

South Montgomery Community School Corporation
**New Market Elementary Parent/Student
Handbook**
2018-2019



Dr. Christina Larson, Principal

Mailing Address: 410 North Third Street
Crawfordsville, IN 47933
Physical Address: 410 North Third Street
New Market, IN 47965
(765) 866-0740
FAX (765) 866-2031
www.southmont.k12.in.us



Table of Contents

Letter from Principal	3
Mission	4
Core Values	4
Equal Opportunity	5
Staff Directory	6
Central Office & Board of Trustees	6
Academic Grading Scale	7
Academic Recognition and Awards	8
Arrival and Departure	8
Asbestos	9
Attendance	13
Attendance Awards	14
Bad Weather Procedures	14
Bike & Scooters	15
Birthday Treats	15
Bullying	16
Bus Transportation	17
Cafeteria Guidelines/Food Service Program	18
Cell Phone Policy	19
Communicating with your School	19
Computer Lab/Internet Use	24
Custodial Rights	24
D.A.R.E Program	26
Dress & Appearance	25
Drugs, Alcohol, Tobacco	26
eLearning Days	26
Extra-Curricular	27
Family Education Rights	28
Field Trips	28
Emergency Drills	28
Gang Conduct	29
Gymnasium	30
Hazing	30
Homework	31
Immunizations	31
Leaving School	31
Library	31
Lost & Found	34
Medications	35
PTO	35
Parent Volunteers	36
PE	37
Physical Property	37
PBIS	38
Outdoor Play	38
Out of School Suspension	38
Parent Right to Know Letter	39
Power School	39
Related Support	38
Requesting Report Cards	38
RTI	39
School Counseling	39
Speech & Hearing	39

Student Conduct	39
Student Insurance	41
Student Privacy/ Directory Information	41
Substance Abuse	42
Telephone Calls	43
Tornado Drills	43
Visitors	43
Weapons	43

Dear Students, Parents, Community Partners,

Welcome to New Market Elementary! We are excited for the 2018-2019 school year. Our faculty and staff embrace the challenge of today’s exciting learning opportunities with a focused effort to master and exceed the Indiana College and Career State Standards as well as ensure our students are provided with a positive and engaging learning environment that is designed to ensure our students develop the 21st Century Skills critical for lifelong success in today’s global environment.

The teacher, parent, and student relationship is very important for student achievement and a positive school environment. We are proud that the Indiana Department of Education recently presented New Market with the Four Star School Award. This was accomplished through hard work and collaboration between teachers, students, and our community.

New Market Elementary staff and students strive every day to be respectful, responsible, and trustworthy. In addition, we endeavor to be fair, caring, and good citizens as we continue to hold true to the Pillars of Character. By developing our New Market community and culture around these pillars, we have created an environment where our children will thrive academically as well as socially, and will cultivate the skills to move on successfully as they continue on after their fifth grade year.

The student handbook is prepared so that all parents and students at New Market Elementary may gain an understanding of the daily operation of our school. Though every attempt has been made to cover all subject matters that may occur, some items may not be included. Please feel free to contact the New Market office for further information.

Sincerely,

Dr. Christina Larson
Principal
New Market Elementary School



South Montgomery Community Schools Vision

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

South Montgomery Community Schools Core Values

Safe learning environment

Making informed decisions

Continuous improvement

Strong commitment to excellence

Community partnerships

South Montgomery Community Schools Mission

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

New Market, Indiana And All South Montgomery Schools

South Montgomery School Corporation is an equal opportunity employer. Students, their parents and employees of the South Montgomery Board of Education are hereby notified these schools do not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or handicap in employment, educational programs, vocational programs or activities as set forth in Title IX, Title VI and Section 504. Any inquiries may be directed to the coordinator, Eric W. Brewer, South Montgomery Board of Education P.O. Box 8 New Market, Indiana 47965, (765)866-0203

Staff Directory

Phone: (765) 866-0740

Fax: (765) 866-2031

Principal	Christina Larson
Secretary/Treasurer	Sherri Madison
Secretary	Crystal Cope
Nurse	Denise Gilliland
Counselor	Sara Burkhardt
Kindergarten	Natalie Brown
	Julie Page
	Glenna Livesay
First Grade	Denise Haulk
	Marabeth Gonczarow
	Lana Gregg
Second Grade	Lisa Chadd
	Jennifer Jeffers
	Susan McVay
Third Grade	Denise Bowman
	Dan Chadd
	Cheryl Mooday
	Casie Bowman
Fourth Grade	Amy France
	Kelly Clifton
Fifth Grade	Danielle Coudret
	Ellen Lewis
	Curtis McVay
	Tim Saylor
Special Education	Amy Johnson, Lorraine Waling
Art	Jennifer Snook
Music	Sharon Albertson, Cindy McCormick
Physical Education	Clay Buck
Speech and Hearing	Karen Selby
Technology Assistant	Brooke Harshbarger
Librarian	Stacey Murphy
Title One	Libby Nave

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

Corporation Administration & Board of Trustees

Dr. Shawn E. Greiner: Superintendent
 Mr. Eric Brewer: Director of Transportation and School Safety
 Mrs. Kristin Charles: Director of Business and Human Resources
 Mr. Brett Higgins: Director of Operations and Technology
 Mrs. Anna Roth: Director of Curriculum/Instruction/Teacher Development (K-12)

School Board Members:

Mr. Brad Monts- President
 Mr. Daryl Hutson-Vice President
 Mr. Jerry Kinkead- Secretary
 Mrs. Julie Hess- Assistant Secretary
 Mr. Kyle Blades- Member
 Mr. Eric Mason- Member
 Mr. George Spencer- Member

Academic Grading Scale

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

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

First and second grades use the above scale for all academic areas with the exception of science and social studies. In those subject areas, students receive S (satisfactory) and U (unsatisfactory). Students in first through third grades receive S and U in art, music, and physical education. Students in grades four and five receive letter grades in art, music, and physical education. Kindergarten students receive (+) =Mastery, (S) =Progressing at Projected Rate, and (-) =Not Progressing at Projected Rate. The awarding of grades and making decisions relative to promotion or retention is the responsibility of teachers and the building principal. Parents are to be kept informed of their child's progress through

grade reports, personal contacts, letters, and parent-teacher conferences. Power School is also available for parents and students to view grades on the Southmont web site.

Academic Recognition and Awards

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

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

Arrival and Departure

New Market doors open for students at 7:45 AM on Monday, Tuesday, Thursday, & Friday. Wednesday doors open at 8:15 AM. Parents wishing to visit the classroom before school starts should check in at the office to ensure that the teacher is available. Advanced notice is appreciated because mornings are a very busy time.

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

ASBESTOS

ANNUAL AHERA NOTIFICATION South Montgomery Community School Corporation

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, South Montgomery Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress.

In the past year, the AHERA related activities conducted have been the periodic/6-month surveillances to maintain current information on the conditions of materials in our buildings, and response actions for maintenance, renovation and demolition of affected buildings. The periodic 6-month surveillances were conducted by ASTESCO Laboratory, Inc., and Indiana State accredited asbestos consulting firm. The reports for these activities are available at the Administration Building.

In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials, the AHERA 3-year re-inspection and the periodic/6-month surveillance of all building materials. The AHERA Management Plans are

available for public review at the Administration Office during normal working hours. A reasonable charge will be made for requested copies of the Management Plan(s).

Attendance

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

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

I. Classification of Absences

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

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

Work that is missed during an excused/documentated absence must be made up within the allotted timeframe – one day for each day of absence. It is the

responsibility of the student and/or parent to ask his/her teacher(s) for missed assignments; it is the responsibility of the teacher to check the work and give appropriate credit for the make-up work.

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

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

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

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

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

II. Disciplinary Actions for Excessive Absence

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

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

III. Additional Attendance Information

Below is additional information related to individual school buildings.

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

IV. Early Withdrawal and Tardy Policy

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

- Students who arrive between 7:45 AM and 8:15 AM and before 10:15 AM without a legitimate medical excuse will receive a “Tardy (T)”. Students who accumulate any tardies will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Students who leave between 1:10 and 3:10 without a legitimate medical excuse will be considered “Early Withdrawal (EW)”. Students who accumulate any early withdrawals will become ineligible for six weeks/semester/year attendance awards in the elementary and junior high school. **NOTE:** At Southmont High School, any student who misses more than 20 minutes of a class will be counted absent from that class.
- Parents are highly encouraged to schedule appointments for students after school hours as best as possible.
- Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below. These accumulations reset each six weeks.

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

Attendance Awards

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

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

Bad Weather Procedures, School Closings, Early Dismissal, & Delays

It may become necessary to close school due to extreme weather conditions or other unusual circumstances. When this happens, you will be notified through local radio and television stations. **DO NOT call the school as this ties up our phone lines and prevents us from making or receiving emergency calls.** Also, do not call school employees; they are not notified until after the media has been contacted. The media is contacted as soon as a decision has been made.

School may be dismissed early due to extreme weather conditions or other factors. The media will be notified if this is necessary. If it appears that there may be a chance that school will be dismissed early, please tune to the local radio or television stations. **Arrangements need to be made in advance in preparation for possible early dismissal so that all students will know where they are to go.**

If school is delayed, the same procedure as outlined above would be followed. If school is running on a two-hour delay, you should expect the bus to pick up students two hours later than normal. Slight changes may need to be made depending upon weather conditions. If the bus normally picks up students at a particular stop at 7:30 a.m., then you should expect those students to be picked up at 9:30 a.m.

Please make sure that the phone number and email on PowerSchool is up-to-date. SM CSC will send out an email and an electronic phone message to all families registered on PowerSchool.

If it becomes necessary to either dismiss school early, delay school or not have school because of bad weather, parents and students will be informed by the following:

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

Bike and Scooter Riders

A bike rack is located at the front entrance of the school. Students are expected to use the rack. Bikes cannot be left on the sidewalk or blocking the entrance to the school. Students should use proper bike and scooter riding rules and regulations and show courtesy and respect in regard to pedestrians. Once students have arrived at school, the bicycles and scooters are to be placed in the rack. For safety purposes students are asked to walk bikes and scooters while they are on school property and when crossing the street.

Birthday Treats/Parties/ Homemade Food Items

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

Parties may be held in the classroom with the help of the room parents for Fall, Christmas, Valentine's Day and any others at the discretion of the principal and classroom teacher. Celebration day may be held at the end of each month for the month's birthdays. There shall not be more than two per month (in accordance with the Corporation Wellness Policy). If you have something sent to your child for their birthday, please keep in mind that your child will not receive this gift until the end of the school day. Please keep in mind how your child will be able to get home with the gift on the bus. Balloons are discouraged from being taken on the bus. Parents often would like for their children to distribute private party invitations at school. This causes a problem when not all of the children in the class are invited. Please do not send private party invitations to school unless you are inviting the entire class.

Bullying

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

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

School corporation guidelines state that any type of bullying is strictly prohibited and will not be tolerated. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when

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

Bus Transportation

All students are expected to follow the SMCSC SCHOOL BUS RULES AND REGULATIONS (as listed below).

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

The bus driver may deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentleman or lady-like manner. The loss of privileges applies to all buses, not just the bus the student was riding at the time of the infraction. **Before riding a bus other than their assigned bus (or getting on or off at a different stop), students must have a written note from their parent and/or the school office. Please be sure to notify the office of any change in the normal routine, and include dates on all notes.**

Cafeteria Guidelines/Food Service Program

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

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

BREAKFAST

The breakfast program is an optional program only for those students who choose to eat breakfast at school, and is offered at no charge to students. Breakfast is served between 7:45 and 8:10 daily, with the exception of Wednesdays when breakfast will be served from 8:15 – 8:30. Please ensure that your child clearly understands whether or not he/she is to eat breakfast at school. Any student arriving at school after the tardy bell will not be able to eat breakfast at school that day, as the breakfast period will be over. The only exception to this is if a bus is late. Breakfast is NOT served on days which we have a 2-hour delay, so please make sure they have eaten before arriving.

COST

Lunch prices will be reviewed and approved by the school board in July (the following information is subject to change prior to the start of school.) Currently, the student lunch price is \$2.05 per meal, or \$0.40 for students receiving a reduced priced meal. Parents or other adults may eat lunch at school with their children, but we request that you notify the teacher or the office in advance so that the cafeteria may have an accurate count. An adult lunch price is \$2.95. At this time, student breakfast is free to all students. You will be updated if any of the prices have changed at registration. Adult breakfast price is \$1.95 and milk is \$0.40 per carton. (These prices are reviewed during the summer and are subject to change prior to the 2018-2019 school year) Please send payment for the full week on the first day of the week, as this is when lunch money is collected. Parents may wish to use our online system (MySchoolAccount) to add money to their children's accounts, information on which is available on our website at <http://www.southmontschools.org/food-services>. Students have an ID card that is used when purchasing any item from the cafeteria. Any amount of money may be added to the account. If you want to pay for an entire year in advance, you may do so. When an account balance becomes low, a notice will be sent home to notify the parent. According

to Board Policy, if an account accumulates a negative balance below \$25, the student may not be served a standard lunch, and instead, will be given an alternate lunch until the account is brought current. Parents will still be charged \$1.00 per lunch for the alternate selection (typically sun butter and jelly sandwich, milk, and fruit.) For this reason, it is very important that you keep the account balance in a positive status. If a student's ID card is lost or broken, a replacement fee of \$3 will be charged.

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

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

Our cafeteria is a place where Rockets will be nourished with the fuel they need and enjoy the company of friends in a respectful and responsible manner. This fuel will help us Be Ready for what comes next!

1. Students walk entering and exiting the cafeteria.
2. Students use kind words.
3. For safety reasons, students only eat their own food.
4. Students stay in their seat, facing forward until dismissed.
5. Rockets always clean up after themselves. Students raise their hand for help.
6. Rockets use a napkin and silverware.
7. Rockets know that food belongs in their mouth and never to be thrown or played with.
8. Rockets always treat cafeteria workers with respect.
9. Students use a quiet, indoor voice and speak to those near them.
10. Students keep their hands and feet to themselves.
11. When standing in line, students keep their hands to their sides, along with their lunchboxes.
12. Students throw all of their trash away.

Cell Phone Policy

Students are permitted to bring cell phones to school, but they **MUST** be turned off and in their bag/locker. These should only be used before and after school; not during school. If a cell phone is found to be in the possession of a student and/or turned on during the school day, it will be confiscated and turned into the principal. The principal will then notify the parent that the phone needs to be picked up in the office. The phone may not be returned to the student. If there is a second offense, the student will not be allowed to have a phone at school any longer. A third offense would likely result in suspension.

Communicating With Your School

Parent relationships and communication is important here at New Market, as in all South Montgomery schools. The South Montgomery Community School Corporation believes that the most effective education takes place when the home and the school work in a cooperative relationship. Students typically do much better, both academically and behaviorally, when the home reinforces what is presented at the school.

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

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

Computer Lab/Internet Use

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

Custodial Rights

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

D.A.R.E. Program

The Drug Abuse Resistance Education Program has emphasis to help students recognize and resist the many pressures that influence them to experiment with alcohol and drugs. It also focuses on feelings related to self-esteem, interpersonal and communications skills, decision making, and positive alternatives to drug abuse behavior. There is instruction on helping students become aware of the potential dangers in the misuse of

any drug, medicine, or other substance. Also, there is recognition of the need at this level to help students develop awareness that alcohol and tobacco are drugs.

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

Dress and Appearance

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

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

It should be noted that we have outdoor recess everyday unless it is extremely cold. Please see that your child dresses for the weather, this includes jackets and layered clothing. Items that should NOT be worn to school include:

- Those that advertise or promote alcohol, drugs, or tobacco
- Those with objectionable or suggestive wording, symbols, or pictures
- Those that are ripped, torn, dirty, or unsafe (this includes items that are too loose to fit properly)
- Short shorts or skirts, biker shorts, tube tops, midriffs, tank tops, mesh shirts, or other articles which do not properly cover. Shorts shall be the length of the fingertips when your child stretches their arms down to the side of their body.
- Hats, hoods, and/or sunglasses in the building
- Headbands with animal ears or other costume like extensions.
- No chains of any type will be allowed on clothing or on wallets
- Skate shoes or skates
- Piercing anywhere other than the ears
- Coats are not to be worn in the school building. Students may wear a sweater or sweatshirt if they think they are cold

Any other item that distracts or disrupts the educational process of the school (administration will make this determination)

Shorts may be worn from the beginning of the school year until Fall Break. Students may begin wearing shorts again after Spring Break.

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

Drugs, Alcohol, and Tobacco

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

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

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

eLearning

eLearning is learning utilizing electronic technologies to access educational curriculum outside of the traditional classroom. Southmont Schools’ Board, administration and staff believe that continuity of instruction in the event of the loss of an instructional day, due to weather or other circumstances, is a critical component to our students’ success. Therefore, our schools will provide the opportunity for students to interact with their teachers on days normally scheduled for make up in the corporation calendar through the use of personal devices, Google Classroom, email and other electronic and digital media to ensure uninterrupted instruction. For additional information on eLearning, please visit the following link on the Southmont Schools website:
<http://www.southmont.k12.in.us/elearning-days>

Extra Curricular Activities

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

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

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

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

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

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

Practices are closed – no one other than those participating in an extra-curricular activity (players and coaches) is to be present during practices.

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

Family Educational Rights and Privacy Act

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

Field Trips

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

All field trips will be announced ahead of time. Each student will take home a permission slip to be signed by a parent or guardian and must be returned before the trip. The field trip permission slip requires important medical information. Without this information, we cannot take a child away from school. Please do not disappoint your child by forgetting the permission slip. Unless the field trip is within walking distance of the school, students will ride a school bus. Parents who are interested in going as chaperones must discuss this with the classroom teacher prior to the trip as impromptu guests are hard to plan for and buses only hold so many passengers. The teacher will notify parents if chaperones are needed. There are times when chaperones are not needed, or only limited numbers are needed. Anyone attending field trips will need to have a background check done. Younger siblings are not to attend any field trip with a parent/guardian.

Emergency Drills

Fire and other emergency drills are conducted on a regular basis at New Market Elementary. Each room has posted the exit route for the students. All staff will instruct the students regarding specific procedures.

Criminal Gangs and Criminal Gang Activity

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

Definitions

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

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

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

Gymnasium

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

- Students will not engage in any unsafe activities.
- Students will not play football.

- Students will not play kickball.
- Students will only use basketballs and jump ropes.
- Students will split the gym: one side for basketballs and one side for running around.
- Students will not run or play on the bleachers.
- Students will keep all hands, feet, and other objects to themselves.
- At the end of recess, students will line up and immediately get quiet when the whistle blows.

Hazing

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

Homework

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

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.

- It is crucial that the corporation electronic devices that are taken home be returned to school daily and at least 80% charged. Students will be given 1 warning, then after that, a yellow slip will be sent home each time the electronic device does not come back or is not charged. After the third occurrence, it will be at the teacher and administration’s discretion as to when and if the device is allowed to go home for the remainder of the six week period.

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 20th 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 document 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.

A list of required school immunizations can be found on the School Health Services website at <http://www.doe.in.gov/student-services/health/immunizations>

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

New Market Elementary School Library is well stocked with books and magazines, and is designed to provide students with supplemental reading and references resources. Visiting the library and checking out books is a privilege extended to students that must be taken seriously. It is the responsibility of the student who checks out a book or (books) to return it (them) in the same condition and on time. Students who are in possession of a book that is list or damaged will be required to pay for the book and his/her library privileges will be suspended until the matter is resolved.

Lost and Found

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

Medication Guidelines

MEDICAL GUIDELINES

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. A student with a **temperature measuring 100°F** or greater will be sent home from school. It is the responsibility of the parent/guardian to make arrangements for their student's transportation home. The student must remain fever free for (24) twenty-four hours without the aid of over the counter medications before returning to school. Additionally, any student who has **vomited due to illness** must stay home from school. The student must be vomit free for (24) twenty-four hours before returning to school. Any student who has vomited while at

school or one a school sponsored field trip will be evaluated by the school nurse, or an accompanying teacher. If the student is believed to have an illness, that student will be required to leave school, or the school sponsored field trip. It will be the responsibility of the parent/guardian to arrange transportation for the student to get home. 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. 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.

Injury/Illness: When a child returns to school following a fracture, severe injury, prolonged illness, or medical procedure, parents must provide a doctor's note if activity restrictions apply. The doctor needs to specify the dates that the restrictions apply.

Food Allergies: If a child has a severe food allergy requiring Epinephrine, emergency medication orders must be signed by a student's health care provider each new school year. Any other food allergies must be reported to the school nurse. A written health care provider's statement must be submitted every year.

Asthma: If a child has asthma that requires medication at school, parents must complete an asthma health plan at the beginning of each school year.

Seizures: If a child has a seizure disorder or is prone to having seizures, parents must complete a seizure health plan at the beginning of each school year.

Diabetes: A diabetes management and treatment plan must be provided to the school by a student's health care provider at the beginning of each school year.

PLEASE CALL YOUR CHILD'S SCHOOL NURSE IF YOU HAVE QUESTIONS ABOUT AN ILLNESS OR SCHOOL POLICY RELATING TO ILLNESS.

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 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, and epipen)

It is the responsibility of students to report to the clinic or office for medication; however, students may be reminded from time to time.

An authorized 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.

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.

To comply with Indiana Law IC 34-4-16.5-3.5, only those medications or treatments that are necessary to maintain the student in school, and that must be given during school hours, will be administered. The school nurse is responsible for knowing the purpose, side effects, dosage, administration route, and time. Therefore, for purposes of this policy "medications" include all FDA approved medications. The school will administer prescription and over-the-counter (OTC) medications with these provisions:

- Prescription medication is in its original container labeled with date, student's name and dosage. The pharmacy label can serve as the written order of a practitioner. Medication will be stored in a locked area.
- Over-the-counter (OTC) medication is in manufacturer's original labeled package with ingredients listed and student's name affixed.

- Parent or guardian signs written instructions for any medication or treatment. All medications and treatments for an extended period will require a medication authorization form signed by a parent and physician on file.
- Self-administration of some types of medication may be allowed with physician's signed consent to self-administer. This medication must be registered with the school nurse. (Examples: inhalers for asthma, insulin)
- It is the responsibility of students to report to the clinic or office for medication. Elementary students may be reminded.
- A principal-designated employee may administer medication in the absence of the nurse. The employee is not liable for civil damages as a result of the administration except for gross negligence. (IC.34-30-14-2)
- Discontinued medication will be picked up by the parent and not sent home with the student. If the parent does not pick up the medication, the school nurse will appropriately dispose of the remainder.
- **For safety reasons, South Montgomery Schools require the parent/ guardian to hand deliver controlled medications to school. These include attention deficit medications and medications for pain management.**

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

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

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

Parent Teacher Organization (P.T.O.)

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

Parent Volunteers

New Market Elementary appreciates the dedication of parent volunteers and community volunteers. Volunteerism is an important part of a school which leads to educational success. Family involvement is strong and we hope to continue this relationship for years to come. Unfortunately, society has changed in many ways over the last several years. Those changes have required schools to operate in different ways and to re-evaluate many of their policies. One important difference is the required limited criminal history check completed for each individual chosen for employment with the school corporation. These checks also have to be made on volunteers. This is designed to ensure that those adults who are working with our students are properly chosen. Federal background checks now have to be done if a volunteer is working with students on a daily basis.

Physical Education

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

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

Physical Property

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

PBIS

PBIS is an acronym for Positive Behavior, Interventions, and Support. New Market uses PBIS to teach and encourage students to show their best behavior.

	Classroom	Cafeteria	Restroom	Hallway	Playground	Bus
Be Respectful	Use kind words and actions. Raise your hand. Keep eyes and ears on speaker. Use a soft voice. Be prepared. Be organized.	Use kind words and actions. Use manners. Be aware of personal space. Keep food on tray. Use a soft voice. Line up quietly.	Use kind words and actions. Keep restroom clean. Place trash in trash can.	Use kind words and actions. Listen to school personnel. Respect hallway displays. Quiet zone	Use kind words and actions. Share, take turns and include others. Keep playground clean. Be a good sport.	Use kind words and actions. Respect and listen to the driver. Respect others property. Use soft voices.
Be Responsible	Take care of your materials. Do your best work. Turn work in on time. Keep classroom clean. Ask for help.	Clean up after yourself. Eat your own food. Walk safely. Hands & lunchboxes to your side	Take turns. Flush and wash your hands. Use soap and paper towels efficiently. Report spills and accidents.	Keep your hands to yourself. Walk to all destinations. Stay on the right. Go straight to your destination.	Stay in designated area. Dress for the weather. Take care of equipment.	Keep aisle clean and backpack on your lap. Be thoughtful of personal space.
Be Trustworthy	Take pride in yourself/work. Be honest.	Follow safe procedures. Listen and follow directions.	Maintain privacy of self and others. Use a soft voice.	Be helpful when needed. Walk in a straight line.	Be honest. Follow all game rules. Line up quickly and quietly when the whistle blows. Listen to adults in charge.	Walk directly to bus. Remain seated. Keep your hands to yourself.

Outdoor Play

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

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

Please note the following rules for outdoor play:

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

Out- Of - School Suspension

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

Parent Right to Know Letter

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

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

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

Power School

Power School is a South Montgomery Community School Corporation's student data system. Parents have the opportunity, and are encouraged to check their child's grades, attendance, and more by logging into the system at

<http://powerschool.southmont.k12.in.us> (link can be found at SMCSC homepage). A unique username and password is assigned to each family and is distributed at registration. Students are also given access to the system to encourage ownership of their own progress and nurture independence and maturity. Parents are also encouraged to log-on and sign up for e-mail notifications and the school's daily bulletins. Questions regarding the system may be directed to the principal.

Related Support Services

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

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

Requesting Report Cards

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

Response to Intervention (RTI)

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

School Counseling Services

The Elementary School Counselor is available at New Market Elementary five days a week. The counselor works with individual students to help them explore their interests, concerns, or problems. If students need to talk with the counselor, they can either be referred, refer themselves, or leave the counselor a note. During the school year, the school counselor presents classroom guidance lessons in each classroom and offers small group counseling on various topics.

Speech and Hearing Therapy

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

Student Conduct

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

- Students will not be allowed to be insubordinate to any staff member.
- Students will not be permitted to use profanity or obscene gestures.
- Students will not fight or possess weapons or anything that could be used as a weapon.
- Students are not permitted to have in their possession, at school or during any school function, without the consent of someone on staff: radios, tape players or tapes, CD players or CDs, gambling devices, laser pointers, pagers, cellular phones, two-way radios or any items relating to drugs, alcohol, or tobacco

(including lighters and /or matches). Cell phones are to be turned off at all times. Inappropriate use of a cell phone in school will result in the phone being placed in the office. Parents will be called to pick up the cell phone.

- Students are not to sell, purchase, or trade items with other students while at school or school functions.
- Students will not chew gum or consume food, drink, or candy unless under the direct supervision of a staff member. Therefore, these items should not be brought to school unless prior approval has been obtained.
- Students will not yell or run inside the building.
- Students will not use language, gestures, or actions which show lack of respect for self and/or others including but not limited to lying, cheating, and stealing.
- Students will not engage in actions that could hurt themselves and/or others.
- Students will not possess pornographic material, drugs, tobacco, and/or alcohol.
- Students will not engage in hazing, bullying, or sexual harassment under any circumstances.
- Students will not engage in behavior not listed here but prohibited under the Indiana Administrative Code.

Appropriate consequences may include any of the following: verbal warning, written product, loss of privileges, in-school detention, after-school detention, corporal punishment, (reasonable corporal punishment is allowed under Indiana Common Law, In State Personnel Board v. Jackson, 192 N.E. 2d 740 ind. 1963 and Marlsbary v. state, 10 Ind. App. 21, 37 N.E. 558 1894) out-of -school suspension, removal from school sponsored transportation, referral to the juvenile court having jurisdiction over the student, written product, isolation, time out, time out room, parent contact, counseling referral, police report, and expulsion. Keep in mind that consequences may be repeated or not used at all. The goal is to use what is the most effective for each individual circumstance and student.

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

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

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

Category I

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

Category II

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

Category III

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

Southmont Schools have adopted a plan for the restraint and seclusion of students. The plan is available via our website under District Documents: Seclusion and Restraint, Policy 5630.01.

Student Insurance

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

Student Privacy, Parental Access and Directory Information

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

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close, family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, ministers, or physicians;
- Religious practices, affiliations or beliefs of the students or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

The Superintendent shall establish procedures whereby parents may inspect any materials used in conjunction with any such survey, analysis or evaluation.

Substance Abuse Policy

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

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

Disposition-First offense

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

Disposition-Second Offense:

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

Telephone Calls/Parent Phone Numbers

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

Tornado and Emergency Drills

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

Visitors

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

Weapons

No weapons (knives, firearms, etc.) or look a like weapons are to be brought to school for any reason, under any circumstances. This includes anything that resembles a weapon or

could be used as a weapon. If a student is found with a weapon of any type, suspension and/or expulsion may be initiated, and legal authorities contacted.