



# Southmont Junior High School

## 2008/2009

### MISSION STATEMENT

*Southmont Junior High School is a partnership of caring professional educators who are dedicated to helping all students become responsible citizens and achieve their highest academic excellence.*

SCHOOL PHONE NUMBER IS: 866-2023  
FAX NUMBER IS: 866-2045  
AFTER HOURS NUMBER: 866-2023

ADDRESS IS: 6460 US 231 South  
Crawfordsville, IN 47933

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



©2008 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883  
<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

## TABLE OF CONTENTS

Mission Statement.....	1	Guidance and Counseling.....	10
Parent Guardian Involvement.....	3	Honor Roll.....	10
Daily Schedule.....	3	Grading Scale.....	10
Arrival and Dismissal Procedures.....	3	Grade Periods and Reports.....	10
Student Attendance.....	3	Recognition.....	11
Excused/Documented.....	3	Insurance.....	11
Excused/Undocumented.....	4	Leaving School Grounds.....	11
Unexcused/Undocumented.....	4	Lockers.....	11
Tardy and Early Withdrawal Policy.....	5	Lost and Found.....	11
Procedure for Reporting Absence.....	5	Lunch and Cafeteria.....	11
Leaving School.....	6	Health/Wellness.....	11
Assignment Request.....	6	Physical Education Uniforms.....	12
Teaching the Three R's.....	6	Publications.....	12
Homework.....	6	Conduct Code/Discipline.....	12
Preparedness Policy.....	6	Student Discipline Policy.....	12
Consequences.....	6	Fighting.....	12
Detentions and Saturday School Dates & Times.....	6	Skiping Class.....	12
Book Bags/Water Bottles.....	6	Search and Seizure.....	12
Student Expectations for Positive Learning.....	7	Smoking/Tobacco Products.....	12
Student Responsibilities.....	7	Drug, Alcohol & Tobacco Testing Policy.....	13
Parent Responsibilities.....	7	Electronic Devices.....	13
Teacher Responsibilities.....	7	Honesty Code.....	13
Deliveries/Messages for Students.....	7	Discipline Procedures.....	13
Dress and Grooming.....	7	Harassment.....	13
Bullying.....	8	Examples of Major Offenses.....	13
Emergency Closing.....	8	Defined but Not Limited To.....	13
Clubs and School Organizations.....	8	Technology Use Policy.....	14
Student Council.....	8	Telephones.....	14
Junior National Honor Society.....	9	Textbook Rental.....	14
Junior Ambassadors.....	9	Transportation/Bus.....	14
Junior High (FFA).....	9	Rules for Buses.....	14
Family Career Community Leaders of America (FCCLA).....	9	Withdrawing From School.....	15
Just Say No.....	9	Work Permits.....	15
Emergency Drills.....	9	Athletics.....	15
Field Trips/Convocations.....	9	Insurance.....	15
Fund Raising.....	9	Physical Examinations.....	16
Hall Passes.....	9	Academics/Eligibility.....	16
Health Services.....	9	Athletes With a Detention.....	16
Health Needs.....	9	Southmont School Song.....	16
Illness During School.....	10	Behavior Code.....	16
Medication Policy.....	10	Student Privacy and Parental Access to Information.....	16
Health Screenings.....	10	Corporation Specific Handbook 2008-2009 Mission Statement.....	17
Immunizations.....	10	Communicating With Your School.....	17

# **FAMILIES ARE WELCOME AT SOUTHMONT JUNIOR HIGH SCHOOL**

Southmont Junior High School (SJHS) is very interested in making parents, guardians and families part of our school. Our school welcomes and invites involvement of everyone in our community. This quick introduction sheet shares information concerning the educational opportunities offered at SJHS.

Please call your child's team leader, your child's advisor, or the counselor to get involved with any of the ways Southmont Junior High School needs your help. Our school believes that **WE'RE ALL IN THIS TOGETHER!**

## **PARENT GUARDIAN INVOLVEMENT**

PAC (Parent Advisory Committee)—Our PAC plays a vital role in the life of our school. All members of our school community are urged to join this group to support the PAC's focus on students and their needs. Call the school if you need PAC phone numbers.

Southmont Junior High School parents/guardians are encouraged to come and visit. Please call ahead to make arrangements to visit. Please stop by the school office so we can greet you before you begin each visit.

## **DAILY SCHEDULE**

The main entrance doors will open each school morning at 7:30 a.m. Classes will begin at 8:15 a.m. and will be dismissed at 3:00 p.m. Students not involved in a planned, scheduled activity will be out of the building by 3:05 p.m. unless they are detained by a teacher or are waiting for a late pick up by parent/guardian. **The office will close each day at 4:00 p.m.**

## **ARRIVAL AND DISMISSAL PROCEDURES**

School begins at 8:15 a.m. and is dismissed at 3:00 p.m. Students will be counted as tardy if they are not in their advisory by 8:15 a.m. **Students are not to be dropped off at the school prior to 8:00 a.m.** Those students arriving by cars will unload at the main entrance by the junior high building. No cars are allowed in the bus-unloading zone. Your cooperation in these procedures will keep our bus zone safe and orderly. **SJHS cannot assume responsibility for students on school property before or after school unless attending a sponsored school event. Students are not to leave school property after morning arrival unless signed out by an adult.**

## **STUDENT 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 not only the responsibility of the student; it is also required of the student, the parent and/or guardian. Indiana attendance laws state: "A student is bound by the requirements of this chapter from the earlier of the date on which the student officially enrolls in a school or, ..., the beginning of the fall school term for the school year in which the student becomes seven (7) years of age...(this includes students in kindergarten and first grade who are not seven years of age if they are enrolled in school); therefore, any student enrolled in the South Montgomery School System, and their parents, are affected by Indiana Code. [IC 20-33-2-6] Additionally, it also states, "If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is requested." [IC 20-33-2-18] Therefore, if a doctor's note is requested by the school to verify absence, it must be given to the school. The law further states that it is "unlawful for a parent to fail to ensure that the parent's child attends school," [IC 33-2-7] except in circumstances outlined below. Southmont Junior High has, in coordination with the elementaries and the Senior High school, adopted the following policy.

Absences are categorized and defined in the following manner

### **EXCUSED/DOCUMENTED:**

These absences will be considered appropriate and excusable by the office personnel. While students' records will still reflect their absence from school, they will not result in disciplinary action by administration. These types of absences include (but may not be limited to):

1. Absences verified by a medical, dental or legal note (1/2 day only); a doctor's note must be returned with the child no later than 48 hours after the appointment
2. Extended absence due to a physical or mental impairment
3. Death and/or funeral of members of the household and/or immediate family; up to five (5) days will be allowed for any student for absence due to the death of father, mother, guardian, brother, sister, or grandparent; one (1) day of absence will be allowed due to the death of any other relative such as first cousin, aunt, uncle, nephew, or brother or sister-in-law
4. Religious instruction/holiday; the absence must be verified in advance and a note from the parent and religious leader must accompany the child upon his/her return
5. Court appearances verified by court documents; the absence must be verified in advance
6. Absences due to legislative page or election poll service; the absence must be verified in advance

7. Indiana State Fair exhibits (1 day only); the absence must be verified in advance
8. Participation in school-sponsored events
9. Out of school suspension
10. Other special circumstances approved by the administration

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

### **EXCUSED/UNDOCUMENTED:**

These absences are understandable but not necessarily condoned by administration. Students' records will reflect these absences and disciplinary action will be taken by the administration according to the chart below. These types of absences include (but may not be limited to):

Absences verified only by a parent phone call

Family Medical Emergency

Re-occurring cases of head lice

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

### **UNEXCUSED/UNDOCUMENTED:**

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

- A. Truancy (willfully absent from school)
- B. Absences where the parent has not called the school before 9:00 am
- C. Family or personal reasons (i.e. - car trouble, missing bus, etc.)
- D. No excusable reason
- E. Family vacations

Whenever a student is going on a family vacation or is going to be out of school for a reason other than unexpected illness for more than one day, the parent must contact the school principal. A student pre-arranged absence form must be obtained and completed. Written request must be made at least one week in advance of the absence.

Work that is missed for unexcused/undocumented absences must be made up within the allotted time frame – one day for each day of the absence. It is the responsibility of the student and/or parent to ask the teacher for missed assignments. Credit may be given at the discretion of the administration/teachers.



# OF UNDOCUMENTED ABSENCES	SCHOOL ACTION	PROBATION ACTION	DEPT. OF CHILD SERVICES ACTION	PROSECUTOR ACTION
1-3 in any 30 school days	Principal monitors; send attendance letter to parents at #3	None	None	None
4 in any 30 school days	Attendance Officer is notified by principal	None	None	None
5 in any 30 school days	Attendance Officer hand-delivers Superintendent letter to parents/child; copy sent to Probation, DCS, and Prosecutor	None	Letter sent to parents	
10 in any 90 school days	Principal and Attendance Officer continue to monitor	Formal inquiry conducted	Home visit conducted	None
11 in any 90 school days	Principal and Attendance Officer continue to monitor			Court summons will be issued

### **TARDY AND EARLY WITHDRAWAL POLICY**

The staff at Southmont Junior High believes that regular attendance and punctuality in arrival to school are vital to a student's educational success. We find, in education, that absenteeism and being tardy are the first signs of a potentially more serious problem in the student's educational development. Furthermore, the 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 withdrawal from the school day.

Students who arrive between 8:15 and 10:25 a.m. without a legitimate medical excuse will receive a "Tardy (T)". Students who accumulate any tardies will become ineligible for perfect attendance awards at the end of the six weeks/semester/year.

Students who leave between 1:10 and 3:00 p.m. without a legitimate medical excuse will be considered "Early Withdrawal (EW)". Students who accumulate any early withdraws will become ineligible for perfect attendance awards at the end of the six weeks/semester/year.

**Repeated tardies or early withdrawals are not considered appropriate and would be subject to discipline as listed below.**

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

### **PROCEDURE FOR REPORTING ABSENCE PLEASE CALL 866-2023**

Parent or legal guardians are required to call 866-2023 prior to 8:00 a.m. the day of the absence. We provide a voice recorder for your convenience. If calls are not received the day of the absence, the absence may be unexcused / undocumented.

A phone call will be required each day the student is absence unless prior arrangements have been made.

For all medical and dental appointments that must be scheduled during the school day, parent or guardians are required to call the school before 8:00 a.m. A parent or guardian must come to the office to sign the student out. A doctor's note must accompany the student upon his/her return to school for the absence to be excused. Students must report to the office upon return from such appointments for admit slips to class.

## **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.

## **ASSIGNMENT REQUEST**

Students who are absent for 3 days may request homework materials during the student absence. Textbooks and locker contents may be picked up upon request by parent. Students will have one day for each day of excused absence to make up work.

## **TEACHING THE THREE R'S RESPECT, RESPONSIBILITY, AND RESOURCEFULNESS**

"Every child should come to school already equipped with an established attitude of respect for adult authority, a practiced sense of responsibility, and talent for resourcefulness."

"A respectful child pays attention in class, is curious, participates in class discussions, looks for ways of doing more than just the minimum, obeys the rules, and learns, learns, learns."

"A teacher cannot instill a sense of responsibility in a child, he/she can only capitalize on what is already there."

A resourceful person is one who uses his or her "fullest capacity for finding, adapting, or inventing means of solving problems." School is a problem-solving environment. It stands to reason that the more resourceful a child is, the better a student he or she will also be." (Resound, John. *Ending the Homework Hassle*. 1990)

## **HOMEWORK**

Homework puts responsibility on the learner and gives students an extended opportunity to learn. Homework serves as a link to home. It gives parents an opportunity to reinforce learning. Team teachers coordinate homework assignments in an attempt to avoid over loading students on a given evening. Power School is available for parents to observe their students assignments and progress in the students classes. ROSE HULMAN'S HOMEWORK HOT LINE NUMBER : 1-877-ASK-ROSE.

## **PREPAREDNESS POLICY**

The PRIDE Book is a communication and organizational tool. It is imperative to the student's personal and academic success that parents and students communicate about school. Recording of assignments and class information is the student's responsibility. After reviewing the weekly assignment sheet, parents should sign this book on a weekly basis. If a signature is done in advance, a new signature will be required for the next week. Teachers may record grades in the back of the book, but grades are not required to be listed on a weekly basis. Each teacher will give a grade report the third week of each grading period.

If there is a reason for concern, please feel free to contact the school at 866-2023.

Failure on the student's part to comply with the above standards shall meet with the following consequences:

## **CONSEQUENCES**

During each grading period in a particular class, students will have homework assignments. If homework is not completed on time the student may have assigned a detention. If the student continues to come to class unprepared, then additional consequences will be utilized. Some of these consequences include but are not limited to: student and/or parent/guardian may be asked to attend a meeting with the student's teachers; referral to principals' office; assigned to Saturday School; in-school suspension; out of school suspension.

## **DETENTIONS AND SATURDAY SCHOOL DATES & TIMES**

A detention will start at 3:05 sharp. If a student is late, the student will be denied into the scheduled detention and sent to the office. A Saturday School may be assigned. The detention will end at 4:00. Students should be picked up at that time and not be left to roam the building.

A Saturday School will start at 8:00AM sharp. Students should enter the main junior high doors. If a student is late, the student will be denied into the scheduled Saturday School and sent home. Additional Saturday School may be assigned or possible suspension from school may occur. Saturday School will end at 11:00AM. Student should make arrangements to be picked up promptly at that time.

## **BOOK BAGS/WATER BOTTLES**

Book bags must remain in the students' lockers during the school day, until the last period of the day. Students are not to bring food or drinks from the cafeteria to the junior high school. Water is the only beverages permitted in the hallways or classrooms during the day, 7:30 a.m. – 3:00 p.m. No food or drinks are permitted in lockers, outside of a student lunch, brought from home. (Snacks for "Reading Workshop" must be taken to the English classroom upon arrival in the morning.)

## **STUDENT EXPECTATIONS FOR POSITIVE LEARNING**

A positive learning atmosphere should exist in the school at all times, and students will be expected to contribute by behaving responsibly. We believe that students, parents, and teachers should share in maintaining this productive environment so that students may reach their fullest potentials.

### **STUDENT RESPONSIBILITIES**

Students:

1. Will read this handbook and become familiar with school policies
2. Will be responsible for their behavior
3. Will be in their assigned areas with materials before the tardy bell rings, and will be dismissed by the classroom teacher.
4. Will show respect for themselves, classmates, and school personnel.
5. Will show respect for all property.
6. Will not be permitted to have food, candy, gum or drinks during the school day, unless approved and supervised by a faculty member.
7. Will bring PRIDE book to all classes.

### **PARENT RESPONSIBILITIES**

Parents:

1. Will read this handbook and become familiar with school policies.
2. Will make certain that students have necessary materials for each class.
3. Will return all school forms within the designated period of time.
4. Will initiate contact with teachers to communicate any concerns they may have.
5. Will provide an appropriate time and place for students to complete homework assignments (and check with the school for help programs that are available).

### **TEACHER RESPONSIBILITIES**

Teachers:

1. Will be consistent in explaining and enforcing school and classroom policies.
2. Will be positive examples.
3. Will use class time in an appropriate manner.
4. Will attempt to notify parents of a student not fulfilling expectations.
5. Will facilitate the student's educational development to the student's fullest potential.

### **DELIVERIES/MESSAGES FOR STUDENTS**

Dropping forgotten items off for students is highly discouraged. If an item is dropped off, the student needs to pickup the item at the front counter during passing period. This prevents interrupting class time.

Because telephone messages are disruptive to student and teachers, the school cannot accept or deliver messages to students except in case of an emergency. Should an emergency occur, messages will be delivered to student by principal or counselor.

### **DRESS AND GROOMING**

We are concerned about the personal appearance of our students. We expect to be the best junior high school in the state, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall not be worn. We expect students to wear normal school clothes and wear them in a normal manner.

Students whose appearance interferes with the educational process by drawing the undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be asked to change their clothing into something more appropriate or will be sent home. Simple guidelines for school-appropriate dress and personal appearance are:

1. Halter-tops are unacceptable. Bare midriff apparel is not to be worn. No see-through apparel, tank tops, or fish net garments are allowed.
2. Short shorts, short dresses, short skirts, and form-fitting attire that interfere with learning and the educational process will be addressed. Shorts and skirts must be at least finger tip length or greater when standing up straight with arms at side.
3. All shirts and blouses must have sleeves and cover the top of the shoulder and shall not reveal the chest or underarm areas or expose undergarments.

4. All pants and slacks must be worn **at the waist**. No undone belts will be allowed.
5. NO holes and/or tears allowed in any clothing worn during a school day or at junior high school events.
6. Coats, jackets, zipper sweatshirts, and outdoor attire are not permitted in classes and should be placed in lockers prior to entering the classroom. Students are advised to wear sweaters if they feel the need for additional warmth.
7. Hats, caps, sunglasses, and any other head coverings are not to be worn or carried in the building during the school day.
8. Shoes must be worn at all times. Discretion of administration should be used as to the appropriateness and safety of certain types of shoes.
9. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
10. Clothing that advertises, promotes, or glorifies the use of alcohol, tobacco, drugs, illegal substance or inappropriate messages are unacceptable.
11. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas are unacceptable.
12. Any apparel, jewelry, cosmetic, make-up, accessory, notebook, or manner of grooming which, by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or disruptive behavior is prohibited.
13. Spray painted or other drastic hair coloring or style is prohibited.
14. Body piercing that interferes with learning and the educational process may be inappropriate and will be addressed.

The school shares in the responsibilities of student dress and appearance with the parents and the individual student in the areas of health, safety, and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. If you are in doubt, your counselor can offer advice on this subject. We want our students to look attractive, but not dress in a manner as to attract undue attention.

## **BULLYING**

Bullying is "overt, repeated acts or gestures, including (1) verbal or written communications transmitted, (2) physical acts committed, or (3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." (IC20-33-9-0.2) School corporation guidelines state that any type of bullying is strictly prohibited and will not be tolerated. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Every student is encouraged and every staff member required to report any situation that they believe to be bullying behavior.

If an investigation by administrative staff members confirms an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action that may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials. Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited.

## **EMERGENCY CLOSING**

It may be necessary for the school to close because of weather conditions. Please do not contact the school or school officials. Listen to WCVL radio or television stations for information on school closings. Please discuss emergency plans with students in the event of emergency early dismissal from school.

## **CLUBS AND SCHOOL ORGANIZATIONS**

Clubs and school organizations will be formed as student interest develops. Past organizations have been Student Council, Junior High FFA, Family Career Community Leaders of America (FCCLA), Junior National Honor Society, Junior Ambassadors, and Junior High "Just Say No". Students should listen for intercom announcements concerning organizational meetings. Clubs will meet on Wednesdays during advisory.

## **STUDENT COUNCIL**

The Student Council consists of representatives in good standing from each advisory class elected by the students to represent them, speak for them, and to provide leadership for school activities. The purposes of this assembly are:

- A. To develop student initiative and responsibility,
- B. To develop attitudes of good citizenship,
- C. To provide a means for expressing student opinion,
- D. To promote school spirit and morale,
- E. To promote cooperation between the faculty and the student body.

## **JUNIOR NATIONAL HONOR SOCIETY**

The Junior National Honor Society endeavors to raise the standards of the Junior High School students. The five principals of the society are scholarship, leadership, character, service, and citizenship. The society membership is open to second semester 7th graders, and 8th graders. Candidates must have an average scholarship of 4.5 or above. He/she must then express a desire to be a member and then finally be elected to the society by vote of the faculty. Only those students who exemplify all the qualities of the organization will be considered for membership. Failure to maintain a 4.5 or above average at the end of any semester will be cause for a member's name to be removed from the membership roll. In addition, inappropriate behavior, and/or poor character display by a JNHS member may also cause for membership to be removed.

## **JUNIOR AMBASSADORS**

The Junior Ambassadors is a unique group of 8th grade students chosen to represent Southmont Junior High at special events for public relations purposes. Applications are made each fall and a selection committee will choose the group based upon the following criteria; personal appearance, poise, personality, and character. A "C" average must be maintained to be an active participant.

## **JUNIOR HIGH (FFA)**

The FFA organization emphasizes communication and leadership skills with opportunities to compete in various areas: Crops, Soils, Livestock, etc. Recreational activities such as camps, basketball, swimming, attending Purdue and Pacer basketball games are examples of the exciting opportunities available through FFA. Elected Student Officers will conduct monthly meetings during the activity period.

## **FAMILY CAREER COMMUNITY LEADERS OF AMERICA (FCCLA)**

This organization was formerly called Junior High FHA. Membership is open to any 7th and 8th grade student interested in the field of and activities of Home Economics. Junior High FCCLA offers leadership growth and development with attendance and involvement in local, district, and state activities.

## **JUST SAY NO**

"Just Say No" is a group of young students saying, "You can say no to drugs". They feel you do have a choice and the choice is each individual's to make.

## **EMERGENCY DRILLS**

As required by state law, there will be fire and severe weather drills periodically during the school year. The alarm signal will be an emergency buzzer in the corridor and through the intercom system. These drills are to acquaint students with quick, orderly movement to positions of safety in the event an actual emergency should exist.

## **FIELD TRIPS/CONVOICATIONS**

Various school groups and classes will conduct field trips/convocations throughout the school year. No student may accompany such a group off the school grounds without a signed field trip permission form and an emergency medical form on file in the office from his/her parents. Students not in good standing for the reasons of misconduct, misbehavior, or academic performance may be denied the opportunity to attend field trips/convocations. No student will be denied the opportunity to participate due to financial concerns or physical limitations.

## **FUND RAISING**

The junior high sponsors one fundraiser a year. The fundraiser usually is held the beginning of the school year. **Individual students shall not sell items or services for personal or commercial gain.**

## **HALL PASSES**

Permission to leave a class or study hall may be granted by the teacher in charge who fills out a hall pass.

## **HEALTH SERVICES**

### **HEALTH NEEDS**

- It is the responsibility of the parent/guardian and the student to keep the school informed regarding any health needs and concerns that may require special consideration in the student's activities or education program.
- If a health concern arises, a written statement from a medical doctor licensed to practice in the State of Indiana is required for the student's file. This statement should include a description of the problem and the consideration to be given by the school in directing the student's activities and educational program. The doctor's statement is good for the school year.

## ILLNESS DURING SCHOOL

- The student should have a pass from his/her teacher to visit the clinic, and is responsible to his/her classroom teacher for work due that hour. With minor illnesses, students will be allowed to rest in the clinic for one class hour unless they have received notification of attendance problems. The parent/guardian of each student should fill out an emergency health record that is kept in the nurse's office. **Under no circumstance should a student leave the school grounds without official permission from the school nurse or administration. An ill student is never allowed to go home without parental consent, or that of the person listed as the emergency contact. No student should call a parent to come to get him/her without first checking with the school nurse.** In case of acute illness or injury, every attempt will be made to contact the parent; EMS services will be activated if, in the judgment of the nurse or the administration, it is warranted.

## MEDICATION POLICY

- Only those medications that are necessary to maintain the student in school, and that which must be given during school hours, will be administered. The school will administer medication that have been prescribed for the student and are FDA-approved. The medications must be in the original labeled bottle with student's name and dosage. All medications must be brought to nurse's office. Controlled substances must be hand-delivered by the parent/guardian. Any medications to be taken over a long period of time must have a written authorization from parent and physician on file.
- Self-administration of inhalers for asthma and insulin may be allowed after being registered with the nurse
- It is the responsibility of the student to report to the clinic for medication at the required time.

## HEALTH SCREENINGS

- Screenings are mandated by the state. Vision screening is done in 8th grade, hearing screening in 7th and 10th grades.

## IMMUNIZATIONS

- Students enrolled in Indiana public schools must have proof of immunization on file or a current religious or medical objection. It is the responsibility of the parent to furnish this to the school upon enrollment. Our corporation allows a twenty-day waiver. If at the end of this time the records are not made available, or have not been updated, the student will be excluded until the records are produced.

## GUIDANCE AND COUNSELING

**Counseling:** Counseling services are offered to all students both individually and in groups. These services are designed to address the academic, social, emotional, and developmental needs of students.

**Coordination:** Counselors coordinate a variety of special programs within their schools. These may include registration, orientation and tutoring programs, long-term educational program planning, and guiding students in their prospective career choices and other decision-making for the future.

**Consultation:** An important part of the school counselor's role is consultation. Counselors may consult with parents, faculty, other school staff, and community agencies in order to best meet the individual needs of all students.

**Classroom Guidance:** Counselors conduct a variety of classroom guidance lessons throughout the year in order to provide students with information relevant to their needs or concerns. These lessons may include study skills, career exploration, decision-making skills, and future educational planning.

## HONOR ROLL

High Honor Roll distinction is reserved for students who receive all A's. Honor Roll distinction is reserved for students who receive all A's, B's.

## GRADING SCALE

The scholastic grading scale at SJHS is as follows:

GRADE SYSTEM	A: 90-100	C: 70-79
	B: 80-89	D: 60-69

## GRADE PERIODS AND REPORTS

PERIODS	END	DATE	GRADE CARDS ISSUED
1st	September	26	October 3
2nd	November	7	November 13
3rd	December	19	January 9, 2009
4th	February	13	February 20
5th	March	27	April 3
6th	May	21	May 29

## RECOGNITION

Recognition programs are held throughout the school year for all junior high students. The following awards are presented: Mini-Awards, Academic Awards, Honor Roll Awards, Student of the Month, T.A.L.L. Breakfast, and Athletic Awards.

## INSURANCE

Parents may purchase insurance for their child through the school. The plans that are available for school day, school activities, or a 24 hour plan. This also includes athletics for junior high age students. These insurance forms are available during book rental days or may be picked up in the main office. The school system does not carry any type of insurance on students.

## LEAVING SCHOOL GROUNDS

**Students leaving school premises without permission will be considered truant, their parents will be contacted and disciplinary action will be taken.**

## LOCKERS

Every student is assigned a locker in which school materials, book bags, and coats are to be kept. Combinations are changed on these lockers every summer. These lockers are provided for the student's convenience, yet they remain the property of the school. They are not to be misused in any way, including attaching any signs, tape, or marking on the outside or writing on the inside.

Indiana Code codified as section 25 IC 20-8.1 – 5. 1-1 states that:

- A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents.
- A principal may, in accordance with the rules of the governing body, search a student's locker and the contents of the locker at any time.
- A law enforcement agency having jurisdiction over the geographic area having a school facility containing a student's locker may:
  - (1) at the request of the school principal; and
  - (2) In accordance with rules of the governing body of the School Corporation; assist a school administrator in searching a student's locker and the locker's contents.

The school does not guarantee the safety of items kept in lockers. **DO NOT BRING LARGE SUMS OF MONEY OR VALUABLES TO SCHOOL. Students are not permitted to share or exchange lockers with any other student. Keep your locker LOCKED, and keep the combination a SECRET.** Students are not permitted to place a personal lock on any locker. Students will be held responsible for the contents of the locker they are assigned. The school does not assume responsibility for items presumed stolen or in any way missing from the locker. Report any locker operation difficulties or needed repairs to the office.

## LOST AND FOUND

Lost and found is located in the office. Students are responsible for their school clothing, equipment, and supplies. Students are reminded to bring nothing to Southmont Junior High School that does not have a school purpose. Anything of great value (sentimental or monetary) should not be brought to school. Articles which have been found should be taken to the main office. **Lost and found items are regularly taken to the Goodwill.** So encourage your child to check regularly.

## LUNCH AND CAFETERIA

A SCHOOL LUNCH PROGRAM WILL BE OFFERED TO ALL STUDENTS. Type A lunch, A la Carte, and Combination Lunch will be available. Students may also bring their lunch to school to be eaten in the cafeteria. Students must deposit money into their lunch account at the cafeteria and use their lunch cards.

The school staff supervises our cafeteria. There will no loud talking or horseplay in the cafeteria. The lunch supervisors are responsible for maintaining order in the lunchroom that may include:

- Rearranging seating to improve behavior
- Isolating disruptive students
- Allowing those tables who are quiet and cooperative to get in the lunch lines first.

Rules to be followed in our cafeteria are very simple. Each table has a maximum of 8 chairs to the table; students may not borrow chairs from another table.

## HEALTH/WELLNESS

In accordance with the SMSC Wellness Plan, and to insure a clean, safe, and healthy environment for the students, there will be NO GUM, CANDY, POP, or any other food/drink allowed by students anywhere in the building other than the cafeteria. (Special exceptions may be made by school staff during Advisory Period only, and not on a regular bases.)

## **PHYSICAL EDUCATION UNIFORMS**

All students must be in uniforms during physical education classes. Appropriate uniforms are sold in the PE class. The physical education teacher will mark all uniforms for identification.

## **PUBLICATIONS**

Southmont Junior High School has a yearbook, a pictorial account of the students and their activities. Students may or may not purchase a yearbook.

## **CONDUCT CODE/DISCIPLINE**

We ask that students act as young ladies and gentlemen. **Any teacher or staff member has the right and/or obligation to correct a student whenever it is necessary. Direct disobedience of a teacher's request or order will not be tolerated.**

The bus driver has instructions to report any cases of discipline to the principal's office. We hope that individual students will speak up and follow acceptable standards when actions of the group are questionable. All Southmont Junior High rules and regulations include, but are not limited to, Indiana Code 20-8.1-5.1-1 as enacted by the General Assembly of the State of Indiana. A copy of this law and amendments are available in the main office of Southmont Junior High School.

## **STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provision of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

- 1) **REMOVAL FROM CLASS OR ACTIVITY – TEACHER:** A teacher or aide will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- 2) **SUSPENSION FROM SCHOOL – PRINCIPAL:** A school principal (or Designee) may deny a student the right to attend school for a period of up to ten (10) school days or to take part in any school function for up to one (1) year.
- 3) **EXPULSION:** In accordance with the due process procedures, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

## **FIGHTING**

Definition – aggressive physical abuse. If overt aggression is identified with one student, the ensuing disciplinary assignment may affect one participant differently from the other. Fighting will result in suspension from school. Continued aggression may result in expulsion from school.

## **SKIPPING CLASS**

Skipping a class is considered truant and will result in an in-school-suspension.

## **SEARCH AND SEIZURE**

Desks and lockers are school property, and school authorities make regulations regarding their use. School officials may inspect desks, lockers, and personal effects when reasonable grounds exist. If a locker is jointly accessible to another student's locker being searched, that locker may be searched at the discretion of school officials.

Stolen items and items which are prohibited by law, board policy, or school authorities, may be removed and impounded, and the parents notified. If the student is not present during the search, he/she shall be informed, as soon as practical, of the action taken. This policy is enforced during the school day, on school buses, in school buildings and grounds, and extends to all school-sponsored and related activities including field trips and athletic and music trips, whether held before or after school, evenings, or weekends.

## **SMOKING/TOBACCO PRODUCTS**

Students are not permitted to bring, use, or be in possession of tobacco products in the building, on the school grounds, or at school functions held outside of school grounds. Law prohibits smoking on the school buses and students found to be in violation of this may be subject to legal citation. Offenders will receive a suspension from school.

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

The school corporation recognizes the health risks and dangers associated with the use of possession of unlawful drugs, alcohol, and/or tobacco products. Drug, alcohol, and tobacco abuse in the school is a threat to the safety and health of students, faculty, and staff.

The Board of School Trustees encourages all students to participate in extra-curricular programs of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and the physical conditions of eligibility. One such condition shall be agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the testing program. The program will be applied to all junior high and senior high school students (7-12), male and female, who participate in athletics, extra-curricular activities, and student drivers.

In addition to those students who choose to participate in extra-curricular programs of the school, the school will test any student who volunteers to participate in the program. Such students and their parents must provide the school with their consent to participate in writing.

It is mandatory that each student who participates in the extra-curricular programs, athletics, or identified as a driver must sign and return a "consent form" prior to participation in any activity.

## **ELECTRONIC DEVICES**

NO electronic devices (cellular phones, laser pens, beepers, electronic games, radios, M3 players, CD players, etc.) are permitted during school hours. Such devices must be turned off and placed in students' lockers during school hours, 8:15 a.m. to 3:00 p.m. If student does not follow these guidelines a teacher and/or administrator may confiscate the device for the remainder of the year.

## **HONESTY CODE**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately. Further incidents of cheating could result in a suspension from school.

## **DISCIPLINE PROCEDURES**

"The School Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the Corporation's disciplinary procedure." A student who has committed a disciplinary infraction will be afforded due process in proportion to the disciplinary action taken by school officials.

## **HARASSMENT**

SEXUAL/Ethnic/Religious/Disability: Verbal/Nonverbal/Physical: Written or oral innuendoes, comments, jokes insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, and/or disabilities. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation by refusing to have any form of social interaction with the person as a consequence of such person's gender, national origin, religious beliefs, and/or disabilities. If a complaint is made and the investigation reveals that the complaint is valid, then prompt, appropriate remedial and /or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

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

The following examples may result in a student receiving a detention, Saturday school, in-school suspension, out of school suspension, placement at the Alternative School, or expulsion proceeding to begin.

- 1) Use, possession, and/or dispensing of tobacco, alcohol, illegal drugs, look a like drugs, and/or any substance injected, ingested, or inhaled that would impair or harm the human body. This includes being in a restroom stall with above-mentioned items.
- 2) Fighting or provoking violence by gesture or word.
- 3) Repeated acts of forgery or alteration of school forms, such as passes, parent's notes, or medical/legal notes.
- 4) Permanent removal from class because of behavior.
- 5) Insubordination or staff disrespect.
- 6) Possession of stolen goods, drug paraphernalia or any item that might be injurious to others. Possession of a handgun, firearm, or any deadly weapon on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers.
- 7) Any act covered under Public Law 218, with the provision of double major being assessed in lieu of expulsion.
- 8) Gambling on school premises or at school activities.
- 9) Obscene acts, behavior, language, or dress that is deemed offensive to other students or staff.
- 10) Bringing, possessing, drawing, dealing in pornography.
- 11) An offense necessitating suspension from school (major disciplinary problem).
- 12) Violating any federal law, state law or ordinance, which occurs in relation to the school.

- 13) Pulling the fire alarm.
- 14) Truancy – Absent without parental permission, or leaving the building without permission. Any absence not verified with 48 hours by the parent is considered truancy.
- 15) Inappropriate affection while on school grounds. (This includes kissing, hugging, and petting.)
- 16) Corridor disruption.
- 17) Excessive tardies.
- 18) The possession of electronic devices.
- 19) Harassment
- 20) Theft or attempted theft.

## **TECHNOLOGY USE POLICY**

Any misuse of technology in school will result in suspension of privileges and possible disciplinary action. Misuse shall include, but not be limited to:

1. Intentional violations of copyright law.
2. Disrupting the operation of technology through abuse of hardware or software, including the intentional introduction of software viruses.
3. Malicious use of technology through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
4. Unauthorized use of technology.
5. No one may use another person's password to enter, copy, alter, or tamper with computer files and setup. Any student caught using another student's pass code can lose computer privileges at Southmont Junior High School.
6. Students may not bring unauthorized software or disks into the school building without the computer coordinator's approval and a virus check.
7. No student may tamper with the setup on school computers, intentionally introduce a software virus, or take equipment that has not been assigned to him/her.
8. Food drinks, or chewing gum around the school's computer technology equipment is prohibited.
9. Anyone witnessing the violation of any of the above provisions is expected to report the violation to the appropriate administrator.

## **TELEPHONES**

Students are not allowed to use the telephone during the day without a pass from a staff member. The office phone is for school business only. The school believes that telephone messages resulting in the notification of students are disruptive and can be handled at a time other than the school day. **Students will not be called to the office to receive a telephone call except in case of an emergency. If so, the call will be forwarded to the principal and/or counselor for consideration.**

## **TEXTBOOK RENTAL**

Most textbooks will be furnished to the students on a rental basis. Information is published concerning costs of book rental or purchase and payment procedures.

Rental textbooks enable students to have books at the beginning of school at great savings. The rental price of a textbook is one-fifth or less of the retail price of the book.

Students will be held responsible for any undue wear and tear on the textbooks issued to them. If books are damaged excessively or misplaced, the student may expect to pay a fine at the end of the year. Financial obligations not paid by the last day of the school year will be added to the following year's book rental fees.

## **TRANSPORTATION/BUS**

Bus students will ride their assigned buses to and from school unless given permission from the administration to do otherwise. The safety and welfare of all South Montgomery students are matters of great concern to all of us. Riding the school bus is a privilege, and we hope you will help us insure a safe transportation program.

### **RULES FOR BUSES**

1. Always obey the driver promptly and respectfully.
2. Be seated promptly and stay in assigned seat.
3. Keep all books and materials on your lap or contained in pack or bag.
4. Be courteous and do not use profane language.
5. Speak in low tones

6. Pushing, shoving, scuffling or engaging in horseplay is not allowed.
7. Keep all belongings including head, hair, hands, and feet inside the bus and to yourself.
8. Smoking is prohibited.
9. Fighting is prohibited.
10. Throwing objects inside or outside the bus is not allowed.
11. Eating or drinking on the bus is not allowed.
12. Treat bus seats and equipment with care and respect.
13. Keep the bus clean and orderly.

*Both parents and students are responsible for conduct at the bus stop, from home to the bus stop, and from the bus stop to home. Conduct, which interferes with safety, may result in loss of the privilege of riding the bus. Drivers have been instructed to report incidents of misbehavior to the principal or assistant principals, and the parents by use of a discipline slip.*

## **WITHDRAWING FROM SCHOOL**

If a student must withdraw from school, he/she should:

1. Bring a letter of intent to withdraw from the parent or guardian to the counselor, stating date of withdrawal and giving a forwarding address at least 2 days before the last day of attendance.
2. Receive appropriate forms and instructions.
3. Return completed forms to the counselor before the end of the last day of attendance.
4. Meet all financial obligations before transcripts will be forwarded.

## **WORK PERMITS**

Indiana law requires a work permit for employment of those less than eighteen (18) years old. A verification of age (birth certificate, baptismal record, etc. and a "State Intention to Employ" form number 896, filled out by the employer, are required to obtain the permit. The office handles work permits.

## **ATHLETICS**

The Southmont Junior High School Athletic Department would like to extend an invitation to all students to participate in the many athletic programs offered. The following programs will be available to students for the 2007-2008 school year.

<u><b>FALL</b></u>	<u><b>WINTER</b></u>	<u><b>SPRING</b></u>
Boys' Cross Country	Boys' Basketball	Boys' Track
Girls' Cross Country	Girls' Basketball	Girls' Track
Boys' Football	Cheerleading	Girls' Tennis
Boys' Tennis	Boys' Swimming	Golf
Cheerleading	Girls' Swimming	
Soccer	Boys' Wrestling	

## **INSURANCE**

Southmont Junior High School administrators, coaches, and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sports. Due to the nature of athletic activity, injuries may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Although not required parents should have insurance on their child while at school and participating in school related activities such as athletics. Parents are required to have an insurance policy to cover athletic injuries and the cost of treatment. Contact the Athletic Department for information about insurance plans, which can be purchased by parents through the school to supplement your family medical policy. **IT SHOULD BE NOTED THAT NEITHER SOUTHMONT JUNIOR HIGH SCHOOL OR SOUTH MONTGOMERY COMMUNITY SCHOOL CORPORATION CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

## PHYSICAL EXAMINATIONS

Students desiring to participate in athletics must undergo a physical examination performed by a licensed medical doctor prior to the first practice or tryout session of any sort. The physical form, which must be signed by a medical doctor, may be obtained from the athletic office. **The doctor's signature must be dated May 1, 2009 or later** for the current school year to be valid. One examination is sufficient for the entire school year and any summer camp that requires a physical.

## ACADEMICS/ELIGIBILITY

**STUDENTS MUST MAINTAIN PASSING GRADES IN ORDER TO PARTICIPATE ON SMJHS ATHLETIC TEAMS, Choirs, Bands, and any other competitive teams/clubs representing Southmont Junior High School.** Students are academically eligible if they are passing all classes. However, on the day report cards are released, if the student fails ONE class, starting that day for 3 weeks the student is ineligible to participate in the team sport, but may practice. After 3 weeks the student's grades are reviewed, if passing all classes the student may participate in the team sport. If the student fails in TWO classes, the student is ineligible to participate in the team sport. The coach may choose whether or not the ineligible athlete continues to practice with the team. When the new six week's grades are posted and become available to the student, grades are reviewed for eligibility. If he/she is passing all classes the student may participate in the team sport beginning on the day report cards are released.

At the end of the first semester, both 6 weeks and semester grades determine eligibility. For students entering 8th grade, fall sports eligibility is decided using second semester and final 6 weeks grades.

If a student becomes academically ineligible during the last grading period, he/she may be given the opportunity to earn eligibility by attending jump start during the summer if offered. A form must be signed by the parent and student stating that they will be in attendance 90% of the required days. The student must be on time for each daily session. If the student fails to comply with the requirements, the ineligibility status will take precedent for the fall of the new school year.

At Southmont Junior High School, **students are scholars first, and athletes second.** If a coach of a specific sport at SMJHS has a higher standard for academic eligibility than stated above, that standard takes precedence.

## ATHLETES WITH A DETENTION

If a student is participating in any sport and earns a detention, the student must attend their detention before participating in their sport. They may not re-schedule their detention. If they have practice, they must go to detention first, and then join the practice at 4:15. If they have a game and the bus is leaving before the detention is out, they must find another ride to the event. The coach will still allow them to play as long as they did their assigned detention. If the student fails to show up for the detention and rides the bus to the game, the student will not be allow to play.

## SOUTHMONT SCHOOL SONG

Hail! Hail to Southmont High School  
Cheer on that Mountie name  
Proudly our colors flying  
Scarlet and Gray.  
Fight! Fight you valiant heroes.  
Bring home a victory Mounties.  
Hail! Hail to Southmont High School  
Onward now to fame.

## BEHAVIOR CODE

All rules regarding behavior and training rules as outlined by the South Montgomery Community Schools Training Policies, coach, school, and athletic handbooks, and I.H.S.A.A. Interschool guidelines for Middle Schools shall be applied. Violation of these policies may lead to athletic probation or suspension from athletics for up to one year. All rules apply in or out of athletic season (365 days)

## STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;

- E. critical appraisals of other individuals with whom respondents have close, family relationships;
- F. legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, or minister;
- G. religious practices, affiliations or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility of participation in a program or for receiving financial assistance under such a program.)

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

20 U.S.C. 1232(a)(b)(g)(h)

I.C. 20-10.1-4-15

## **SOUTH MONTGOMERY COMMUNITY SCHOOL CORPORATION**

### **CORPORATION SPECIFIC HANDBOOK 2008-2009**

#### **MISSION STATEMENT**

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

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

The South Montgomery Community School Corporation believes that the most effective education takes place when the home and school work in a cooperative relationship. Students typically do much better, both academically and behaviorally, when the home reinforces what is presented at the school. There are times, however, when you might disagree with some action taken by the school, and you would like to explain your concern to the appropriate people. The following are the suggested steps you should take:

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

***Students, their parents, and employees of the South Montgomery Board of Education are hereby notified this school does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, vocational programs, or activities as set forth in the Title IX, Title VI and Section 504. Any inquiries may be directed to the coordinator, Eric W. Brewer, South Montgomery Board of Education, PO Box 8, New Market, Indiana 47965. Telephone number is (765) 866-0203.***