

# Southport 6th Grade Academy

## 2022 - 2023

5715 S. Keystone Avenue  
Indianapolis, IN 46227  
Phone (317) 789-1400  
Fax (317) 780-4401  
[www.perryschools.org/sa](http://www.perryschools.org/sa)

Follow us on Twitter @Southport6th  
Youtube: Southport 6<sup>th</sup> Grade Academy

### THIS STUDENT HANDBOOK BELONGS TO:

Name \_\_\_\_\_

Team \_\_\_\_\_ Advisory \_\_\_\_\_ Locker # \_\_\_\_\_

Bus Number \_\_\_\_\_ Row \_\_\_\_\_ Bus Slot \_\_\_\_\_

1:1 Device Number \_\_\_\_\_ Log in ID # \_\_\_\_\_ Lunch #/Password # \_\_\_\_\_

### PERRY TOWNSHIP SCHOOLS

**“EMPOWERING STUDENTS TO GROW ACADEMICALLY,  
SOCIALY & BEHAVIORALLY”**

### Perry Township Schools Mission Statement

The mission of Perry Township Schools is to provide educational opportunities that create a desire for lifelong learning that inspires all students to maximize their academic success.



## **AGENDA - WHY DO WE ISSUE ONE TO EACH STUDENT?**

This School Agenda has been designed to help you manage your time and plan your day so that you can take an active part in controlling your academic achievement.

Southport Academy Staff expects every student to:

- **Bring the agenda to school every day, all classes, and home each evening.**
- **Keep all pages in the agenda without folding them. Refrain from writing on the covers.**
- **Purchase a new one if the agenda is lost, stolen, or damaged.**

Teachers will expect students to:

- **Record assignments in their agendas (may be checked).**
- **Be aware of exactly what the teacher expects and when it is due.**

Everyone can be successful at Southport Academy.

- **Attend regularly, come prepared to learn, and complete your homework.**
- **Listen to adults the first time, without question, and without comment.**

## **ADMINISTRATIVE MESSAGE**

We would like to welcome you to the 2022 - 2023 school year. We anticipate this year to be one of the most exciting and productive years you have ever had in your educational career. The Student Handbook was developed for your convenience and is an excellent reference. Although it does not contain everything about Southport Academy, it is an excellent guide for information on a wide range of topics.

Students, Southport Academy is **your** school. Adults are here to lead and facilitate your learning while assisting you with decisions that impact the school climate. We encourage you to become involved in the activities at your school. Your participation in a variety of activities will make your experiences at SA more worthwhile. Parents, rarely do students maximize their learning potential when the school and home do not work closely together. The SA staff is committed to working with you to help your child's experiences at Southport Academy be positive and academically rewarding. You are encouraged to promptly communicate with SA staff when you have a question or concern, so we can work together to address the situation. We look forward to sharing the 2022 - 2023 school year with you.

## **PROMOTING SUCCESS: HOME – SCHOOL COMMUNICATION**

A student's success depends not only upon his/her own efforts, but also upon school and home working together, supporting each other. The key to effective efforts on the part of home and school is communication. However, because academy school students have more teachers each day compared to elementary school, communication sometimes lapses when it doesn't need to. Below are effective ways for parents to promote school and personal success in their children, including communication recommendations.

1. For individual classes, always contact that teacher first. Each teacher has a direct telephone line with voicemail and an e-mail account. (First initial, last name, then @perryschools.org).
2. Southport Academy's weekly newsletter, The Cardinal Connection, sent by ParentSquare each Friday.
3. Check ParentSquare for messages and assignments from teachers.
4. Check Skyward weekly for grades.
5. Follow us on Twitter @Southport6th.
6. Watch the student produced announcements on youtube.
7. Have your child ask his or her teacher to initial the assignments written in the Agenda each day.
8. Set up a time to visit your child's class(es).
9. Call one of the school counselors, Mrs. Shively at 317-789-1461 or Mrs. Ralston at 317-789-1404, to schedule a conference with his/her teachers.
10. Use specific short-term (daily) consequences/rewards to encourage your child's responsibility.
11. Use logical consequences. (i.e. they lose their materials - they earn the money to pay for new ones.)

Below are step-by-step instructions to navigate your way through the different on-line resources.

## Canvas

**Parents will need to create an account if this is the first-time logging in.**

Please visit the site below for more instructions:

<http://www.perryschools.org/for-parents/technology-resources/canvas-parent-access/>

**Once you have created an account, you can follow these steps:**

Go to [www.perryschools.org](http://www.perryschools.org)

Click the Canvas logo (red circle) in the upper right corner of the home page.

Once into the site, you will see the "Dashboard". This view shows you each course your student is enrolled in.

Click a class to visit the teacher's page.

Each teacher's page will be different, but should have a list of student expectations, tasks, assignments, and contact information.

The left side of the screen is the navigation bar. Here you will find quick links to items such as assignments, announcements, and modules.

To visit another course, click "Dashboard" on the far-left hand side of the screen. This will take you back to the view of all courses.

## E-Funds

Go to [perryschools.org](http://perryschools.org)

Click in the **blue** header titled **For Parents**

Click on **Technology Resources**

Click on **e-funds**

**Follow those directions to create or log-in to your account.**

## Skyward

Go to [perryschools.org](http://perryschools.org)

Click on the **blue** header titled **For Parents**

Click on **Technology Resources**

Click on **Skyward Parent Portal**

**Follow those directions to create or log-in to your account.**

## Update Contact Information

Click on **Student Information** (second selection on the left)

Click on **Request Change(s) to my Child's Information**

Click on the appropriate request change box to the right

Make changes and click **save**

## Gradebook

Click on **Gradebook** (third selection on the left)

Click on **underlined grade** to see the assignments that make up that grade

**E-mail Notifications of attendance, grades, and/or missing assignments**

Click on **Email Notifications** (fourth from bottom on the left)

Click on **Change my Notifications**

Check appropriate boxes

Click **Save**

## Student Square

Go to [www.perryschools.org](http://www.perryschools.org)

Click the Parent Square logo (multicolored square) in the upper right corner of the home page.

This will prompt you to login. Sign in with your Google login.

Once into the site, you will see a "newsfeed". This shows you what your teachers, administrators, or coaches have created.

You can comment directly on the post. This comment will be private to just you and the creator.

To check or see direct messages, look on the far-left hand side of the homepage.

There is a “messages” option under the Communication tab. Once you click “messages” you are able to read, send, or reply to any of your teachers, administrators, or coaches.

On the upper far right side of the screen you should see your name. If you click here you will be given a dropdown menu with settings. This is where you can change your notification settings.

### **Parent Square**

***Before creating an account, make sure your address in Skyward is correct.***

Go to [www.perryschools.org](http://www.perryschools.org)

Click the Parent Square logo (multicolored square) in the upper right corner of the home page.

This will prompt you to login. You will use the email address that is listed in Skyward.

Once into the site, you will see a “newsfeed”. This shows you all the posts your child’s teachers, administrators, or coaches have created. You can comment directly on the post. This comment will be private to just you and the creator.

To check or see direct messages, look on the far-left hand side of the homepage. There is a “messages” option under the Communication tab. Once you click “messages” you are able to read, send, or reply to any of the teachers, administrators, or coaches that work with your child.

On the upper far right side of the screen you should see your name. If you click here you will be given a dropdown menu with settings. This is where you can change your notification settings.

## **CONTACTING A SOUTHPORT ACADEMY STAFF MEMBER**

During the school day, incoming calls to staff members will be transferred to their voicemail. If you leave a voicemail, all staff members will make every effort to return your call within 24-48 hours. However, please be understanding if there are circumstances that lengthen the time it takes to have your call returned.

If you are attempting to contact a staff member and are not receiving responses to voicemails or emails, please contact the principal or assistant principal through our front office (317-789-1400) and we will be glad to assist.

### **STAFF CONTACT INFORMATION**

<b>Staff Member</b>	<b>Position</b>	<b>Phone</b>	<b>E-Mail</b>
Jason Wiesmann	Principal	317- 789-1400	<a href="mailto:jwiesmann@perryschools.org">jwiesmann@perryschools.org</a>
Stacy O’Brien	Assistant Principal	317-789-1400	<a href="mailto:sobrien@perryschools.org">sobrien@perryschools.org</a>
Patty Hagenmaier	Administrative Assistant	317-789-1421	<a href="mailto:phagenmaier@perryschools.org">phagenmaier@perryschools.org</a>
Angie Van Velse	Treasurer	317-789-1422	<a href="mailto:avanvelse@perryschools.org">avanvelse@perryschools.org</a>
Sheri Hood	Student Services Secretary	317-789-1462	<a href="mailto:shood@perryschools.org">shood@perryschools.org</a>
Brianne Shively	School Counselor (A-L)	317-789-1461	<a href="mailto:bshively@perryschools.org">bshively@perryschools.org</a>
Wendy Ralston	School Counselor (M-Z)	317-789-1404	<a href="mailto:wralston@perryschools.org">wralston@perryschools.org</a>
Sheri Hood	Attendance	317-789-1402	<a href="mailto:shood@perryschools.org">shood@perryschools.org</a>
Chandra Davis	Clinic	317-789-1441	<a href="mailto:cdavis@perryschools.org">cdavis@perryschools.org</a>

Jennifer Wilson	Cafeteria Manager	317-789-1445	jwilson@perryschools.org
_____	Math/Science	317-789-_____	_____@perryschools.org
_____	LA/SS	317-789-_____	_____@perryschools.org
_____	Discovery/Music/Intervention	317-789-_____	_____@perryschools.org
Amanda Haberlin	Girls' Physical Education	317-789-1410	ahaberlin@perryschools.org
Kory Scaringe	Boys' Physical Education	317-789-1409	kpscaringe@perryschools.org
Jennifer Bastien	Art	317-789-1486	jbastien@perryschools.org
Lorena Lopez	World Cultures & Languages	317-789-1476	llopezservin@perryschools.org
Kathryn Kratoska	Project Lead the Way	317-789-1457	kkratoska@perryschools.org

## CLOSINGS AND DELAYS

In the event of a delay or closing due to unforeseen circumstances (weather and emergencies), the superintendent will notify every family by telephone through our ParentSquare system. FOR THIS SYSTEM TO BE EFFECTIVE, PARENTS NEED TO KEEP THEIR CONTACT INFORMATION UP TO DATE WITH THE SCHOOL.

## STUDENT TELEPHONE USE

Students will be permitted to use the office telephone for **EMERGENCY** purposes only. Under no circumstance are students to use their personal phones or classroom phones during the school day. Students will not be called out of class to use the phone unless it is an emergency. We **do not** consider forgotten things like: lunch money, books, homework, other school supplies, or staying after school or going home with a friend an emergency. Students must have permission to use the telephone in student services or the main office. Students are to have made prior arrangements for pick up for all after-school activities.

## 2022 - 2023 SCHOOL CALENDAR

### FIRST SEMESTER

July 25, 2022 .....	(Monday)	Professional Meeting Day (No Students)
July 26 .....	(Tuesday)	Professional Day (No Students)
July 27 .....	(Wednesday)	Students' First Day
September 5.....	(Monday)	Labor Day Holiday
September 30 .....	(Friday)	End of Grading Period (47 days)
October 10-21 .....	(Monday - Friday)	Intersession/Two-Week Break
October 24.....	(Monday)	School Reconvenes
November 23-25.....	(Wednesday-Friday)	Thanksgiving Holiday
December 21 .....	(Wednesday)	Last Student Day before Break
		End Grading Period (45 days)
		End of 1st Semester (92 days)
December 22 .....	(Thursday)	½ day Teacher Record Day

December 23 – January 4, 2023 (Friday - Wednesday)

Winter Break

**SECOND SEMESTER**

January 5, 2023..... (Thursday)

School Reconvenes

January 16..... (Monday)

Martin Luther King, Jr. Holiday –  
A Snow Make-Up Day If Needed

February 20..... (Monday)

Presidents’ Day Holiday–A Snow Make-Up Day

March 10..... (Friday)

End of Grading Period (45 days)

March 20 – March 31 ..... (Monday-Friday)

Intersession/Two-Week Break

April 10..... (Monday)

School Reconvenes

May 24 ..... (Wednesday)

Last Student Day

End of Grading Period (43 days)

End 2nd Semester (88 Days)

May 25 ..... (Thursday)

½ Day Teacher Record Day

A Snow Make-Up Day If Needed

**IMPORTANT SCHOOL EVENTS**

**PICTURES**

Wednesday, July 20<sup>st</sup> (During Student Orientation)

Friday, July 29<sup>th</sup> (During Lunch: students who did not attend orientation)

Friday, September 9<sup>th</sup> (During Lunch: Picture re-takes for students new or absent)

Friday, February 3<sup>rd</sup> (Group Yearbook Pictures)

Thursday, April 20<sup>th</sup> (During Students Class: Spring Pictures)

**BACK TO SCHOOL NIGHT**

Wednesday, August 3, 2022 - 6:30 p.m.

**HEARING SCREENING**

To be determined

(New students to Perry Township)

**VISION SCREENING**

Friday, August 12, 2022

**FAMILY ENGAGEMENT NIGHT**

Wednesday, October 26, 2022 – 6:30 p.m.

Wednesday, April 12, 2023 – 6:30 p.m.

**GRANDPARENTS DAY**

Friday, November 11, 2022

**VETERAN’S DAY CELEBRATION**

Friday, November 11, 2022

**BAND DRESS REHEARSALS/PERFORMANCES**

Dress Rehearsals

Tuesday, November 29, 2022 & Tuesday May 16<sup>th</sup> (pick up time 4:30 p.m.)

Performance

Thursday, December 1, 2022 & Thursday, May 18<sup>th</sup> 2023 - 5:30 p.m.

Friday, February 10, 2023– Guest Artist Jeff Hamilton

Saturday, May 20, 2023 – Kings Island Trip

### **CHOIR PERFORMANCES**

Thursday, November 11, 2021 – 6:30 p.m.

Thursday, May 12, 2022 – 6:30 p.m.

### **ORCHESTRA DRESS REHEARSALS/PERFORMANCES**

#### Dress Rehearsals

Thursday, December 8, 2022 & Monday, May 15<sup>th</sup> – (pick up at 4:30)

#### Performances

Thursday, December 15, 2022 & Monday, May 22<sup>nd</sup> – 6:30 p.m.

### **SOUTHPORT ACADEMY HONOR AWARDS**

Tuesday, May 23, 2023 @ 9:00 a.m. Auditorium

### **LOCKER CLEAN OUT/LOST AND FOUND DONATED**

Friday, October 7, 2022

Wednesday, December 21, 2022

Friday, March 17, 2023

Tuesday, May 23, 2023

### **MID TERM GRADE REPORTS**

Wednesday, August 24, 2022

Wednesday, November 16, 2022

Wednesday, February 8, 2023

Wednesday, April 26, 2023

### **PROGRESS REPORTING CALENDAR**

#### End of Grading Period

Friday, September 30, 2022

Wednesday, December 21, 2022

Friday, March 10, 2023

Wednesday, May 24, 2023

### **To receive a printed copy of the grade report, follow these steps in Skyward Family Access:**

Click on Student Information

Click on Request Changes to my Child(s) Information (upper right-hand corner)

Click on Request Changes to Family Information

Update the checkbox under Family Options and then click SAVE in the upper right-hand corner

### **ILEARN TESTING**

The ILEARN testing window will be from April 17 – May 12, 2023. Please do not schedule appointments that would cause students to miss any of the testing.

### **READING INVENTORY (RI) TESTING**

The Lexile Framework for Reading is an approach to reading measurement that matches students to appropriately challenging reading materials. The Lexile Framework measures both reader ability and text difficulty on the same scale, called the Lexile scale. This approach allows families and teachers to encourage reader progress using Lexile measures and a broad range of Lexile products, tools and services. Students will complete the Reading Inventory three times a year in August, January, and May. Students who have Read 180 will complete the test four times a year in August, December, January, and May. The Reading Inventory is not recorded as a grade. Students are encouraged to select books that are challenging. *For more information regarding the Lexile, please go to [www.lexile.com](http://www.lexile.com)*

Tier 4 – 1070-1385 -Above Grade Level

Tier 3 – 920-1069 – At Grade Level

Tier 2 – 730-919 - Approaching Grade Level

Tier 1 – 0-729 – Below Grade Level

### **EVALUATE TESTING**

The Evaluate Assessments (Math and LA) are created from 6<sup>th</sup> grade Indiana State standards. Reports on these assessments provide educators with detailed information for targeting and personalizing instruction. Educators can assess student progress and provide immediate online instruction based on student results at various levels. The assessments are not recorded as a grade.

### **Math Evaluate**

- Tier 4 – 81-100 - Above Proficiency
- Tier 3 – 67-80 – At Proficiency
- Tier 2 – 52-66 – Approaching Proficiency
- Tier 1 – 0-51 – Below Proficiency

### **Language Arts Evaluate**

- Tier 4 – 92-100 - Above Proficiency
- Tier 3 – 73-91 – At Proficiency
- Tier 2 – 58-72 – Approaching Proficiency
- Tier 1 – 0-57 – Below Proficiency

## **SOUTHPORT ACADEMY HONORS PROGRAM**

May 23, 2023 – 9:00 a.m.

Each Spring Southport Academy honors its students for outstanding academic achievement and attendance. Listed below are the specific awards that are given: Our Academic Honor Awards are based on the first three grading periods through March 10, 2023.

- All A's
- All A's & B's
- Outstanding Effort Student
- Outstanding Science Student
- Outstanding Math Student
- Outstanding Language Arts Student
- Outstanding Social Studies Student
- Outstanding Art Student
- Outstanding Physical Education Student
- Outstanding World Culture Student
- \* Outstanding English Language Learner Student
- Outstanding Band, Choir, Orchestra Student
- Persistent Attendance – No more than 7 absences or 5 tardies
- \* Perfect Attendance with Honors - Present every day. No leave earlies or late arrivals.
- Cardinal Readers Award – Read 40 Current Year YHB Books
- Read More than 1 Million words
- Spell Bowl
- \* Math Bowl
- \* Cardinal Coders Robotics Team

## **VISITORS AND SPECIAL ITEMS**

Upon entering door #1, visitors are asked to sign in at the Main Office. At that time, visitors will be asked for identification and they will receive visitor badges. Visitors are always welcome. If you bring in outside food, it must be consumed in the office. If you need to speak to a specific teacher regarding a student, we ask that you contact Mrs. Shively at 317-789-1461 (A-L) or Mrs. Ralston at 317-789-1404 (M-Z), our school counselors, to set up a conference time. To visit your child's classroom, please contact, Ms. O'Brien, our Assistant Principal at 317-789-1400.

Due to medical conditions, balloons, flowers, etc. delivered to school for celebrations will remain in the main office until the end of the day and may need to be picked up by families.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **SCHEDULE**

**Under normal circumstances, students are not to arrive to school prior to 7:45 a.m. Students are tardy to school if not in the building by 8:10 a.m. Once in the building students may still be tardy to first period if not in class by the tardy bell.**

**Each student will have Advisory class on Monday, Tuesday, Thursday and Friday from 8:10 a.m. – 8:30 a.m.**

Team \_\_\_\_\_

	Block 1	Disc/Music	Lunch	Block 2	Specials
M, T, Th, F					
Wednesday					

Dismissal time is 2:55 p.m. Wednesday dismissal time is 2:30 p.m. Students are to go straight home after school hours unless participating in an adult-supervised, school-sponsored activity. Main office hours are 7:00 a.m. – 3:30 p.m. on school days.

**WHO?      WHAT?      WHERE?**

Address/telephone change .....	Student Services
Athletics – sports .....	Main Office
Book rental – fees .....	Main Office
Class Schedule.....	Student Services
First aid .....	Student Services (Clinic)
Locker .....	Student Services
Lost and found .....	Cafeteria
Overdue books .....	IMC
Pass for tardiness to school (after 8:10 a.m.).....	Student Services

Student Services .....	Direct line .....	317-789-1462
Main Office .....	Direct line .....	317-789-1400
Attendance Line .....	Direct line .....	317-789-1402
Clinic .....	Direct line .....	317-789-1441
Treasurer.....	Direct line .....	317-789-1422
Athletic Office .....	Direct line .....	317-789-4691

**INTERNET AND TELECOMMUNICATIONS GUIDELINES FOR STUDENTS**

**STUDENT USAGE GUIDELINES:**

It is important to remember that the use of the Internet is a privilege, not a right. Any infraction of the following usage guidelines may result in the revocation of Internet privileges.

1. All school use of the Internet must be in support of education and research and consistent with the mission of the Perry Township Schools.
2. Internet accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
  - a. To access another person’s materials, information, or files without permission.
  - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
  - c. To violate any local, state, or federal statute.
  - d. To vandalize, damage, or disable the property of another person or organization.
  - e. To violate copyright, or otherwise use another person’s intellectual property without his or her prior approval or citation.
  - f. For commercial or for-profit purposes.
  - g. For extensive personal and private business.

- h. For product advertisement.
  - i. To access "chat rooms" and other forums which are devoid of any educational purpose.
  - j. To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent other users on the network.
  7. Electronic mail (e-mail) is not guaranteed to be private.
  8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
  9. Subscriptions to Listserv must be reported to the Building Coordinator. Prior approval for Listserv is required for students.
  10. Listserv mail must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
- From time to time, Perry Township will make determinations on whether specific uses of the network are consistent with the acceptable use policy. Infringement on these guidelines will result in some, if not all, loss of Internet privileges as determined by the Building Coordinator or District System Administrator.

Staff can monitor all student computer activity at school and at home with DYKnow. Securly monitors all student email and document activity and notifies administration and counselors in the event of inappropriate or concerning content.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **CHROMEBOOK RESPONSIBILITY FOR STUDENTS**

The student is responsible for using reasonable care to maintain an undamaged, fully-working Chromebook at all times. Perry Township Schools reserves the right to charge the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked
- Lending equipment to others
- Using equipment in an unsafe manner or environment

In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.

Any fees assessed, will consider the manner in which the damage occurred and will be determined by the administration at Southport Academy.

ITEM	DISTRICT COST
Chromebook (missing, stolen, damage beyond repair)	\$200.00
Screen replacement	\$50.00
Soft Case (damaged, smell, missing)	\$18.00
Charger (damaged, missing)	\$40.00
External damage to shell requiring replacement (dents, cracks, beauty issues)	\$50.00
Keyboard damage (missing keys, spills, marks)	\$65.00
Hinge Cover Removed/Missing	\$15.00
Bad battery or charger	No Charge



**Students must have school ID to use agenda passes.**  
Permission to leave the room will be at the teacher's discretion.  
If this page is removed from the agenda, passes are void.

## **TEAMS/CURRICULM**

Southport Academy is organized in interdisciplinary teams, because of interdisciplinary team organization, you will be part of a smaller group. Each team has two language arts/social studies classrooms and two math/science classrooms. Every student is on a team, travels with other students on the team most of the day, and has a locker near the team area.

Language Arts/Social Studies Block: READ 180, Regular or High Ability

Mathematics/Science Block: Regular or Pre-Algebra, Regular or Advanced Science

Physical Education (1 Semester), Art (1 quarter), World Culture (1 quarter)

Performing Music: Band, Choir, Orchestra, or Discovery

Advisory: Social Emotional Learning Second Step, Announcements, Grade Checks, and Goal Setting

## **EDUCATIONAL GOALS**

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## **HOMEWORK GUIDELINES - FREQUENCY AND AMOUNT**

- \* Homework is regularly given Monday – Thursday and may be assigned Friday when necessary.
- \* Long-term projects, unfinished homework, and make-up work may be done on weekends and short vacation periods.
- \* No homework shall be given that requires students to work over longer vacation periods. These are defined as:
  1. Fall Break
  2. Thanksgiving Break
  3. Winter Break
  4. Spring Break

*(This policy means that no assignments shall be due on the day students return from vacation periods listed above.)*

- \* Homework will usually be in the 6 - 8 hour range each week. This should average 1 to 1 1/2 hours each night.
- \* Teachers of subjects who regularly assign homework should attempt to do so in the 20 - 30-minute range for each subject each evening, where appropriate.
- \* Subjects in which homework is regularly assigned:
  1. Language Arts
  2. Social Studies
  3. Math
  4. Science
- \* Subjects in which homework is intermittently assigned:
  1. Art
  2. Physical Education
  3. World Culture
  4. Vocal Music
- \* Practice time for instrumental music:
  1. Practice time for band and orchestra students is not included in the 6-8 hours per week. Instrumental music students' practice time will usually range from 1 1/2 to 5 hours each week.
- \* Homework will not be assigned as punishment.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **HOMEWORK HELP**

**Rose-Hulman Institute of Technology's** Homework Hotline provides **FREE** math and science homework help to Indiana students.

- September - May
- Sunday - Thursday
- 7 p.m. - 10 p.m. (Eastern Time)

Call toll free at **1-877-ASK-ROSE** or visit [www.askrose.org](http://www.askrose.org)

## **TUTOR.COM 24/7 ONLINE OFFICE HOURS FOR EVERY CORE SUBJECT**

Math, Science, English and Social Studies teachers can't keep office hours 24/7, and not every student has someone they can turn to for help at home. When a classroom teacher can't be available, Tutor.com can be--whenever and wherever a student needs help.

## **MY ON READING PROGRAM**

myON reader is a personalized literacy environment that engages students at all reading levels by providing the largest integrated library of digital books. The over 3000 and growing enhanced digital books include reading supports, and are recommended to students based on individual interests and reading level using The Lexile Framework for Reading. Giving students the opportunity to choose what they

want to read, in a digital environment in which they are comfortable, motivates them to become better and more confident readers. Go to [www.myon.com](http://www.myon.com) for more information.

## REPORTING OF STUDENT PROGRESS

Parents are kept informed of their child's progress through mid-terms (if receiving a D or F), report cards, Skyward, emails, telephone calls, and through parent conferences. The computerized report cards at the academy are normally issued the following week of the completion of each grading period. Only final grades are placed on permanent record cards.

### Perry Township Grading Scale

Letter Grade	Percentage	Letter Grade	Percentage
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	50-59

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

### Effort Grades

Effort ratings from 1 (highest) to the 5 (lowest) are issued each quarter to indicate student's effort in relation to his/her potential according to the professional judgment of the teachers.

### Cardinal Reading Counts (CRC)

Students will receive two performance grades each quarter for CRC's. The first performance grade will be a percent of points earned for reading books. Students will be required to read and earn 30 points per quarter. Students have three attempts to pass (80% or better) a reading comprehension quiz after each book. A second performance grade will be entered at the end of the quarter that is an average of all Reading Counts quizzes (passed and failed). Teachers may assign practice assignments for CRC's as well.

### Late Assignments

Assignments may be accepted late but penalized at teachers' discretion. Students will receive a day to make up work for each day of absence, once the student returns to school.

### Midterms

Midterm grade reports will be communicated to parents and students with D's or F's.

# GRADING VS. GRADE

The purpose of **GRADING** is to engage teachers and students in the process of assessing progress toward targeted knowledge and skills to inform learning and instruction. The purpose of a **GRADE** is to communicate to students, families, and teachers the level of competency a student has achieved toward a standard or learning target. A grade is a reflection of both Practice and Performance activities.

## PRACTICE AND PERFORMANCE



### WITH SUPPORT 20%

Checking progress toward targeted knowledge and skills that helps to inform both the student and teacher about the learning taking place.

With this information, instructional decisions can be made about what comes next in the learning process.

### NO SUPPORT 80%

Assessing progress toward targeted knowledge and skills that shows a level of competency.

This is a measurement of achievement. An example of what a student can create or produce as a result of the learning process.

### LOWER STAKES

- Freedom to Fail
- More Chances
- Re-Dos and Edits Welcome
- Feedback is Critical
- Smaller Chunks
- More time given

### HIGHER STAKES

- Proof of Mastery
- Without teacher Support
- Demonstration of Skills
- New ability to defend, argue
- Fewer Opportunities



Perry Township Schools

# DRESS CODE GUIDELINES

## PURPOSE

It is the desire of the Southport Academy's administration to create a learning environment that focuses on academic achievement and a sense of community. In so doing, we hope to accomplish the following:

Create an environment for all students that encourages and promotes:

- A positive, healthy self-esteem
- Unity, comradery, sense of belonging, and purpose
- Character development rather than physical appearances
- Academic challenges versus socioeconomic status

Following is a list of appropriate dress for Southport Academy:

Students and parents share the responsibility for making sure that students dress cleanly and neatly at all times and for making sure that students maintain a healthy and respectful appearance by adhering to the rules of the uniform dress policy while attending school and school activities. **Administrators will take disciplinary action when students fail to adhere to the uniform dress policy. The administration reserves the right to determine what is considered inappropriate or disruptive to the educational process.** The best advice is: "When in doubt, rule it out."

## TOPS

**Tops may be long sleeve or short sleeve and must be a solid color and free of stripes, patterns, or logos larger than a quarter. All under shirts (including t-shirts) must be solid color and worn under collared shirts. Additionally, acceptable tops must fall into the following categories:**

- Short-sleeved or long-sleeved buttoned-down shirts, with collars
- Short-sleeved or long-sleeved polo shirts, with collars
- Sweaters or sweatshirts without writing or artwork worn over shirts with collars
- Short-sleeved or long-sleeved Southport Spirit shirts, with collars
- Short-sleeved or long-sleeved turtlenecks (regular or mock)

## BOTTOMS

**Clothing items worn as bottoms must be tan, beige, navy blue, gray, green or black in color. Jeans, sweatpants, leggings, yoga pants, athletic pants, or stretch materials are not accepted. Bottoms are not permitted to have the pant legs rolled up or gathered. Clothing items worn as bottoms may fall into the following categories:**

- Knee length or longer shorts (Before Fall Break and After Spring Break)
- Knee length or longer capris (Before Fall Break and After Spring Break)
- Knee length skirts
- Dress pants

## FOOTWEAR

**Acceptable footwear includes any hard-sole shoe with closed toe and heel strap. Flip-flops, slides, slippers, slip on sandals and all other soft sole shoes present safety issues and, therefore, will not be permitted.**

## OUTERWEAR

**Coats, hooded tops, zip-up/button-up jackets, hats or other head coverings (unless for religious reasons), and all other outerwear must be stored in students' lockers during the school day.**

**Additional items that are not permitted include, but are not limited to the following:**

- Holes, rips, tears, frays, patches, or cut clothing
- Writing on skin or clothing (including homemade shirts)
- If deemed a disruption or safety concern, rings or other adornments worn in the eyebrow, lip, or any other area
- If deemed a disruption, hair color or style
- Breakaway lanyards around neck with student ID

Bags/Purses must be stored in lockers throughout the day.

**Students arrive to school in compliance with dress code and remain in compliance with dress code until arriving home after school. Students are to wear the following apparel as it is intended to be worn and sized to fit. Students are to wear their school issued lanyard with their student ID at all times.**

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **SPIRIT & THEME DAYS**

During the school year, we will have days when students may choose to wear other favorite clothes, fun theme clothes, or spirit clothes. On these days' students will be allowed to wear solid blue or black jeans free of holes, rips, tears, frays, patches, or inappropriate or excessive designs. **No** homemade spirit shirts. These days will be announced in advance with expectations posted on our website.

Friday, August 5th – Help A Student Fund

Friday, January 6th – American Heart Association

Friday, September 2nd - Ovarian Cancer

Friday, February 3rd – Pennies for Patients

Friday, October 7th - Breast Cancer

Friday, March 3rd – Help A Student Fund

Friday, November 4th – Hunger Inc.

Friday, April 14th – Riley Dance Marathon

Friday, December 2nd -Indy Fuel Teddy  
Bear Toss

Friday, May 5th – SA Scholarship

## **Theme Days**

Friday, September 2<sup>nd</sup> – PTSA Southport Sprint

Tuesday, February 14<sup>th</sup> – Glow Lunch

October – Boo Pops Sold 10/24-28 During Lunch (Distributed 10/31)

Friday, March 24<sup>th</sup> – S6A Color Blast

December – Candy Grams Sold During Lunch

## **PERSONAL PROPERTY**

If a student brings personal property to school, the student will be responsible for its safekeeping. School officials will not pursue the theft of unauthorized items. Students are **never** to bring: electronics/tech items, skateboards, rubber bands, permanent markers, laser lights, toys, playthings, or other similar items to school or on the bus. Perry Township Schools does not authorize use of cell phones, music playing devices, or any other electronic devices not required for school use, during the school day. **Cell phones/smart watches are to be kept in the locker and turned off during the school day.** Violations may result in discipline as well as confiscation. School officials reserve the right to search the contents of the cell phone/smart watches if there is reasonable suspicion that the search will reveal information regarding a violation of school rules. Personal property will only be returned to a parent or guardian. School officials will make every possible effort to safeguard confiscated items, however, the school and or school corporation will not be responsible for damage or disappearance of any confiscated items. **All confiscated items must be picked up no later than the end of the school year. Students are never to take photos and/or record video on school grounds, bus, bus stops, or school sponsored event.**

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **GUM CHEWING AND CANDY**

**Chewing gum and eating candy is a distraction to the learning process.** This distraction affects the teacher, other students, and the student with the gum or candy. Careless disposal of gum and candy in drinking fountains, furniture, and carpet presents sanitation problems, unnecessary work for the custodians, and sometimes-costly repairs. **Gum and candy are not allowed, unless issued by staff.** Repeated violations of the gum and candy policy may result in a referral to the office.

## **SELLING/TRADING THINGS IN SCHOOL**

Selling, bartering, and/or trading of things in school is strictly prohibited. No candy, gum, cookies, or other items sold to make money for individual causes will be allowed. Solicitations for fundraisers will not be allowed in school.

## BEHAVIOR - STUDENT CONDUCT

The following rules and regulations will govern all students enrolled at Southport Academy. Failure to comply with these rules shall constitute grounds for consequences from an Administrator including but not limited to verbal reprimand/in-school counseling, parent contact, parent conference, lunch detention, classroom suspension, after-school detention, in-school suspension, mediation agreement, contracts, suspension, alternative to expulsion, and expulsion.

**Students will be held accountable for the following (Examples are, but not limited to):**

### Category I Offenses: (Misconduct)

Cafeteria Violations	Improper Hall Conduct	Throwing of Objects
Combative Acts/Gestures	Insubordination	Unpreparedness/Unwillingness to Work
Disrespect	Littering	Verbal Abuse & Use of Profanity
Disruptive Behavior	Misuse of School Property	
Disruptive Dress/Appearance	Refusal to Identify Self	
Distributing Materials without Permission	Tardiness	

### Category II Offenses: (Serious Misconduct)

Bullying / Cyber Bullying	Fighting	Membership in Gangs, or Secret Societies
Damage/Destruction of Property	Forgery	Deliberate and Intentional
Gross Disruption	Gambling	
Profanity or Verbal Abuse	On School Property During Suspension	Possession of Drug or Alcohol Paraphernalia
Excessive Tardiness	Gross Insubordination	Possession/Use of Tobacco Products
Failure to Accept Assigned Punishment	Restroom Misconduct	Stealing Items
	Loitering	Trespassing
	Lying and/or Cheating	
	Truancy	

### Category III Offenses: (Illegal Misconduct)

Arson	Drug and Alcohol Violations	Possession of Stolen Property
Assault	Extortion	Repeated Failure to Comply
Battery	False Alarms	Repeated Violation of Rules
Deliberate Damage/ Destruction of Property	Fireworks	Sexual Misconduct
Disrupting School-Under	Inciting Others to Break the Law	Stealing Items of Greater Value
Weapons	Over-the-Counter Drug Violation	Commit a Violent Act
Influence of Drugs/Alcohol	Unauthorized use of Electronic Devices	Willful Exposure

### Additional Violations:

- Public displays of affection (hugging, kissing, holding hands)
- Possession of beverages, food, or candy on the bus or on school property
- Failure to make specific arrangements for pick-up following after-school activities
- Sending electronic messages (chat, instant message, e-mail, text, google, etc) without the teachers consent
- Inappropriate touching
- Viewing or possessing pornography

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **BULLYING POLICY**

Perry Township Schools prohibits bullying as described in student discipline code IC 20-33-8-12. Bullying can be physical (hitting, kicking, shoving, etc.) verbal (taunting, teasing, racial slurs or verbal harassment) or non-verbal threatening (obscene gestures).

At Southport Academy the SEL Committee has defined bullying as “deliberate physical or psychological abuse of an individual by one student or a group of students over time to create an ongoing pattern of harassment and abuse.”

Students should report any bullying to a school employee and complete student incident report on our website. Typically bullying involves an imbalance of power and/or status with name calling, fighting or combative acts or gestures. Repeated acts of bullying will result in disciplinary action.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **GANG ACTIVITY POLICY**

For purposes of this policy, Perry Township Schools defines a gang as “any group of two or more persons who join together for destructive or violent purposes,” and/or as defined by IC 35-42-2-1.

The presence of gang and gang activities can cause a substantial disruption of and interference with the educational function of the school system. Perry Township Schools will not allow disruptive students to interfere with its educational function and responsibilities, and endeavors to maintain an atmosphere in the schools that is conducive to learning. Therefore, Perry Township Schools will not tolerate gangs or gang-like activities. Students are in violation of this policy if involved in substantiated gang related incidents and will be dealt with to the fullest extent allowed by the Perry Township Schools and the statutes of the State of Indiana.

## **SCHOOL BUS CONDUCT AND SAFETY**

All students who ride a school bus should feel that they belong, are respected, and share the rights and privileges, as well as the responsibilities, of the entire bus. Obeying the rules will better ensure the rights, safety, and well-being of all students. Infractions of bus rules will result in disciplinary action, which may result in the loss of bus riding privileges.

As students board the bus, they will be required to scan their ID badge over a card reader. This action will serve two purposes:

1. It creates a record of when and where the student scans their card and boards the bus.
2. It alerts the driver if a student attempts to get on the wrong bus or exits at an unassigned location.

*When waiting for the bus, please remember, for your safety, stand 10 feet back from the roadway.*

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **IF YOU MISS THE BUS**

If you miss the bus, let your parents know immediately and make arrangements to get to school as soon as possible. Failure to reach school for this reason is an unexcused absence.

## **RIDING BUSES OTHER THAN ASSIGNED BUS**

Students are required to get off the bus at assigned stops and required to ride the same bus both morning and afternoon. **Only in an emergency situation will students be allowed to ride a different bus home or to school. A parent note is required describing the emergency, and this note must be submitted to the assistant principal by noon. The receiving parent must also write a note stating their knowledge of situation. (Staying overnight at a friend's house is not considered an emergency.)** If permission is given, the note will be signed and the student will give to the bus driver.

## **STUDENT MORNING CAR RIDER DROP OFF PROCEDURES**

**Drop-off Time: 7:45-8:00 a.m.**

- Enter the south entrance from Keystone Ave.
- The right lane will exit north on Keystone Ave. and the left lane will exit south on Keystone Ave. Please do not switch lanes.
- Make sure your student is ready when you stop and exits the vehicle on the right side (school side). Stopping for more than a few seconds can unnecessarily delay the people behind you.

- Leave no space between vehicles. Your student will need to walk. If you need to park, please park in the unmarked spaces or visitor space at door #1.
- Please only drop-off students in the drop-off zone between the signs. If you drop off in any other non-designated areas, you could be ticketed by a Perry Township Officer.
- Once you pass the first sign and come to a stop then turn on your flashers and drop off your student.
- Please keep an eye out for students, they do not always look before stepping in front of vehicles.
- Once in the building, students will go straight to the cafeteria (SA)/auditorium (SMS) to wait for the bell. They may NOT go to their lockers or to the restroom until the 8:00 bell.
- Speed Limit is 15 mph. Signal when exiting the lot. Follow directions of school/police staff.

#### **While waiting on the ramp and/or cafeteria:**

1. Be respectful of others.
2. Keep hands, feet and belongings to self.
3. Dispose of drinks, food, gum or candy before entering the building
4. Enter Door 1 after 8:10 a.m.

## **STUDENT AFTERNOON CAR RIDER PICK UP PROCEDURES**

**Pick-up Time (Monday, Tuesday, Thursday, Friday): 2:55-3:10 p.m.**

**Pick-up Time (Wednesday): 2:30-2:45 p.m.**

- Enter the south entrance from Keystone Ave.
- Leave no space between vehicles. Your student will need to walk to get to your vehicle. If you need to park to leave your vehicle, please park in the unmarked spaces or visitor space at door #1.
- Please only pick-up students in the pick-up zone between the signs. If you pick-up in any other non-designated areas, you could be ticketed by a Perry Township Officer.
- Once you pass the first sign, come to a stop, and see your student then turn on your flashers.
- Once your student is in the vehicle turn off your flashers and turn on your left signal to proceed to the exit lane.
- Please keep an eye out for students, they do not always look before stepping in front of vehicles.
- At the exit, the right lane turns north on Keystone and the left lane turns south on Keystone.
- Speed Limit is 15 mph. Signal when changing lanes or exiting the lot. Follow directions of school/police staff.

## **CAFETERIA**

Money can be deposited by cash, check or online. Cash and Check payments may be placed in the black boxes located in the cafeteria or the main office. The student's name and lunch number must be placed on the outside of the envelope. On-line payments may be made by going to [perryschools.org](http://perryschools.org). Please allow 24 hours for online payments to be available in the student's account. Account balances may also be checked online. Please contact the school if you need assistance with your student's account or if you believe you qualify for financial assistance. Free and reduced applications are available at the school or online on the district website. **Please submit only one application per family. A new application must be completed each school year.** Students qualifying for Free or Reduced-price meals also qualify for textbook assistance.

Students must purchase a meal before ala Carte items can be purchased. Milk may be purchased with a lunch from home. No off-campus food (including soft drinks) may be brought into the school cafeteria during lunchtime.

#### **Prices**

Breakfast Free to all students

Lunch \$2.70

Ala Carte items are priced individually. (See menu available in the cafeteria and online at [perryschools.org](http://perryschools.org)).

Grab & Go breakfast is served in the cafeteria from 8:00 - 8:10.

Additional items are also available for purchase in the BIRD FEEDER. **Limited to 2 per day and only consumed by the purchaser.**

Students without an ID, in Lunch Detention, or ISS may not purchase items from the Bird Feeder.

Students without an ID will be called to the serving lines last.

No parties/food items may be brought into school.

## STUDENT SERVICES

Southport Academy offers a variety of services to students, parents, and faculty members. These services include helping students to achieve academic success, assisting with educational planning, interpreting test results, and assisting in scheduling. In addition, the staff assists students individually, as well as in support groups, dealing with personal and family issues. In some cases, referrals to private and community agencies may be used to enhance our school services.

## TARDINESS TO CLASS

It is important that the students develop the lifelong desirable habit of being time responsible. Our school has developed a system of procedures and passes to enable students to conduct any necessary business without being late. Teachers should be able to begin class instruction without having to stop, admit late students, and then begin again. Repeated tardiness to class shall constitute grounds for consequences from an Administrator including but not limited to: parent contact, lunch detention, after-school detention, in-school suspension, or out-of-school suspension. Teachers will inform parents on the student's second tardy to class so that together this problem may be solved.

## TARDINESS TO SCHOOL

1. Most tardiness to school can be prevented. Students may arrive to school no earlier than 7:45 a.m.
2. Students tardy to school (after 8:10) must: enter at door 1, report to student services, sign-in, and give reason for tardy, and receive a pass to class.
3. Continued tardiness will result in a referral being made to the Social Worker. This referral is computer generated on the student's 5th tardy to school.
4. The school counselor will also become involved with the student who is repeatedly tardy.
5. Excessive tardies to school may result in being put on Legal Notice and other disciplinary action may apply (i.e., after-school detention) This means a doctor's excuse is needed when absent. Students will be referred to court for multiple unexcused tardies to school.

## ABSENCES

Regular attendance is a prerequisite for good education. Regular attendance also indicates desirable health habits. It is the student's responsibility to have regular attendance. **PARENTS SHOULD CALL THE ATTENDANCE NUMBER (317-789-1402) TO REPORT AN ABSENCE.** The reason for the absence should be reported in this phone call. If phone contact has **NOT** been made with the parent, the student **MUST** bring a parent note to Student Services upon returning to school.

**Truancy** is the willful refusal of a student to attend school. Examples include, but are not limited to the following:

1. Leaving school for any reason without signing out or receiving permission from the office.
2. Student refuses to attend school.
3. Absence from school without prior permission from parent/guardian. This includes when a student misses the bus if the parent is unaware the student has missed the bus.
4. Absence from class without proper permission.

The policy for **credit /no credit on completed work due to absence** is listed below:

	CLASSWORK/HOMEWORK	TEST/QUIZZES/PROJECTS
Regular Absence	Full credit	Full credit
In-school suspension	Full credit	Full credit
Out-of-school suspension	Full credit	Full credit
Truancy	No credit	Cannot be made up

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## WORK MISSED WHILE ABSENT

When students are absent, they are expected to make up work. Once they return to school they will have one day to make-up work for

every day they were absent. Work not made up will be reflected in lower grades. **Students who have been ill or hospitalized** or will be absent **three or more days** because of illness may have their assignments sent home by contacting Student Services (789-1462). To request assignments, **parents should call before 8:00 a.m.** or the day before assignments are to be taken home. Assignments are also available through Canvas.

**Student Services does not gather assignments for students who know ahead of time that they will be out of school for an extended vacation, funeral, etc.** It is the **student's responsibility to request the assignments from each teacher** by contacting the teacher when the student is absent.

It is expected that the work will be completed and returned to the teachers when the student returns to school or before additional work is requested.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **WITHDRAWING FROM SCHOOL**

Parents are to inform Student Services in advance when withdrawing their child from school. **On the last day the student attends Southport Academy he or she should plan to stay the entire day.** All textbooks, IMC materials, and any other property belonging to the school must be returned. Copies of the withdrawal form and the health record will be given to the student to take to his/her new school. Additional records will be copied and sent to the new school upon request from the school.

## **CRISIS INTERVENTION PROCEDURES**

Perry Township Schools take a proactive stance in dealing with the safety of its school children and personnel. Each school in Perry Township has in place a Crisis Intervention Plan, approved both by the Administration and the School Board, for dealing with a crisis situation should one occur. The major goals of a crisis intervention plan are to avoid panic and confusion in initial reactions to the crisis situation, to keep physical and/or psychological suffering to a minimum, to assist the school family in coping with a traumatic situation, and to restore the school to normal operation as soon as possible.

Principals instruct their staff members in the appropriate procedures to be followed in a variety of situations. Each school principal has the ability to reach parents in the event of a school emergency and the ability to deliver important school information in as timely a manner as possible by means of a program known as ParentSquare. For this system to be effective, parents need to make sure that Student Services has up-to-date contact information for them at all times.

## **EMERGENCY DRILLS**

Throughout the school year we will conduct, at least six (6) Fire, four (4) Severe Weather and two (2) Lockdown Drills.

## **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. Please write your full name on the textbook label, located on the inside of the front cover, in ink. Students are expected to pay for damages to or lost textbooks.

## **LOST AND FOUND**

All lost/found items should be turned into the cafeteria. Students should be sure that their full name is on all personal belongings, materials, and books. Having student names on all items makes it easier to return items to students. Students are encouraged not to leave their books, school materials, or personal items unattended at any time. **Students may check the lost and found for missing items during their lunch. Lost items without identification and not claimed will be donated each break to a charity organization.**

## **STUDENT ID / BUS TAGS**

Each student is issued a student ID card and a Bus tag, both of these must be worn daily. Students may not have stickers on their ID cards, or cover their picture. Any student that forgets their student ID will go through the lunch line last, not be able to purchase items from the Bird Feeder, and will not be able to use their passes in their student agenda.

## **LOCKERS**

Each student will have the use of a hall locker. It is his/her responsibility to keep the locker in an orderly fashion. However, each team will conduct at least one locker clean-out per quarter. Students are not allowed to share lockers or to deface their locker in any manner. Food, drink or candy is not to be stored in the locker unless you pack your lunch. **Stickers, pictures, mirrors, etc., are not to be attached to the outside of the lockers.** Students should not tell other students their locker combination, preset the combination or intentionally jam the lock. Lockers may be searched if it is deemed necessary.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **INSTRUCTIONAL MEDIA CENTER (IMC)**

The IMC is open every school day during regular school hours. Students are encouraged to use the Media Center for research and to check out reading materials. A student coming to the IMC must have a teacher signed pass indicating the purpose(s) of the visit; the student is expected to come straight to the IMC without making any other stops. A student wishing to check out materials must have the student ID card to do so and must not have any overdue materials or fines. The student is responsible for all books and materials checked out on his or her ID card, and the student will be charged for lost or damaged materials. Books are loaned for a two-week period and may be renewed. A magazine may be checked out for a week. Reference materials may be checked out during the last period of the school day and are due the first period of the following morning. A student may have up to three items on loan at one time, no more than 2 books and/or a magazine. The IMC staff expects materials to be returned promptly by their due date.

## **EMERGENCY INFORMATION**

All emergency information, such as medical problems, parent/guardian name changes, address changes, workplace and/or phone number changes should be updated throughout the year. The student or parent can report any changes to the Student Services Office by note or phone (317-789-1462). **Our ParentSquare system uses this emergency information to notify students and parents of emergencies and important information throughout the year.**

## **HEALTH PROBLEMS**

1. Parents/Guardians must inform the school nurse and appropriate counselor of any serious health problems that might affect a student's participation in either physical education or classroom activities. This information needs to be provided in writing, on letterhead from the appropriate doctor's office.
2. **A doctor's statement is required for a student to be excused from physical activities for more than one day.**
3. **Marion County Health Department** technicians will continue to test the hearing of all special education students, those new to Marion County, and special cases referred.
4. **Marion County Health Department** provides Vision testing to all special education students, those new to Marion County, and special cases referred.
5. Speech therapy is available through Southside Special Services.

## **TAKING MEDICATION AT SCHOOL**

2022 - 2023 medication consent is required for medication of any type to be taken at school. Parents must bring the medication to school **in the original container**, and pick the medication up. **Students may not transport medications.** This applies to prescribed, daily medication and over-the-counter medication. Medications will be kept locked in the clinic. Students may only carry medications if a doctor's order granting permission to carry the medication is submitted to the school nurse, along with signed parental consent. Asthma inhalers may be carried by students if the Asthma Action Plan completed by the physician indicates that they are allowed.

All students taking medications are to come to the clinic during the four-minute passing time closest to the time that the medication is to be taken. A "medicine pass" will enable a student to come to student services.

*\*Further information can be found in the Student Rights and Responsibilities booklet.*

## **WHAT TO DO IF I BECOME ILL AT SCHOOL**

1. The student should report any illness to the teacher.
2. The teacher will refer the student to the Clinic with a pass.
3. Only those listed on the emergency card can pick-up the student from school with ID.
4. **No one at school is allowed to give medication in any form, except the school nurse.**

## **DOCTOR/DENTIST APPOINTMENTS**

Dental and medical appointments should be made at times to allow the student to miss the least amount of school time possible. We prefer a call from parents but will accept a student bringing a written note, an email, or call to student services on the day of the appointment stating the purpose of the appointment and the time being picked up by the parent(s). The student will be given a "release pass" to leave class, get his/her materials, etc., and come down to student services to sign out on a sign-in/sign-out sheet. The student should return to school if time permits and sign in at student services to get an admit slip to class. Doctor and dentist appointments should ordinarily cause a student to miss only a part of his or her school day.



# Southport 6th Grade Academy

	Hallway	Cafeteria	Restroom	Assembly	
<p style="text-align: center;"><b>Be Respectful</b></p>	<p style="text-align: center;"><b>Voice level 1</b></p> <ul style="list-style-type: none"> <li>• Walk on the right side of the hallway keeping hands, feet, and objects to yourself.</li> <li>• Respect all school property, including lockers, signs, wall decorations, etc...</li> </ul>	<p style="text-align: center;"><b>Voice level 2</b></p> <ul style="list-style-type: none"> <li>• Listen to adults for directions.</li> <li>• Use table manners (please, thank you).</li> <li>• Stay in your place in line.</li> <li>• Make others feel included.</li> <li>• Listen to announcements without talking.</li> <li>• Only touch and eat your own food.</li> </ul>	<p style="text-align: center;"><b>Voice level 2</b></p> <ul style="list-style-type: none"> <li>• Use your own stall.</li> <li>• Flush when you finish.</li> <li>• Clean up after yourself.</li> <li>• Be sure trash is disposed of properly.</li> </ul>	<p style="text-align: center;"><b>Voice level 0</b></p> <ul style="list-style-type: none"> <li>• Listen to adults for directions.</li> <li>• Give presenters your full attention.</li> <li>• Be mindful of others around you.</li> </ul>	
	<p style="text-align: center;"><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>• Keep your school clean.</li> <li>• Pick up trash, even if it is not yours.</li> <li>• Report issues you cannot resolve to an adult (vandalism, large spills, etc...).</li> <li>• Use hallway time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>• Food and trash stay on your tray and in the cafeteria.</li> <li>• Get all items the first time through the lunch line.</li> <li>• Sit in your assigned area.</li> <li>• Raise your hand and wait for permission to leave your seat.</li> <li>• Pick up trash around you, even if it is not yours.</li> <li>• Report problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Do your business quickly.</li> <li>• Use soap to wash your hands for 30 seconds.</li> <li>• Use only 2 towels to dry.</li> <li>• Report issues you cannot resolve to an adult (vandalism, large spills, etc...).</li> <li>• Pass/agenda should be on the table.</li> </ul>	<ul style="list-style-type: none"> <li>• Be seated quickly and quietly to your assigned area.</li> <li>• While entering and exiting, assist others if needed.</li> <li>• Report issues you cannot resolve to an adult.</li> </ul>
	<p style="text-align: center;"><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Eyes facing forward aware of what is happening around you.</li> <li>• Follow staff directions.</li> <li>• If you see something, say something.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times when you are not seated in the cafeteria.</li> <li>• Assist others in need.</li> <li>• Remain seated at all times unless directed to move by an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class immediately when finished.</li> <li>• Respect personal space.</li> <li>• Keep floors dry to avoid slipping or falling.</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated unless otherwise directed.</li> <li>• Remain quiet when adults are speaking.</li> <li>• Keep hands and feet to yourself.</li> <li>• Stay in line with your group.</li> </ul>

Voice Levels: 0=silent, 1=whisper, 2=conversation, 3=outside voice

# ATHLETICS

Interscholastic sports are provided for all students. In order for a student to be eligible to participate, he or she must meet certain scholastic requirements. Each student must have an updated IHSAA physical on file issued by a physician, or nurse practitioner, and to have completed all online registration. Physical forms are available in the Athletic Office, Main Office, or online. SA/SMS uses a digital ticketing process for most athletic events.

Fall	Winter	Spring
Cross Country	Swimming/Diving	Track and Field
Girls' Golf	Wrestling	Girls' Tennis
Soccer		Boys' Golf
Boys' Tennis		Baseball
		Softball

## CONDUCT AT ATHLETIC EVENTS

Proper spectator conduct at athletic contests is expected. Consequences could include: removal from the event, suspension of attending future events, and possible prosecution for serious infractions.

1. Good sportsmanship means cheering our team and respecting the other school and game officials.
2. Students may **not** go into the school or to their lockers before, during or after the games.
3. Students will not be allowed to attend an athletic event if they leave school early because of illness or served an **all-day** in school suspension on that day.

## EXTRA CURRICULAR ACTIVITIES

Students may be banned from attending extra-curricular events for the entire year or portions of the year by the administration because of school-related/behavioral issues.

## SOUTHPORT ACADEMY CLUBS

Boys' & Girls' Club	Color Guard	Calm Club	Cardinal Coders Robotics Team
Campus Life	Math Bowl	Book Club	
Drama Club	Spell Bowl	Bible Club	
News Crew	Student Ambassador	Stem Club	

*Further information can be found in the Student Rights and Responsibilities booklet.*

## PICK-UP TIMES FOR SCHOOL EVENTS

Students are expected to have rides available at the conclusion of extracurricular events. Those students disregarding the pick-up times and who fail to have their rides available on time may be suspended from attending one or more events.

# MUSIC INFORMATION

Southport Academy music classes focus on learning the fundamentals of reading and performing music. This includes; note recognition, rhythmic understanding, music theory, and developing a musical vocabulary.

Expectations - Students in band, orchestra, and choir will study a variety of patriotic, sacred, and secular music. Music class meets daily as a part of the 6th grade daily schedule. Students will be required to participate in some daytime as well as evening performances throughout the school year. Our performing groups may also participate in Saturday contests and festivals. There is a required uniform for each performing ensemble. Each ensemble director will communicate uniform expectations at the beginning of the school year.

Rehearsal Information - All students are expected to attend ALL concerts and after school rehearsals unless excused by the ensemble director. Typically, there are a minimum of two after school rehearsals per semester.

## SOUTHPORT ACADEMY TEAMS

### Team Ambition

Mrs. Gaines – Rm 100  
Mrs. Hodge – Rm 102  
Mrs. Thompson – Rm 103  
Ms. Bilbrey – Rm 104

### Team Integrity

Mrs. Stevens – Rm 202  
Ms. Read – Rm 204  
Mr. Reed – Rm 205  
Mrs. Ernst – Rm 206

### Team Loyalty

Mrs. Cannon – Rm 107  
Ms. Anderson – Rm 109  
Mr. Chafin – Rm 111

### Team Noble

Ms. Lukens -Rm 116  
Mr. Manning – Rm 118  
Mrs. Edwards – Rm 122  
Mrs. Knudsen – Rm 124

### Team Respect

Mr. Goins – Rm 218  
Mrs. Powell – Rm 219  
Mrs. Goss – Rm 224  
Mrs. Pender – Rm 225

### Team Success

Mrs. Miers – Rm 112  
Mrs. Shipman – Rm 114  
Mrs. Putnam – Rm 130

### Specials

Ms. Haberlin – Girls' PE - Gym  
Mr. Scaringe – Boys' PE - Gym  
Mrs. Bastien – Art – Rm 134  
Mrs. Lopez – World Culture -Rm 110

Mr. Ryman – Interventionist – Rm 106  
Mr. McMahon – Interventionist – Rm 220  
Mrs. Winkler - EL Teacher – Rm 136  
Mrs. Kratoska – PLTW Teacher – Rm 223

# **SOUTHPORT ACADEMY**

## **2022- 2023 SCHOOL SUPPLY LIST**

- Pencils
- Pens
- Colored Pencils
- Pencil Bag
- Loose Leaf Paper
- 2 Spiral Notebooks
- 2 Composition Notebooks
- 4 Folders
- Earbuds
- Hand Sanitizer
- 3 Boxes of Kleenex

Items needed if you have the class listed:

- **World Culture:** 1 Colored Pocket Folder with Prongs
- **Choir:** 1 inch 3 Ring Binder w/ Pockets
- **Band:** Black Binder w/ 10 Clear Sheet Protectors
- **Project Lead the Way** – 1 Pocket Folder w/ prongs, Pencil (not mechanical), large eraser

**Individual teachers may request additional items after the school year is underway.**

**The Items listed below are available for purchase in the main office.**

Sketchbooks - \$3.00

Ear Buds – \$1.00

Replacement Bus Tag - \$2.00

Replacement Lanyard \$1.00

Replacement Student Agenda - \$6.00

## MOVIE POLICY

Occasionally, a good companion to a lesson is an appropriate movie or movie clip. Movies can bring another dimension that offers insights and perspectives on a particular topic to enhance the learning. In many cases, movies add value to historical lessons by providing the images, sounds, and simulations that cannot be communicated using other methods.

Showing students movies such as *Apollo 13*, *October Sky*, and *The Martian* enables them to benefit from another medium as a resource in their study of current events and history.

This document is designed as a permission slip for your student to view movies that we feel are educationally appropriate. Please be assured that we will use proper discretion when showing movies.

You only need to sign this document if you **DO NOT** want your student to watch PG or PG-13 movies that are for educational purposes.

\_\_\_\_\_ I **DO NOT** grant permission for my student to watch curricular-related movies with a PG or PG-13 rating.

Student Name: \_\_\_\_\_  
(Print)

Parent Name: \_\_\_\_\_  
(Print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARENT/STUDENT AGENDA ACKNOWLEDGEMENT

We have read and discussed this student handbook and we agree to abide by the guidelines outlined.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_

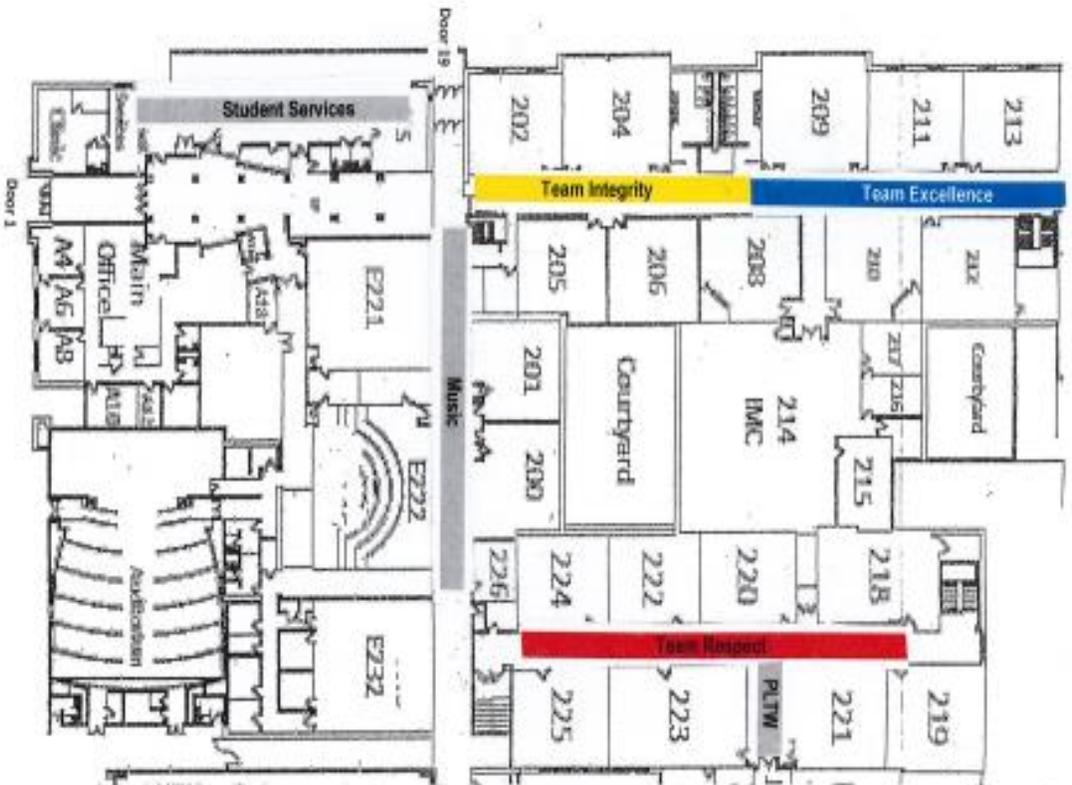
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_

**Remove this page from agenda and return to Advisory teacher by Friday, August 5<sup>th</sup>**



SOUTHPORT ACADEMY  
LOWER LEVEL



SOUTHPORT ACADEMY  
UPPER LEVEL