has contracted chicken pox, he/she will need to stay out six days from the onset according to the state board of health.

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

### **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.

### **Parent Volunteers**

New Market Elementary 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. Unfortunately, society has changed in many ways over the last several years. Those changes have required schools to operate in different ways and to re-evaluate many of their policies. One important difference is the required limited criminal history check completed for each individual chosen for employment with the school corporation. These checks also have to be made on volunteers. This is designed to ensure that those

adults who are working with our students are properly chosen. Federal background checks now have to be done if a volunteer is working with students on a daily basis.

### **Physical Education**

Physical education classes are conducted twice each week for intermediate grades. The students are taught games and exercises to help them keep physically fit for life. Showers are an essential part of the physical education class for fifth and sixth grades. Exercise increases perspiration and the shower is needed for cleanliness. Since some students have P.E. right before lunch recess, or before going home, students are asked not to get their hair wet during the winter months.

No special clothing is needed for physical education in grades K-4 with the exception of clean tennis shoes. Proper dress for students in grade 5 will consist of shorts, shirt, and tennis shoes. Students are responsible for having their clothing on P.E. days. Students will not be permitted to call home for P.E. clothes. Exclusion for longer than three days requires a doctor's note.

### **Physical Property**

Students are not to bring toys and other items to school. Students get upset when personal items get broken, lost or stolen. For these reasons students are asked to leave all personal items at home. Cell phones are to stay in the student's book bag shut off. Nintendo games of any kind are not to be brought to school.

### **Outdoor Play**

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 must stay on the playground at all times.
- Students will not re-enter the building without permission from the supervisors.
- Students will line up immediately when the whistle blows.
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### **Out-Of School Suspension**

Students will not be permitted to attend school for a number of days from 1-10. During the duration of the suspension, they are not to be on school grounds or attend any extra-curricular events as well. All credit for any school work during this time will be lost.

### **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 student'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 student 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.

### **Power School**

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 <http://powerschool.southmont.k12.in.us> (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 e-mail notifications and the school's daily bulletins. Questions regarding the system may be directed to the principal.

## **Related Support Services**

In addition to the regular classroom experience, New Market Elementary students will have available to them the following related services:

- Inclusion Support Services
- RTI Team (Response to Intervention)
- Library
- Educational Technology
- D.A.R.E.
- Speech & Hearing Therapy
- Title I Program
- Character Counts!
- School Counseling
- PBIS (Positive Behavior Intervention and Support)
- WIN (What I Need)

## **Requesting Report Cards**

Parents requesting report cards/school information to be sent to their address, must put their request in writing to the office and provide self-addressed stamped envelopes.

## **Response to Intervention (RTI)**

The RTI team at New Market Elementary School is comprised of classroom teachers, administration, and support personnel who meet to design classroom interventions for students who are not finding success in the classroom, with behavior or having attendance difficulties. Students are referred to the RTI team by any staff member. Once the RTI team has established a plan, parents will be notified and progress will be monitored. Changes to the plan may be made as needed.

## **School Counseling Services**

The Elementary School Counselor is available at New Market Elementary five days a week. The counselor works 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.

## Speech and Hearing Therapy

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 New Market Elementary 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.

## Student Conduct

Students are expected to accept responsibility for their own behavior while in school, on the bus, or attending a school function on or off of school property. The purpose of the school is to provide a well rounded education for all students according to the public law. School discipline is a matter of courtesy, manners, and attitude. Learning cannot occur without order. Maintaining a positive learning environment is the joint responsibility of the school administration, the classroom teachers, and the student, with support of the student's parents. Students should understand that **ALL** school personnel have supervisory control over **ALL** 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 ultimately held responsible for their minor children. In accordance with Indiana Statutes, IC20-8, and 1-5-1:

- 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 fight or 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: radios, tape players or tapes, CD players or CDs, gambling devices, laser pointers, pagers, cellular phones, two-way radios or any items relating to drugs, alcohol, or tobacco (including lighters 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 possess pornographic material, drugs, tobacco, and/or alcohol.
- 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.

Appropriate consequences may include any of the following: verbal warning, written product, loss of privileges, in-school detention, after-school detention, corporal punishment, (reasonable corporal punishment is allowed under Indiana Common Law, In State Personnel Board v. Jackson, 192 N.E. 2d 740 ind. 1963 and Marlsbary v. state, 10 Ind. App. 21, 37 N.E. 558 1894) out-of -school suspension, removal from school sponsored transportation, referral to the juvenile court having jurisdiction over the student, written product, 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.

Suspension and Expulsion: At times the school must resort to in-school suspension, out-of -school suspension, or expulsion. A student may receive a suspension for violation of school rules. A suspension may be for up to ten days.

An in-school suspension will be spent in a supervised, assigned area away from the regular class. Suspension is a temporary dismissal from school (for 10 days or less); expulsion is longer than 10 days and can become a permanent dismissal.

Discipline offenses are divided into three categories depending on the severity of offenses.

### **Category I**

1. Disruptive behavior- action which creates turmoil or disorder
2. Violation of classroom rules- not following established rules
3. Misusing school property- detrimental use of items
4. Dressing improperly- wearing clothes that create a disturbance

### **Category II**

1. Aggressive behavior- hitting, throwing objects, abusive actions
2. Disrespecting authority- speaking discourteously, not obeying directions
3. Persistent disobedience- Category I misconduct which continues
4. Use of vulgar language- obscene, offensive, or profane language (drawn, gestured, spoken, or written)
5. Vandalism- intentionally damaging or stealing property
6. Truancy- intentionally failure to attend classes without permission
7. Smoking- use or possession of tobacco products

### **Category III**

1. Violence- use of force, noise, threat, intimidation, passive resistance
2. Disrespecting authority- severe, intentional acts of defiance
3. Persistent disobedience- recurring Category II offenses
4. Stealing- taking, or trying to take school or private property
5. Vandalism- severe, intentional damage
6. Weapons- possessing, handling, using dangerous instruments
7. Alcohol/drug abuse- possessing, using, transmitting substances

### **Student Insurance**

Student insurance forms will be in the packet received at book rental. Such coverage is available to any parents who are interested.

### **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 un-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, 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 campus 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.

## **Substance Abuse Policy**

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

The disposition of each offense will be imposed at the discretion of the building principal and proper law enforcement authorities will be notified, according to the following guidelines:

### Disposition-First offense

1. The principal shall complete a request for expulsion; however such request shall not be sent to the superintendent for further action provided the following criteria is satisfactorily met by the student and parents/guardian:
  - The student will be suspended from school for a minimum of five days.
  - After the third day, if the student has not scheduled nor had a chemical use assessment, expulsion papers will be forwarded to the superintendent.
  - The student cannot return to school until he/she meets with the principal and a counselor showing that the student is participating in a chemical use assessment as directed by the principal and is in compliance with the recommendations of the principal.

### Disposition-Second Offense:

2. The school officials will recommend expulsion to the superintendent.
  - Dealing is defined as knowingly or intentionally distributing unauthorized drugs, narcotics, or alcohol with the intent of receiving something in exchange for such distribution.

## **Tardy and Early Withdrawal Policy**

The staff at New Market Elementary believes that regular attendance and punctuality in arrival to school are vital to a child's educational success. We find, in education, that absenteeism and being tardy are the first signs of a potentially more serious problem in the student's general development. Furthermore, the habits of good attendance and punctuality are important learning behaviors that will benefit children when they become

adults later in life. 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 withdrawal.

- Students who arrive between 8:15 and 10:15 a.m. without a legitimate medical excuse will receive a “Tardy (T)”. Students who accumulate any tardies will become ineligible for perfect attendance awards at the end of the six weeks.
- Students who leave between 1:15 and 3:15 p.m. without a legitimate medical excuse will be considered “Early Withdrawal (EW)”. Students who accumulate any early departures will become ineligible for perfect attendance awards at the end of the six weeks.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below.

Up to 2 T/EW	At 3 T/EW	At 5 T/EW	More than 5 T/EW	
Principal will monitor	Formal Letter sent to Parents	Detention assigned for each unexcused T/EW thereafter	Attendance Officer will be notified	* These accumulations reset each six weeks

**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.**

**Tornado Drills**

There is a weather radio in the principal’s office used to receive emergency messages from the National Weather Service. The Signal for a tornado drill is an announcement from the office. The teacher is responsible for the deployment of students to the shelter area. All personnel and students are to move quickly and quietly to their assigned shelter area.

## Visitors

Parents are always welcome at New Market Elementary. **Upon arrival each time you visit, you will need to report to the office, sign in and receive a visitor's badge. You must fill out the visitors badge and place the badge on your upper front left just below the shoulder. Do not place badge on your leg. If you have not made arrangements with the teacher you will not be allowed to go to the classroom unless the principal or office staff has checked availability.** We do ask that visitors do not smoke or use any tobacco products in the building or on the school property. If a parent or grandparent is visiting for lunch, we ask that they call in a day in advance to reserve a lunch. We ask that siblings do not attend lunch. A criminal background check will also need to be conducted prior to the lunch visit. If attending lunch we ask that parents and grandparents present themselves in a professional manner and follow the six traits of good character. When lunch is finished we ask that the parent or grandparent do not attend recess with their child. **Outside fast food or soft drinks may not be brought in to the cafeteria.**

## Weapons

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