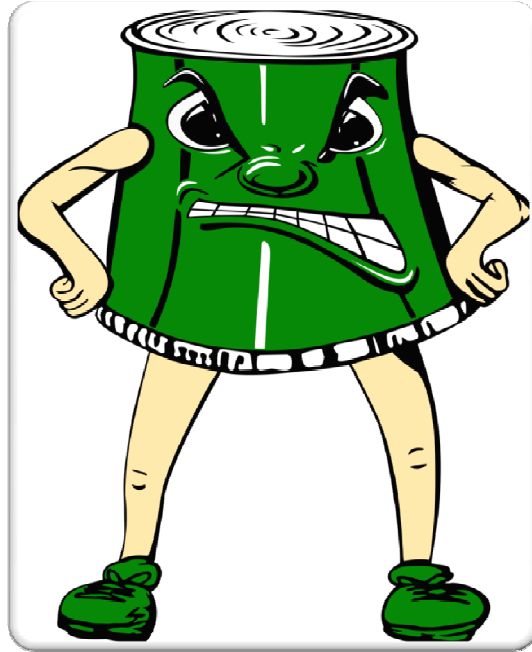


- South Montgomery School Corporation -

# Ladoga Elementary Handbook 2017-2018



## Ladoga Elementary School

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Belle Gabbard, Principal  
[belle.gabbard@southmont.k12.in.us](mailto:belle.gabbard@southmont.k12.in.us)

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Leann Wood, Secretary

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SOUTH MONTGOMERY COMMUNITY SCHOOLS  
**LADOGA ELEMENTARY HANDBOOK**  
2017-2018

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**- SOUTH MONTGOMERY COMMUNITY SCHOOLS MISSION –**

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

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**- LADOGA ELEMENTARY SCHOOL VISION -**

The Ladoga Elementary Vision represents the values, ideas, and beliefs held by both community and staff. Students are immersed in a positive school environment that promotes mutual respect, personal growth, and responsibility. Students and staff strive to reach their fullest potential through opportunities for self-improvement and educational excellence.

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**- LADOGA ELEMENTARY SCHOOL MISSION -**

The Ladoga Elementary Mission is to provide students high quality, relevant, and engaging learning opportunities through:

- High expectations for students and staff
  - Effective communication
  - Positive attitudes
  - Shared values and beliefs about teaching and learning
  - School and home partnerships
  - A shared philosophy of continuous and life-long learning
- 
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**- LADOGA ELEMENTARY SCHOOL BELIEFS -**

The Ladoga Elementary Staff believes that students will learn best when:

- Provided opportunities to create and use a variety of thinking and reasoning strategies
  - Presented a variety of instructional approaches and learning activities to accommodate differences in student learning
  - Held to high expectations for learning and are provided meaningful interactions with caring adults
  - Guided by school leaders who engage in practices that support continuous improvement of teaching and student performance
  - Encouraged by school staff who focus on a shared vision, goals and actions to improve student performance
- 
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**SOUTH MONTGOMERY SCHOOL CORPORATION  
NEW MARKET, INDIANA  
AND ALL SOUTH MONTGOMERY SCHOOLS**

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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 coordinator, Eric W. Brewer, South Montgomery Board of Education, P.O. Box 8, New Market, Indiana 47965, (765) 866-0203.

**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.

Dear Students, Parents, Community Partners,

On behalf of the faculty and staff of Ladoga Elementary School, we are excited to welcome you to Ladoga Elementary School for the 2016-2017 academic year. The elementary school years are an important time in your child's education. We are honored to participate in their overall growth as a person and as a lifelong learner.

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

The teacher, parent, and student relationship is incredibly important for student achievement and a positive school environment. We look forward to collaborating with you as we all join together to support our students to ensure their success.

Sincerely,

*Belle Gabbard*

Belle Gabbard  
Principal  
Ladoga Elementary School

## LADOGA ELEMENTARY FACULTY AND STAFF

MRS. BELLE GABBARD	PRINCIPAL
MRS. LEANN WOOD	SECRETARY
MRS. MARTHA SUTHERLIN	KINDERGARTEN TEACHER
MRS. KRISTIN PARIS	KINDERGARTEN/FIRST GRADE TEACHER
MS. KARA MCCORMICK	FIRST GRADE TEACHER
MRS. KYLENE GOTT	SECOND GRADE TEACHER
MRS. TAMMY MCGAUGHEY	SECOND GRADE TEACHER
MRS. LEE ANN THOMPSON	THIRD GRADE TEACHER
MRS. SHELBY BURGER	FOURTH GRADE TEACHER
MRS. JENNIFER LONG	FOURTH GRADE TEACHER
MRS. NICOLE HAZLETT	FIFTH GRADE TEACHER
MRS. SHARON REDMASTER	RESOURCE TEACHER
MS. KRISTA SERVIES	TITLE I TEACHER
MRS. AMANDA ELLENBERGER	ART TEACHER
MRS. JENNIFER ELLINGWOOD	MUSIC TEACHER
MR. KYLE MYERS	PHYSICAL EDUCATION TEACHER
MRS. DIANNE LOWE	SLP
MRS. LENNA SCHROLL	SCHOOL COUNSELOR
MRS. MADDIE BURTON	SCHOOL NURSE
MRS. BETSY HUTCHISON	TECHNOLOGY ASSISTANT
MRS. CHRISTINE KEOUGH	LIBRARIAN/MATH LAB INSTRUCTOR
MS. ERICA COZACIUC	INCLUSION AIDE
MS. EMILY BURKHOLDER	CAFETERIA MONITOR
MRS. BECKY AMBROSE	TITLE I AIDE
MRS. JAMIE SELBY	INCLUSION AIDE
MRS. LAURA REES	INCLUSION AIDE
MRS. MARCIE FRIES	CAFETERIA MANAGER
MRS. PAT BRANSON	CAFETERIA STAFF MEMBER
MRS. CAROL MCCLOUD	CAFETERIA STAFF MEMBER
MS. VALERIE SPENCER	CUSTODIAN

*(All staffing assignments are tentative)*

## CORPORATION ADMINISTRATION

DR. SHAWN E. GREINER	SUPERINTENDENT
MR. ERIC BREWER	DIRECTOR OF TRANSPORTATION AND SCHOOL SAFETY
MR. BRETT HIGGINS	DIRECTOR OF OPERATIONS AND TECHNOLOGY
MRS. ANNE LESKO	DIRECTOR OF CURRICULUM AND TEACHER DEVELOPMENT

## 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 = 59 and below					

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 M (mastery), P (pass), S (satisfactory) and U (unsatisfactory). Students in first through third grades receive S+, S, S- and U in art, music, and physical education. Students in grades four through six receive letter grades in art, music, and physical education. Kindergarten students receive “+” = Mastery, “S” = Progressing at Projected Rate, and “-“ = Not Progressing at Projected Rate.

## ACADEMIC RECOGNITION AND AWARDS

Ladoga Elementary has established the following awards to recognize outstanding academic achievement: for each 6 week grading period:

- **Honor Roll Awards (Grades 1-6):** Honor Roll certificates are given to any student who makes the honor roll using the corporation policy (All A’s and B’s for honor roll and all A’s for high honor roll.)
- **Achievement Awards (Kindergarten):** Students in Kindergarten will receive an Overall Achievement Certificate based on the criteria set by the teacher.
- **Canner Gold Awards:** Students who show significant effort, good character and behavior, and near-perfect attendance and who are overall representative of the standards set forth at LES will be recognized with the Principal’s Canner Gold Award at the end of the six weeks.
- **Character Counts! Awards:** Students who best exemplify a given character trait (from the Character Counts! Six Pillars of Character) each six weeks will receive recognition for their efforts. The six pillars of character are: Trustworthiness, Respect, Responsibility, Caring, Fairness, and Citizenship.
- **Improvement Awards:** An Improvement Certificate is given to those students in grades one through six who have shown improvement by earning a certain number of points above the previous six weeks total grade points in all subject areas. Students in grades one and two should earn three (3) or more points above the previous six weeks total to earn this award. Students in grades three through six should earn four (4) or more points above the previous six weeks total to earn this award.
- **Perfect Attendance:** A Perfect Attendance Award will be given to those students in grades kindergarten through six who have had no absences during the 6-weeks, with exception to medically excused tardies. (See Attendance policy below.)

**Ladoga Elementary also recognizes students for End-of-Year Awards that include the following:**

- **Attendance:** This award is given to any student who has not missed any minute of any day of the current school year.
- **Honor Roll:** This award is given to any student who has been on the honor roll 5 out of 6 times throughout the year.
- **Improvement:** This award is given to any student who has shown improvement for 3 out of 5 six week periods.

- **Art Awards:** An Art certificate will be given to the two (2) students per grade showing excellence in the area of art. The teacher will make that determination based upon classroom criteria.
- **Music Awards:** A Music certificate will be given to the two (2) students per grade level that have shown excellence in music. The teacher will make that determination based upon classroom criteria.
- **Most Improved Band Student:** A Music certificate will be given to the (a) student that has shown the most improvement in the band program. The teacher will make that determination based upon classroom criteria.
- **PE Awards:** A Physical Education certificate will be given to the two (2) students per grade showing excellence in the area of physical education. The teacher will make that determination based upon classroom criteria.
- **Year-End Awards will also be given to select prior winners of Canner Gold awards and Character Counts Winners**

Additionally, Ladoga Elementary recognizes sixth graders at the end of the year with the following awards:

- **Carolyn S. Schalk Memorial Award:** This award, presented each year to a sixth grade student, is intended to recognize and encourage students for further cultivation and growth in the following areas: academic development, citizenship, and behavior. Students must have demonstrated significant strides in personal achievement, self-motivation, growth in both attitude and desire, as well as progress in total self-development. A committee of fourth, fifth, and sixth grade teachers meet, nominate, and select students for the award. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.
- **Robert Sandusky Citizenship Award:** This award is presented each year to a sixth grade student who best exemplifies the ideals in which Mr. Sandusky believed. He strived to do the best he could in every endeavor, whether it was academics or extra-curricular activities, and spent many hours working and helping others. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.
- **Presidential Excellence and Achievement Awards:** The excellence awards are presented to any sixth grade student who maintained an A- classroom average and scored a Pass + in math or reading on the ISTEP test. The achievement awards are presented to students based upon criteria established at the local school level.
- **Mary Catherine Mahorney Improvement Award :** This award is given to two sixth grade students who have shown the most improvement over the last five (5) semesters, but not including the last semester of the sixth grade year. In order to be eligible for this award, students must have attended Ladoga Elementary for the last five semesters. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.
- **Amber Powers Sparks Citizenship Award:** This award is sponsored by the Ladoga Volunteer Fire Department and is presented each year to two sixth grade students. This honor is awarded for citizenship and commitment to the Ladoga community. A selection committee of the Fire Chief, two (2) members of the Board of Directors from the Ladoga Fire Department, teachers, and the principal will meet and decide upon the recipients. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.
- **Mary D. Huebner Excellence in Writing Award:** This award is given annually to a student who has proven an unusual commitment to developing his or her own writing – and in doing so has shown steady growth throughout his or her 6<sup>th</sup> grade year. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.
- **Bobby Emminger “Strength of Will” Citizenship Award:** This award has been established to recognize each year a 6<sup>th</sup> grader who exemplifies the ideals that Mr. Emminger espoused. He strived to do the best he could and understood that success could be achieved through hard work.



He also knew the importance of family and friends. He never knew a stranger and sought each day to better himself. The recipient of this award will have his or her name engraved on a plaque displayed in the front hallway of the school.

#### **ARRIVAL AND DEPARTURE**

Students in grades K through 6 will begin their school day at **8:10 a.m.** and dismiss at (1) 3:10 for walkers and car riders, and (2) 3:15 p.m. for bus riders. [Students will be dismissed at 2:15 p.m. on early release/professional development days] Sixth grade students will place the signs at 8:05 and will pull the signs at 3:00 p.m. (Note: During winter weather, the signs will not be used) Parents are encouraged to be patient; safety and respect are expected during the process. Students will be counted tardy if they arrive to school after 8:10 a.m. (Note: Students who arrive after 8:00 a.m. to school will not have time to eat breakfast)

The south doors (Main Entrance) will open at 7:40 a.m. each day. All other doors will be locked. Students should not arrive prior to 7:40 a.m. as they might have to stand outside in the cold, damp weather. Students desiring to eat breakfast at school should report to the cafeteria immediately after arriving to school (staff will begin serving breakfast at 7:40 a.m.) Students not eating breakfast should report directly to their classrooms.

All visitors to the building during school hours will be required to request entry by using the blue buzzer located at the front entrance. Once identity has been established, visitors will remotely be given access. Visitors must immediately proceed to the front office, sign-in and receive an ID badge. Upon leaving the building, visitors must sign-out and return the ID badge.

#### **ASBESTOS MANAGEMENT PLAN**

##### **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. Maintenance and renovation response actions will be conducted as needed to maintain materials in an acceptable state.

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 is the responsibility and a legal requirement 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. Ladoga Elementary has, in coordination with the other elementaries and the Jr. and Sr. high school, adopted the following policy.

Absences are categorized and defined in the following manner

- **Excused/Documented:** These absences will be considered appropriate and excusable by 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 indicate that the child was seen and/or treated at the office on the specified date(s). Administration 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, niece 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 (as defined, a student’s absence from school without the permission of a parent/guardian); habitual truancy is defined as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year
  - (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 – if the time missed from school is arranged with the classroom teacher beforehand, work will be given to the student (as is allowed by circumstances) to complete for credit while gone; all work is due upon returning to school.

Work that is missed beyond five (5) unexcused/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; sends attendance letter to parents at #4	None	None	None
5 in any 30 school days	Superintendent sends letter to parents/child; copy sent to Probation, DCS, and Prosecutor	None	Letter sent to parents	None
10 in any 90 school days	Principal continues to	Formal inquiry conducted	Home visit conducted	None

	monitor			
11 in any 90 school days	Principal continues to monitor			Court summons will be issued

**ATTENDANCE AWARDS**

Perfect Attendance Awards at Ladoga Elementary will be given at the end of each 6 weeks for those students who have had perfect attendance. Please note the following guidelines:

- Students who arrive between 8:10-10:10 a.m. 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 1:10 and 3:10 without a legitimate medical excuse will be considered “Tardy”, or “early withdraw”. Students will be ineligible for perfect attendance if an early withdrawal occurs.
- A one-half day absence occurs when a child is absent more than two (2) hours from any part of the school day.

**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, email, the LES Facebook page and South Montgomery’s Auto Dialing System. Please do not attempt to contact the school or school employees as this ties up phone lines and resources and prevents us from making or receiving emergency calls. All efforts are made to contact parents and the media as soon as the decision is 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.

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 outlets:

- |                    |              |
|--------------------|--------------|
| WRTV CHANNEL 6     | INDIANAPOLIS |
| WISH CHANNEL 8     | INDIANAPOLIS |
| WTHR CHANNEL 13    | INDIANAPOLIS |
| WLFI-TV CHANNEL 18 | LAFAYETTE    |
- SMCSC Auto Dialing System- Please make sure your phone number is updated on PowerSchool Webpage ([www.southmont.k12.in.us](http://www.southmont.k12.in.us))  
District Email Notification- Please make sure your phone number is updated on PowerSchool

**\*\* Please note that it is imperative for email addresses and phone numbers to be updated regularly for notification systems to be effective.**

## **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**

Below are listed the bus drivers for Ladoga Elementary. All students are expected to follow the SMCSC SCHOOL BUS RULES AND REGULATIONS (as listed below).

WALLY LOWE	BUS # 20	PATSY MCMULLEN	BUS #21
JUNE CATING	BUS # 17	LARRY MCMULLEN	BUS #22

Each student utilizing corporation transportation shall adhere to the following regulations:

- Each student shall be seated immediately upon entering the bus in the place assigned by the driver.
- No students 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 students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- Students shall be waiting at their boarding station when the bus arrives.
- There shall be no eating or drinking 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 student who refuses to conduct himself or herself in a gentlemen or lady-like manner.

Please note that loss of bus 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

Lunch is a time that students should be especially considerate of one another. Each student must accept the responsibility of helping to keep the cafeteria clean and a pleasant place in which to eat. Our cafeteria aide is in charge of the students in the cafeteria. The following cafeteria guidelines have been established:

- Students will form a quiet and orderly lunch line.
- Due to health concerns, students should not share food with each other.
- Once students are seated for lunch, they will remain seated. Children are not permitted to get up and move around without permission.
- All students are expected to use good manners. Students not fulfilling these expectations-will be dealt with accordingly.
- Students will be corrected for the following:
  - a. actions that endanger self and/or others
  - b. improper disposal and/or throwing of food
  - c. rowdy behavior including yelling or talking loudly
  - d. language or gestures which show a lack of respect for self or others
  - e. lack of respect for authority including a refusal to mind adult supervisors

Students who violate cafeteria etiquette will be sent to the office. Any or all of the following actions may be taken depending on the type and frequency of the offenses: verbal warning, loss of recess, detention and/or in-school suspension. The principal and the teacher have the option to consult on the severity of the misbehavior and determine the appropriate consequences.

### CITIZENSHIP

It is each student's responsibility to display qualities of good citizenship. Your best conduct is expected in the halls, cafeteria, on the playground, in the classroom, or if leaving school grounds. We want students to become good citizens. Expect teachers to remind you of your mistakes. They will give special emphasis to honesty, morality, and courtesy. Obedience to law, respect of our country's flag, appreciation of the Constitution of the United States, respect for parents, home, and recognition of the dignity and necessity of honest labor are characteristics desired and expected of all our students.

### 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:

**Step 1:** Take your concern to the person closest to the issue. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. The issue may be the result of an oversight or misunderstanding

that can be easily corrected once it is brought to the staff member's attention. Give them a chance to address the problem first.

**Step 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.

**Step 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.

**Step 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.

## 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
- c. wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

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

<b>CUSTODIAL RIGHTS</b>
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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, with 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.

<b>DANCES</b>
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Occasionally, the school or PTO will provide a school-sponsored dance for students. While this is a time for students to relax, enjoy themselves, and get away from the rigors of academic study, students are reminded that school rules apply and that students are expected to conduct themselves accordingly. Additionally, only students who attend Ladoga Elementary will be allowed to participate in school-sponsored dances. Exceptions may only be given for children of chaperones; prior approval from the principal must be obtained.

<b>D. A. R. E. PROGRAM</b>
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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 six. The sessions are conducted by a specially trained police officer from the Montgomery County Sheriff's Department and reinforced by the regular classroom teacher through suggested extended activities.

#### **DRESS AND APPEARANCE GUIDELINES**

Students at Ladoga Elementary are expected to wear appropriate clothing to school. We desire our students to take pride in their school, their education, and themselves. Therefore, certain rules governing dress and appearance have been developed. The following are items that should **NOT** be worn to school:

- 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)
- Those that are intended for sleepwear (pajamas, lounge pants, etc.) unless otherwise allowed on special occasions/dress-up days
- Short shorts or skirts, biker shorts, tube tops, midriiffs, mesh shirts, or other clothing that does not provide proper coverage. Shorts need to be at least fingertip length.
- Hats, hoods and/or sunglasses in the building
- Chains of any type on clothing or on wallets or excessively long earrings as each may serve to catch on other items, causing injury
- Skate shoes or skates
- Hair coloring (outside of natural hair colors), face painting, or other cosmetic changes
- Piercings anywhere other than the ears
- Sleeveless shirts
- Any other item (or body alteration) that distracts from or disrupts the educational process of the school (the administration will make this determination).
- Parents are discouraged from sending their children in flip-flops or sandals for recess safety reasons.
- **ANY OTHER ITEM THAT DISTRACTS OR DISRUPTS THE EDUCATIONAL PROCESS OF THE SCHOOL** (the administration will make this determination)

**SHORTS MAY ONLY BE WORN FROM THE BEGINNING OF THE SCHOOL YEAR UNTIL FALL BREAK, AND AFTER SPRING BREAK UNTIL THE END OF THE SCHOOL YEAR AND SHOULD BE AT LEAST FINGERTIP LENGTH.**

All staff members have the right and responsibility to review any student dress that is in question. Violations of student dress and appearance guidelines will result in students altering their dress. Failure to do so will result in the student being removed from the classroom and/or school.

#### **PERSONAL ITEMS**

Students at Ladoga Elementary are prohibited from bringing personal items from home to play with at school:

- Toys: If a student brings a toy to school, the teacher will confiscate the item and return it to the child immediately prior to dismissal. If this becomes a habit, the teacher will turn the items into the office and the parent will be responsible for collecting the personal items.

## EMERGENCY DRILLS

In the event of an emergency, it is critically important that staff and students are aware of their required response for their own safety. With that in mind, emergency drills will be conducted periodically to ensure procedures are consistent with the South Montgomery Schools Crisis Guide and the provisions set forth for response to unexpected crises. Those drills may include, but are not limited to, fire, tornado, man-made incidents and earthquakes.

## EXTRA-CURRICULAR ACTIVITIES

Students (boys and girls) in grades five and six have the opportunity to participate in school-sponsored athletics. These sports include basketball, track, volleyball and cheerleading. Additional opportunities, including tennis, cross country, golf, wrestling and swimming, are also offered through the junior high school for students in grade six [subject to junior high eligibility criteria – please consult with the JH Athletic Director for current requirements]. To be eligible to participate in athletics, students must maintain a C average and cannot have any failing grades at the time grade checks are made. Grades will be reviewed weekly to determine eligibility. Students who are ineligible to participate may continue to practice with their respective team, as the coach allows, but may not attend competitions.

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

- Garden Club – activities for students in grades 4 - 6
- Art Club - activities for students in grades 4 – 6

The following guidelines will govern student participation in all extra-curricular events:

- Students must be in attendance for **at least ½ day** in order to participate in extra-curricular activities that day, unless otherwise excused by the principal.
- 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.
- Serious office referrals, after-school detention, in-school suspension, and out-of-school suspension will cause students to lose extra-curricular privileges.
- Proper behavior is a prerequisite to participate in extra-curricular activities.
- Practices are closed - nobody other than those participating in an extra-curricular activity (players and coaches) is to be present during practices.

Additionally, students who attend extra-curricular events will be governed by the following guidelines:

- 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 Family Educational Rights and Privacy Act provides parents and students over 18 years of age certain rights with respect to the student's education records. A summary of these rights is as follows:

1. The right to inspect and review the student's records within 45 days of the day the school receives such request.
2. The right to request the amendment of the student's education records that the parent or 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 U.S. 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 to request one.

### **FIELD TRIPS**

Field trips are an important part of the educational program; however, while they may be enjoyable, their primary purpose is educational. For that reason, only those trips that provide some educational value will be approved. The following guidelines will govern all trips taken by Ladoga Elementary students:

- For each field trip outside of the school district that a student takes, the standard field trip permission form and emergency information for that child must be signed and in the teacher's possession during the trip. **No student will be allowed to go on the field trip unless the two above documents are in the teacher's possession.** (Parents will be asked to complete emergency information during registration.)
- In the event that additional chaperones are needed for student supervision, parents may be invited to attend as space allows; however, only students in the grade level taking the trip may attend. While we understand that childcare is difficult to schedule, we cannot accommodate siblings and family members other than parents, even if parents are willing to transport them separately.
- After returning to school, parents may sign students out after 2:30 upon without it being counted as a tardy. This does not apply to other siblings in the building if they were not on a fieldtrip.
- All students participating in a school-sponsored field trip during school hours will ride the bus to and from the intended destination. Only in **extreme** situations will students be allowed to not return with the class on the school bus. **In those cases students will only be released to a parent or guardian.**
- Chaperones will need to complete a background release for each year, which needs to be submitted at least one week prior to the event.
- There is to be no smoking by chaperones on school property, nor are chaperones allowed to smoke around any student during a fieldtrip. Chaperones are invited on trips to supervise their groups during these events, so even if there are designated smoking areas at the trip location, they are to remain with their groups the entire duration of the trip.
- In rare cases, the administration and the teacher may feel that a student could present a danger to themselves or other by attending a fieldtrip. If agreed upon, a parent or guardian may be asked to attend to trip as their child's personal chaperone in order to allow the student to participate. In these cases, the parent will be required to supervise their child the entire time, including on the bus, and will not be assigned any other children to chaperone. If they cannot attend and the student has special needs as identified by an Individual Educational Plan that denotes an emotional disability, the school will provide an instructional assistant for the student that day.

## FOOD SERVICE PROGRAM

### FOOD SERVICE PROGRAM

The South Montgomery Community School Corporation, operating under the provisions of the National School Lunch Act and the Division of School Food and Nutrition Programs of the Indiana State Department of Public Instruction, serves nutritious meals every full school day. Planned lunches and breakfasts are available at each of the schools.

Free and reduced price lunches are available when family income falls within the income guidelines. Application forms, which include income guidelines, are furnished to parents/students during the registration activities at the beginning of the school year, or may be requested during the year, should a family's status change.

A menu is sent home regularly (weekly announcements) to the parents and is available on the South Montgomery 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.** Please be sure that items sent in a lunch from home are easy for the children to open. Check with them to see if they are having difficulty with particular items or containers, then make necessary adjustments.

#### BREAKFAST

The breakfast program is an **optional** program only for those students who choose to eat breakfast at school. Breakfast is served between 7:40 and 8:05. Make sure that your child clearly understands whether or not they are to eat breakfast at school. Anyone 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. Breakfast is free to all students.

#### COST

**Lunch and Breakfast prices will be reviewed and approved by the school board in July. The following prices are subject to change prior to the start of school.** Student lunch prices are \$1.90 a day, or .40 for reduced price. Parents or other adults may eat lunch at school with the students, but we request that you notify the teacher or the office in advance so that the cafeteria may have an accurate count. Adult lunch price is \$2.80. At this time, student breakfast is free to all students, but this is not guaranteed to continue next year. You will be update if any of the prices have changed at registration. Adult breakfast price is \$1.75. Milk is .40 per carton. (These prices are reviewed during the summer and are subject to change prior to the 2016 school year beginning.) **Please send payment for the full week on the first day of the week**, as this is when lunch money is collected. You may also use the online system found on the Southmont website to add funds to your student's account.

Students have a scan card that is to be 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. If the account falls even lower, the account will close. If this happens, the student may not be served a standard lunch, and instead, be given an alternate lunch until the account is brought current. You are still being 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 the scan card is lost or broken, a replacement fee of \$10 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.**

**GENERAL EDUCATION INTERVENTION (GEI) TEAM**

The GEI Team at Ladoga Elementary School is comprised of classroom teachers, administration, and support personnel who meet to design classroom interventions for students who are not finding success. Students are referred to the GEI Team by any staff member for behavioral, academic, or attendance difficulties. Once a GEI plan has been established, progress will be monitored and changes made to the plan as needed.

**GYMNASIUM**

The gym is a place to release energy; however, students must be careful to avoid running into one another and throwing balls too hard. Students will be expected and must wear separate, clean tennis shoes when playing on the gym floor. Any student without tennis shoes will not be permitted to participate. Additionally, the following rules will apply:

- All equipment should be used as it was designed including the following:
  - a. Students will not engage in any unsafe activities, including
  - b. Students will not play football.
  - c. Students will not run or play in the bleachers.
  - d. Students should engage in ½ court games of basketball only.
  - e. Students should not kick balls in the gym.
- Students should not bring the following items to school for use in the gym: hard baseballs, wooden or aluminum bats, skateboards, radios, cassette players, MP3 players, remote powered vehicles, and toy weapons.
- Any adult employee of the school has the authority to stop any activity that they feel is unsafe or inappropriate.
- Students will line up and become quiet IMMEDIATELY when the whistle blows.
- Teachers will review these rules with the students.

**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 SMCS Board Policy 5516.

**HOMEWORK POLICY**

Homework is an extension of the educational process and is designed to reinforce topics studied in the classroom. Students and parents should anticipate approximately 10-15 minutes of homework per night multiplied by the student's grade level. It is the belief of the Ladoga Faculty that the following guidelines will help our students become more responsible and improve their study habits:

- All assignments are expected to be turned in on time. The only exception to this would be late assignments due to illness or other excused absences – students will have the number of

days equal to the number of days absent to make up the work. Homework for unexcused/undocumented absences may be made up at the discretion of the teacher and administration.

- For grade K-2: Students who have failed to complete an assignment will do so that day during recess.
- For grades 3-6, students will get a yellow note sent home for parent communication and signature. Both the completed assignment and the signed yellow slip will be returned the following day. This will continue to accrue, daily if necessary, until the 3<sup>rd</sup> day. At which point, the principal will contact the parent to arrange for afterschool detention to allow for supervised time for the assignment to be completed. Any assignment not completed will be entered as a zero percent in the grade book. A detention will be assigned for every additional missing assignment and the process will start again at the beginning of each 6 weeks.
- It is also crucial that the corporation electronic devices that are taken home be returned to school at least 80% charged. This expectation is treated like any other homework assignment a student is given. Students will be given 1 warning, then after that, an yellow slip will be sent home each time a student comes to school unprepared. The device will be charged at school and the student will make up any missed work during recess that day. After the 4<sup>th</sup> occurrence, it will be at the teacher and administration's discretion as to when and if the device is allowed to go home further.

## HONOR ROLL

**High Honor Roll** distinction is reserved for students in grades 1-6 who receive all A's and S's. **Honor Roll** distinction is reserved for students in grades 1-6 who receive all A's, B's and S's. The subject areas of art, music, and physical education are included in honor roll.

## IMMUNIZATIONS

Parents must provide the School Corporation with **complete immunization records** prior to the beginning of the school year. Any parent who has not complied by the 20<sup>th</sup> school day will be given notice that their student is suspended until the immunizations are brought current. This is a law, not a Southmont policy and will be strictly enforced. Medical exemptions require that a health care provider documents that receiving the required immunizations would be detrimental to the student's health. Medical exemption forms must be completed annually. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required. STUDENTS MUST HAVE THESE REQUIREMENTS MET IN ORDER TO ATTEND SCHOOL.

# 2017-2018 School Year

## *School Entry Immunization Requirements*

Below are the number of doses and each vaccine required for school entry. Changes for this year include the Hepatitis A vaccine for grades K–3.

<b><i>3 to 5 years old</i></b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
<b><i>K-3rd grade</i></b>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
<b><i>Grades 4 to 5</i></b>	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A*
<b><i>Grades 6 to 11</i></b>	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
<b><i>Grade 12</i></b>	3 Hep B 5 DTaP 4 Polio 2 Hep A*	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 2 MCV4 (Meningococcal) 2 MenB (Meningococcal B)**

**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 4<sup>th</sup> birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 7<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday, and be administered at least 6 months after the previous dose.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7<sup>th</sup> grade. Parental report of disease history is acceptable for grades 10-12.

**MCV4** Individuals who receive dose 1 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> dose is 6 calendar months. K-3 is required.

\*For grades 4-12, two doses of Hep A are recommended.

**MenB** \*\*Two doses of Meningococcal Serogroup B vaccine are recommended for Grade 12.

Indiana State Department of Health, Immunization Division

(800) 701-0704

### INSTRUMENTAL MUSIC (BAND)

Students in the sixth grade may be members of the Ladoga Elementary band. Band classes meet two times each week during the school day. Students will enroll for at least one semester and will be automatically renewed for the next semester unless written parental permission to withdraw is received. It is strongly recommended the commitment to band be made for the entire school year.

### LEAVING SCHOOL

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

### LIBRARY SERVICES

The Ladoga Elementary School library is stocked with thousands of volumes and is designed to provide students with supplemental reading and reference resources. Visiting the library and checking out books is a privilege extended to students that must be taken seriously. It is the responsibility of the student who checks out a book (or books) to return it (them) in the same condition. Students who are in possession of a book that is lost or damaged will be required to pay for the book and his/her library privileges will be suspended until the matter is resolved.

### LOST AND FOUND

Ladoga 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.

### MEDICAL AND MEDICATION GUIDELINES

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

- Prescription medication is in its original container labeled with date, student's name and dosage. The pharmacy label can serve as the written order of a practitioner. Medication will be stored in a locked area.
- 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; however, students may be reminded from time to time.



- 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 **all** medications to school. These include attention deficit medications and medications for pain management.

Students who become ill while at school will be referred to the school clinic. If it is determined that the student is too ill to remain in class, the parent/guardian or emergency contact will be notified and the student will be sent home. **It is extremely important that the school has up-to-date information regarding phone number and emergency contacts.** It is possible that the Department of Child Services will be contacted in cases where nobody can be reached. According to Indiana Law IC 20-34-3-9 schools are to send home any student who shows indication of being ill or is infested with parasites (i.e. - head lice). The student may return to school when no longer ill or no longer infested with parasites. Students who have had a fever cannot return to school until they have been fever free for 24 hours without the use of over the counter medications. 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 and eye drop treatments for conjunctivitis). If a child has contracted chicken pox, he/she will need to stay home until it has been 48 hours since the last lesion appeared and all lesions have dried up. 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. Consult your physician or school nurse for the most effective treatment of head lice. Best treatments may change from year to year. If problems such as those described above are chronic, and it appears that little or no effort is being made to correct it, the Department of Child Services and/or the Department of Health will be notified.

<b>PARENTS' ADVISORY COUNCIL (PAC) &amp; TEACHER ORGANIZATION (PTO)</b>
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The mission of the Ladoga Elementary Parent's Advisory Council (PAC) is to assist the administration in providing our children with the highest quality education possible in the most stable, growth-promoting environment attainable.

The purpose of the Ladoga Elementary Parent's Advisory Council is as follows:

- Discuss and offer advice to the administration on any issues relevant to the safe and proper operation of the school.
- Provide a mechanism to bring parental concerns to the attention of the administration.
- Act as a vehicle to take the administration's concerns and ideas to other parents.
- Supply a sounding board for any new ideas, concepts, or plans which administration, teachers, or parents may introduce.

Membership in the PAC/PTO is open to any parent. Meeting dates and times will be determined by the PAC (usually the last Tuesday of each month). Guidelines for the operation of the PAC/PTO are as follows:

- The committee members will have an agenda distributed to them by the principal.
- Cancellation of the meetings should be announced at least one week in advance.
- The administration will provide action or feedback to a recommendation in a timely manner.
- The PAC/PTO will meet on a monthly basis during the academic year unless there is no need.

- Matters that are discussed at the meetings should be ones that concern the student body. (adopted 11-25-91)

The Parent-Teacher Organization (PTO) is one that brings homes and schools closer together. Parents are encouraged to attend meetings and participate in the projects sponsored by the PTO. You may contact the school to get officer names and phone numbers.

#### **PARENT RESOURCE LIBRARY**

The school counselor has established a parent resource library. The library includes videos and books that address the concerns of parents. Some of the topics covered are: discipline, homework, self-esteem, divorce, and death. Parents can check out the books and videos by contacting the school counselor.

#### **PARENT-TEACHER CONFERENCES**

A scheduled conference between the parent and teacher will be held **October 03, 2014**. A letter will be sent home enabling the parents to request a time to meet with their child's teacher.

#### **PARENT VOLUNTEERS**

Ladoga Elementary has been blessed by the good-will and dedication of parents and community volunteers for many years. The volunteerism shown in our school is overwhelming and is a critical part of the overall educational success at LES. Family involvement is strong and we hope to continue that relationship for many 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 full criminal history check completed for each individual chosen for employment with the school corporation. These checks are designed to ensure that those adults who are employed within our schools are appropriately chosen.

In an effort to ensure the continued safety of our students, Ladoga Elementary School also requires a limited background check on all adult volunteers who spend time in classrooms or on field trips. All that is asked of you is to provide the full name, with middle initial, and birth date of each adult individual in your family who would like to volunteer his/her time during school activities to office personnel. The check itself will be conducted by the corporation—nothing more will be required of you. In the regrettable event that a check reveals irregularities, administration will contact the adult personally to discuss the matter. Adults who have not undergone a background check cannot be allowed to provide extended supervision to students.

#### **PARTIES, TREATS AND HOMEMADE FOOD ITEMS**

Parties may be held in the classroom with the help of the room parents for Christmas and Valentine's Day. Other parties can be planned for the classroom throughout the year with the teachers approval and at the rate of no more than two (2) per month (in accordance with the Corporation Wellness Policy). Birthday treats may be sent to school with the approval from the teacher. Chewing gum should not be included in classroom treats.

Because 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 and because there are a

number of children who have food allergies or restricted diets, we strongly encourage parents to send treats that they purchased from the store.

### **PLAYGROUND EXPECTATIONS**

Students who utilize the playground are to obey the following guidelines:

- All equipment should be used as it was designed including the following:
  - a. There will be only one (1) person on a swing.
  - b. Students will sit down while using the slide.
  - c. Students will not sit on top of the Monkey Bars.
  - d. Students will not engage in any unsafe activities on the equipment.
  - e. Students will not play tackle football.
- Students should not bring the following items to school for use on the playground: hard baseballs, wooden or aluminum bats, skateboards, radios, cassette players, MP3 players, remote powered vehicles, and toy weapons.
- Any adult employee of the school has the authority to stop any activity that they feel is unsafe or inappropriate.
- Students will not play below the hill and near the creek.
- Students will not re-enter the building without permission from the supervisors.
- Students will line up IMMEDIATELY when the whistle blows.
- Teachers will review these rules with the students.
- For safety reasons, we strongly discourage students from wearing open-toed shoes, including flip-flops, on the playground.

### **POWERSCHOOL**

PowerSchool is 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.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 email notifications and the school's daily bulletins. Questions regarding the system may be directed to the principal.

### **RELATED ARTS CLASSES**

Students at LES are afforded the opportunity to participate in additional, related arts classes. Each student will attend Art, Music, and Physical Education classes on a regular basis (as scheduling allows). Each class gives students the chance to exhibit and enhance additional academic abilities. Students will be evaluated in primary grades with "S+" (Exemplary), "S" (Satisfactory) and "U" (Unsatisfactory); students in intermediate grades will be evaluated using the traditional letter grade system. Students are expected to complete assignments, expend their best effort, and follow classroom guidelines as directed.

### **RELATED SUPPORT SERVICES**

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

Inclusion Support Services

Speech & Hearing Therapy

General Education Intervention (GEI) Team  
Library Services  
Educational Technology  
D.A.R.E.

Title I Program  
Character Counts!  
School Counseling

### **RETENTION, PROMOTION AND GRADE REPORTING**

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. Grade reports are sent home with students the Friday following the end of each grading period. There are three exceptions to this rule. Those exceptions are as follows:

1. After the first grading period, grade reports will be given to parents at Parent-Teacher Conferences (**September 30, 2016**).
2. At the end of the first semester, grade reports will be sent home with the students the Friday that ends the first week of school of the second semester.
3. At the end of the second semester, grade reports will be sent home with the students the last day of school.

### **SCHOOL COUNSELING SERVICES**

The Elementary School counselor is available for two and one-half days each 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 refer themselves by placing a note in the counselor's box or may be referred by teachers or parents. During the school year, the school counselor presents classroom guidance lessons in each classroom and offers small group counseling on various topics.

### **SMOKING AND TOBACCO USE**

"The Board of School Trustees 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 visitors 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" school environment." [SMCSC Board Policy 3215] To that extent, "All persons, including students, employees and visitors, shall not be permitted to possess or use tobacco products of any kind or in any form, including vaporizing devices, while:

- inside School Corporation-owned buildings.
- being transported to or from school events in School Corporation-owned, contracted, or other authorized vehicles.
- On School Corporation-owned property outside School Corporation-owned buildings."

### **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 Ladoga 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 & BEHAVIOR RULES

While it is important to define in this section behavior that is prohibited by students, it is equally so that we should communicate our expectations of students as well. Students who subscribe to three important standards will find reference to this section unnecessary: RESPECT YOURSELF, RESPECT OTHERS and RESPECT OUR BUILDING. Behavior that conforms to these standards will ultimately provide the environment necessary for all students to be successful.

Students are expected to accept responsibility for their own behavior while in school, waiting for or riding on the bus, and attending a school function on or off the school property. The purpose of school is to provide a well-rounded education for all students in accordance with public school 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 the 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 (IC 20-33-8-9). It should further be understood that while students are expected to practice self-discipline, the parents are ultimately held responsible for their minor children.

Students shall conform to the following guidelines while on school grounds; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or while using property or equipment provided by the school.

- 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, except at indoor recess or PE.
- Students will not use language, gestures, or actions which show a lack of respect for self and/or others, including but not limited to profanity, lying, stealing, and cheating.
- Students will not engage in actions that could hurt themselves and/or others (including pushing, kicking, throwing rocks, sticks or snowballs, etc.), fight, or possess weapons or anything that could be used as a weapon.
- Students will not be allowed to be insubordinate to any staff member (failure to follow a reasonable request from an adult)
- Students will not possess pornographic material, drugs, tobacco, and/or alcohol or any material or substance that could be considered or is reported to be such.
- 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, MP3 players, electronic games, gambling devices, laser pointers, pagers, cellular phones, two-way radios or any items relating to drugs, alcohol, or tobacco (including lighters and /or matches). Exceptions may be made at the discretion of the principal. Any pictures taken or recordings created by devices prohibited by this section shall be subject to review by administration.
- Students will not sell, purchase, or trade items with other students while at school or school functions.

- Students will not engage in hazing, bullying, threats, or harassment (sexual or otherwise) under any circumstances, including speech, actions, or printed materials used outside of school that present a material disruption to the learning environment or constitute a violation of state law.
- Students will not possess any weapon or look-a-like weapon for any reason.
- Students will not engage in behavior not listed here but prohibited under the Indiana Administrative Code (IC 20-33-8-15).

Appropriate consequences may include any of the following: verbal warning, counseling, parent conferences, assigning additional work, rearranging schedules, restricting extracurricular activities, removal of a student from class (up to 5 school days), removal from school-sponsored transportation, referral to the juvenile court having jurisdiction over the student, written product, loss of privileges, in-school suspension, after-school detention, corporal punishment, out-of-school suspension, and expulsion, reasonable corporal punishment [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)*]. 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. 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 for up to ten days. An in-school suspension will be spent in a supervised, assigned area away from the regular class.

Out-of-school suspension is a temporary dismissal from school – 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.

Expulsion is exclusion from school for longer than 10 days and can become a permanent dismissal.

<b>STUDENT INSURANCE</b>
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Student insurance forms will be in the packet received at book rental. Such coverage is available to any parents who are interested.

<b>STUDENT PRIVACY, PARENTAL ACCESS AND DIRECTORY INFORMATION</b>
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The school respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the Corporation’s curriculum, without prior written consent of the student, (if an adult or 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; listing of an honor roll; and perfect attendance. 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 (20) 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.

## 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>.

## SUBSTANCE ABUSE POLICY

The substance abuse policy applies to all students attending school or school sponsored events (i.e. field trips, athletic events, etc). 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 (this includes any "look-alike" pill or tablet), 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 (medicines are not permitted on school property unless registered with the office.)

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

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

Disposition – First offense:

- The principal shall complete a request for expulsion; however such request shall not be sent to the superintendent for further action provided the following criteria is satisfactorily met by the student and parents/guardian:
  1. The student will be suspended from school for a minimum of five (5) days.
  2. After the third day, if the student has not scheduled or had a chemical use assessment, expulsion papers will be forwarded to the superintendent.
  3. The student cannot return to school until he/she meets with the principal and a counselor showing that the student is participating in a chemical use assessment as

directed by a principal and is in compliance with the recommendations of the principal (i.e. – return to school after a five-day suspension and a chemical assessment, return to school and receive assessment by outpatient drug and alcohol counselor(s) plus outpatient counseling and/or drug alcohol education for the student and/or parents, inpatient treatment commensurate with the family’s ability to pay for services)

Disposition – Second Offense:

- The school officials will recommend expulsion to the superintendent.

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

Disposition – First Offense

- The school officials will recommend expulsion to the superintendent.

**TARDY AND EARLY WITHDRAWAL POLICY**

The staff at Ladoga 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 to class between 8:10 and 10:10 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. Parents are reminded that they must sign their child in if arriving late.
- Students who leave between 1:10 and 3:10 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. Parents are reminded that they must sign their child out if leaving early.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below.
- Students who receive no tardies for the six weeks will be recognized for their efforts.

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 T/EW thereafter	Attendance Officer will be notified	* These accumulations reset each six weeks

**TELEPHONES**

Students should ask to use the telephone **only** in case of an emergency and only after permission has been granted by the classroom teacher. Arrangements for after-school activities should be made before coming to school. Parents are encouraged to call their child’s teacher at a time when classes are not in session. It is extremely important for us to have a current telephone number on the registration cards so that we can reach parents in case of emergency. If a telephone is not available, please use a close friend, relative, or

neighbor. If a move or change of jobs occurs, please call the office and update your child's information card.

#### **VISITORS AND VISITATION**

Parent visitation is always welcomed and encouraged, but we request that you allow our teachers and students a two-week period at the beginning of school to become better acquainted. The parent visitation should be scheduled with the office to coordinate with the classroom program. Students are not permitted to bring visitors to school with them. You will be asked that you report to the office upon arrival each time you visit. You will be asked to sign in and wear a visitor's badge while you are in the building (to be returned upon departing).

#### **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.