

# Southport Middle School

5715 S. Keystone Avenue

Indianapolis, IN 46227

317-789-4600

www.perryschools.org/sm

## 2022-2023

**This Student Planner belongs to:**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Locker No. \_\_\_\_\_ Bus No. \_\_\_\_\_ Bus Location \_\_\_\_\_

### **PERRY TOWNSHIP VISION**

Empowering students to grow academically, socially, and behaviorally

### **PERRY TOWNSHIP MISSION**

Providing educational opportunities that create a desire for life-long learning that inspires all students to maximize their academic success

### **SOUTHPORT MIDDLE SCHOOL VISION**

To empower our learners with the skills and integrity necessary to make a positive impact in their communities.

### **BELL SCHEDULE**

Students are allowed in the building at 8:00 a.m. Those students, who arrive before 8:00 a.m., must stay in the foyer areas. Under normal circumstances, students are not to arrive to school prior to 8:00 a.m. Students are tardy to school if not in the building by 8:12 a.m.

<u>Seventh Grade</u>	<u>(Wednesdays)</u>	<u>Eighth Grade</u>	<u>(Wednesdays)</u>
Advisory - 8:12	-	Advisory - 8:12	-
Period 1 – 8:38	(8:12)	Period 1 – 8:38	(8:12)
Period 2 – 9:27	(9:01)	Period 2 – 9:27	(9:01)
Period 3 – 10:15	(9:50)	Period 3 – 10:15	(9:50)
Period 4 – 11:04	(10:39)	Period 4 – 11:04*	(10:39*)
Period 5 – 11:54*	(11:30*)	Period 5 – 12:29	(12:03)
Period 6 – 1:20	(12:55)	Period 6 – 1:20	(12:55)
Period 7 – 2:09	(1:44)	Period 7 – 2:09	(1:44)
Dismissal – 2:55	(2:30)	Dismissal – 2:55	(2:30)
* Lunches during the 5th period		* Lunches during the 4th period	
* 12:12 or 12:46	(11:47 or 12:21)	* 11:04 or 11:38	(10:39 or 11:13)

**Students are to go straight home after school hours unless participating in an adult supervised, school sponsored activity.**

## **PLANNER - Why do we issue ONE to each student?**

This School Calendar Planner 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 Middle School Staff expects every student to:

- **Bring the planner to “Every Class, Every Day”**
- **Students are not to: tear out any of the planner pages, fold any of the planner pages or write on the covers**
- **Purchase a new one if the planner is lost, stolen or damaged**
- **Record assignments in their planners (may be checked)**
- **Attend every day; come prepared to learn; do your homework**

## **2022-2023 Perry Township Schools CALENDAR**

<https://www.perryschools.org/about/calendar/>

### FIRST SEMESTER

July 25 & 26, 2022	(Mon.& Tues.)	Professional Meeting Days (No Students)
July 27, 2022	(Wednesday)	1st Day of School for Students
September 5	(Monday)	Labor Day Holiday
September 30	(Friday)	End 1st Nine Week Grading Period (47 days)
October 10 – 21	(2 weeks)	Fall Break/Intercession
November 23, 24, 25	(Wed., Thurs., & Fri.)	Thanksgiving Holiday
December 21	(Wednesday)	End 2nd Nine Week Grading Period (45 days)
		End 1st Semester – 92 Days/Last student day before break
December 22	(Thursday)	Teacher ½ Records Day

### SECOND SEMESTER

January 5, 2023	(Thursday)	1st Day of 2nd Semester
January 16*	(Monday)	Martin Luther King, Jr., Holiday-Make-up Day*
February 20*	(Monday)	Presidents’ Day Holiday – Snow Make-Up Day*
March 10	(Friday)	End 3rd Nine Week Grading Period (45 days)
March 27 –April 7	(2 weeks)	Spring Break/Intercession
May 24	(Wednesday)	End 4th Nine Week Grading Period (43 days)
		End 2nd Semester – 90 Days/Last Student Day
May 25	(Thursday)	Teacher 1/2 Record Day – Make Up Day If Needed

*\*If school is cancelled due to weather, make-up days may be utilized. That determination will be made up to one week prior to the holidays and by Feb. 18th for Spring Break. Minimum of 2 days required. If any days are used during spring break, for snow days, intersession will be cancelled.*

## **DATES: 2022-23 IMPORTANT SCHOOL EVENTS**

### **BACK TO SCHOOL NIGHT**

Tuesday, August 9, 2022, 6:00 PM

### **SCHOOL PICTURES**

Tuesday, August 2, 2022

### **SPORTS**

<https://www.perryschools.org/sm/team-schedules/>

### **VISION SCREENING (8<sup>th</sup> Gr)**

Mon., August 22-Wed. August 24

### **HEARING SCREENING (7<sup>th</sup> Gr)**

Mon., August 22-Wed. August 24

### **HIGH SCHOOL ORIENTATION**

Wednesday, February 1, 2023, 6 PM at SH

### ILEARN TESTING

The window for the state standardized test, ILEARN, is April 17 to May 12, 2023. More specific dates and times during the test windows will be announced. It would be appreciated if parents would try not to schedule any appointments that would cause students to miss any of the testing. Both grades will be tested.

### MIDDLE SCHOOL PROGRESS REPORTING CALENDAR

**\*Progress grades can be accessed online. Parents will be notified only of failing grades.**

#### Midterm Progress Report\*

Week of August 29, 2022

Week of November 14, 2022

Week of February 6, 2023

Week of April 24, 2023

#### End of Grading Period

September 30, 2022

December 21, 2022

March 10, 2023

May 24, 2023

#### Report Card Issued

October 6, 2022

January 6, 2023

March 16, 2023

Mailed upon request

### Music Concerts

7th/8th Grade Band Thursday, November 3, 2022, South Gym, 7:00 p.m.

7th/8th Grade Orchestra Tuesday, November 15, 2022, South Gym 6:30 p.m.

7th Grade Choir, Tuesday, December 13, 2022, SMS Auditorium, 6:30 p.m.

8th Grade Choir, Wednesday, December 14, 2022, Auditorium 6:30 p.m.

SSMA Solo and Ensemble Contest, Saturday, February 4, 2023

8th Grade Jazz Band Contest, Sat, March 4, 2023

7th/8th Grade Orchestra, Thursday, March 9, 2023, South Gym 6:30 p.m.

ISSMA Organizational Contest, Saturday, March 11, 2023

8th Grade Choir, Wednesday, May 10, 2023, SMS Auditorium, 6:30 p.m.

7th Grade Choir, Tuesday, May 16, 2023 SMS Auditorium 6:30 p.m.

7<sup>th</sup> Grade Band, Thursday, May 18, 2023, South Gym, 5:30 p.m.

8<sup>th</sup> Grade Band, Thursday, May 18, 2023, South Gym, 7:00 p.m.

7th/8th Orchestra, Monday, May 22, 2023, South Gym, 6:30 p.m.

### SOUTHPORT MIDDLE SCHOOL HONORS NIGHTS

April 24 through May 19, 2023– Thirty-third Annual Doors of Honor

Monday, May 15, 2023 - 8th Grade President's Award Program – South Gym, 6:30 p.m.

### EIGHTH GRADE CELEBRATION

Friday, May 19, 2023 7:30 - 10:00 p.m.

## **COMMUNICATION - PROMOTING SUCCESS**

Student success depends upon his/her own efforts and the school and home working together and supporting each other. Communication between home and the school is the key to student success. Although middle school students have so many different teachers each day compared to elementary school, communication need not lapse. Below are effective ways for parents to promote school communication and personal success in their children.

1. For individual classes, always contact that teacher first. Each teacher has an email address. See the staff list on the next page.
2. Have your child ask his or her teacher to initial the assignments written in the Planner.
3. Check for homework assignments on Canvas
4. Visit your child's class(es).
5. Get grade updates online in Skyward at [www.perryschools.org](http://www.perryschools.org) by using the parent login. Stop by the school if you need your access ID and password or instructions.
6. Call your child's school counselor to schedule a conference with his/her teachers.

## **WHO TO CONTACT? POSSIBLE REASONS**

### **Athletic Director's Office 317-789-4691**

- Sport Physical Questions
- Digital Ticketing
- Athletic Questions / Concerns

### **Attendance Line 317-789-4605**

- Early release
- Reporting absence

### **Clinic 317-789-4641**

- Health Concern at School
- Medications Take at School

### **Main Office 317-789-4600**

### **Student Services Office (Assistant Principal's / Guidance) 317-789-4666**

- Attendance Questions
- Grade Questions
- Lost & Found
- Referrals
- Register / Withdraw
- Scheduling Questions
- Skyward Updates(Address / telephone changes)
- Social / Emotional Concerns

### **Treasurer's Office 317-789-4631**

- Book Rental Fees

## ALL SCHOOL COMMUNICATIONS

Each Friday, the *Cardinal Chronicle*, containing information of importance to you, will be published by the school. You may view the *Cardinal Chronicle* on our website at [perryschools.org/sm/](http://perryschools.org/sm/). Our district currently uses Parent Square to communicate with our families.

## CLOSINGS, DELAYS & E-LEARNING

In the event of a delay or closing due to unforeseen circumstances (weather and emergencies), the superintendent will notify every family through our Parent Square communication system. FOR THIS SYSTEM TO BE EFFECTIVE, PARENTS NEED TO KEEP THEIR CONTACT INFORMATION UP TO DATE IN OUR STUDENT SERVICES OFFICE. The district will notify local radio and television stations as well.

E-Learning schedule can be found on our school website [perryschools.org/sm](http://perryschools.org/sm) under "FOR STUDENTS" section.

## ABSENCES

Regular attendance is a prerequisite for good education. **PARENTS SHOULD CALL THE 24 HR. ATTENDANCE NUMBER (317-789-4605) 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 Guidance Office upon returning to school. Athletes must be present by 11:00 in order to participate in an evening athletic activity.

**Tuancy** 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:

## WORK MISSED WHILE ABSENT

When students are absent, they are expected to make up work. It is the **student's responsibility to request the assignments from each teacher. SMS allows one day to makeup work per one day of absence (i.e. 3 days absent = 3 days to complete the missing work).** This previous statement is for a maximum of 10 consecutive school days. Please contact your student's school guidance counselor for extended absences or other extenuating circumstances. Work not made up will be reflected in lower grades. **Students who have been ill or hospitalized** or will be absent **two or more days** because of illness may have needed materials sent home by contacting the Main Office receptionist (317-789-4600). Teachers post assignments on Canvas, which can be accessed through our township homepage at [www.perryschools.org](http://www.perryschools.org). Your child can show you how to access the items in Canvas.

All make-up work due to absence must be communicated about by the student with the teacher after the student returns to school in order to receive full credit. If make-up work is assigned by the teacher, the student will receive full credit for that day's work. In-School Suspension and Out-of-School Suspension make-up work will receive full credit if completed and turned in. Major tests or projects may be made up for full credit for all absences except truancy.

*Further information can be found in the Student Success Handbook booklet on the township website.*

## **PROGRESS REPORT DISTRIBUTION**

Parents are kept informed of their child's progress through our online grading portal (Skyward), parent conferences, mid-term reports, report cards, or telephone calls. Paper report cards are issued the Thursday following the completion of the first three grading periods and are posted to Skyward as well each quarter. Parents should note the dates on their calendar when mid-term reports and report cards are to be issued so they will know when to expect them. (page 5)

## **GRADING SCALE**

Grades are recorded in letters ranging from the highest A to the lowest F. The letter grades are used to indicate each student's progress. The "+" or "-" symbol is to be used only with the "B," "C," or "D" letter grade. The "-" symbol may also be used with the "A." This is in accordance with existing school district policy.

Grading scale is as follows:    93-100 = A    90-92 = A-    87-89 = B+    83-86 = B    80-82 = B-    77-79 = C+  
73-76 = C    70-72 = C-    67-69 = D+    63-66 = D    60-62 = D-    50-59 = F

Major emphasis is also given to evaluate effort. Effort ratings ranging from the highest "1" to the lowest "5" are used to indicate each student's effort in relation to his/her potential according to the professional judgment of teachers.

## **HOMEWORK INFORMATION**

- \* Homework may be given Monday – Friday.
- \* 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.)*

- \* Information on homework and class activities can be found in Canvas.

*Further information can be found in the Student Success Handbook booklet on the township website.*

**ROSE HULMAN HOMEWORK HOTLINE (for math and science) – 1-877-275-7673; Sun-Thurs, 7-10 pm**

## **LOCKERS**

Each student will have the use of a hall locker. It is his/her responsibility to keep the locker in an orderly fashion. 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. **Decals, pictures, mirrors, etc., are not to be attached to the outside nor inside of the lockers with any sticky material such as tape. Magnets are appropriate for attaching items on the inside.** Students should not tell other students their locker combination. Lockers may be searched if it is deemed necessary.

Physical education teachers will assign lockers in which physical education uniforms, towels, and shoes may be kept.

## **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 encouraged not to leave their books, school materials, or personal items unattended at any time. Students are expected to pay for damages to textbooks and for lost textbooks.

## **PERSONAL PROPERTY AT SCHOOL**

If a student brings personal property to school, the student will be responsible for its safekeeping. Students are **never** to bring cameras, skateboards, rubber bands, permanent markers, scissors, laser lights, toys, playthings, or other similar items to school. Perry Township Schools does not authorize use of cell phones, e-readers, tablets, electronic games, MP3 players, iPods, or any other electronic devices not required for school use, during the school day. Violations may result in discipline as well as confiscation. **Personal electronic devices and accessories are to be shut off and put away during the school day. Cell phone use in the classroom is prohibited.** School officials reserve the right to search the contents of the cell phone if there is reasonable suspicion that the search will reveal information regarding a violation of school rules. All lost/found items should be turned in to the Student Services Office or to a staff member. The school is not responsible for lost or stolen items. *Further information can be found in the Student Success Handbook booklet on the township website.*

# UNIFORM DRESS POLICY GUIDELINES

Students arrive to school in compliance with dress code and remain in compliance with dress code until arriving home after school. 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. Students are to wear the following apparel as it is intended to be worn. *"When in doubt, rule it out."*

## Tops

All tops, except sweaters and sweatshirts, must be tucked into bottoms. Tops may be long sleeve or short sleeve and must be solid color and free of stripes, patterns, or logo 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:

- Oxford shirts, either short-sleeved or long-sleeved, with collars
- Polo shirts, either short-sleeved or long-sleeved, with collars
- Sweaters or sweatshirts without writing or artwork worn over collared shirts
- Southport Middle School spirit shirts, either short-sleeved or long-sleeved, with collars.
- Turtlenecks, either short-sleeved or long-sleeved, either regular or mock.

## Bottoms

Clothing items worn as bottoms must be khaki dress pant style and black, navy blue, khaki or tan in color. Jean, jegging, legging, and sweatpant material are not accepted. Bottoms are not permitted to have the pant legs rolled up or gathered. Students may wear near knee length or longer pants from the beginning of the school year until Fall Break and again after Spring Break until the end of the school year.

Clothing items worn as bottoms may fall into the following categories:

- Near knee length or longer pants
- Skirts – Near knee length or longer (girls)
- Dress slacks

## Footwear

Acceptable footwear includes any hard sole shoe with the entire foot covered (including toes and heel). Flip-flops, sandals, slippers and all other soft sole or slip on shoes present safety issues and, therefore, will not be permitted.

## Outerwear

Coats, hooded sweatshirts, zip-up/button-up jackets 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:

- Hats, hoods, wave caps, bandanas and blankets
- Wallet chains
- Holes, rips, tears or cut clothing
- Writing on skin or clothing
- All types of bags and purses, which should be stored in lockers (students may carry one pencil bag to class)
- Any other items, if deemed a disruption or safety issue, such as rings or other adornments worn in the eyebrow, lip, or any other area

*Further information can be found in the Student Success Handbook booklet on the township website.*

## Spirit Days

Occasionally, we will conduct Spirit days when students will be allowed to wear jeans free of holes, rips, tears, or inappropriate designs. Students will also be allowed to wear a Southport spirit wear shirt without a hood.



# **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 Schools 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.

**NOTE: Please contact the Student Services Office (317-789-4666) if you do NOT want Internet access for your child.**

## CHROMEBOOK RESPONSIBILITY FOR STUDENTS

The Student is responsible for using reasonable care to maintain an undamaged, fully-charged 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 take into account the manner in which the damage occurred and will be determined by the administration at Southport Middle School.

Item	District Cost*
Chromebook (missing, stolen, damaged beyond repair)	\$200
Screen replacement (cracks, dents)	\$50
Soft Case (damaged, smell, missing)	\$18
Charger (damaged, missing)	\$40
External damage to shell requiring replacement (dents, cracks, beauty issues)	\$50
Keyboard damage (missing keys, spills, marks)	\$65
Hinge Cover Removed/Missing	\$15

\*Costs are subject to slight changes depending on current market price.

## 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 his/her ID card or student schedule to do so and should not have any overdue materials or fines. The student is responsible for all books and materials checked out on his or her ID card (or schedule), and the student will be charged for lost or damaged materials.

Books are loaned for a two-week period and may be renewed unless they are current Young Hoosier Book Award (YHBA) books. A magazine may be checked out overnight. Reference materials may be checked out during the last period of the school day and are due the first period of the following school morning. A student may have up to three items on loan at one time, but is only allowed to have one magazine and/or one current YHBA book at one time. The IMC staff expects materials to be returned promptly by their due date. Appropriate behavior is expected of all students using the IMC.

## PESTICIDE NOTIFICATION REGISTRY

*If parents need to be notified before pesticides are used on school grounds due to a child's medical condition, call 317-789-6200 to be placed on the notification registry.*

# BEHAVIOR – EXPECTED STUDENT CONDUCT

## Cardinals S O A R

### SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

	CLASSROOM	HALLWAY	RESTROOM	CAFE	TECHNOLOGY
<b>Safety</b>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, and objects to yourself.</li> <li>2. Only touch your own things.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk on the right side of the hallway.</li> <li>2. Keep hands, feet, and objects to yourself.</li> <li>3. Touch only your belongings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, and objects to yourself.</li> <li>2. Keep moving; avoid standing around.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep hands, feet, and objects to yourself.</li> <li>2. Refrain from touching others food or trays.</li> <li>3. Use food and utensils for intended purpose.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use technology a safe/positive way.</li> <li>2. Report any concerning use of technology to a staff member.</li> <li>3. Keep earbuds out of ears in the hallway.</li> </ol>
<b>Ownership</b>	<ol style="list-style-type: none"> <li>1. Be ready to start class when the bell rings.</li> <li>2. Arrive prepared with all materials.</li> <li>3. Follow dress code policies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Organize and use your own locker.</li> <li>2. Speak and act in a calm and controlled manner.</li> <li>3. Follow dress code policies.</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash/dry hands and leave facility clean.</li> <li>2. Speak and act in a calm and controlled manner.</li> </ol>	<ol style="list-style-type: none"> <li>1. Arrive on time.</li> <li>2. Keep your belongings under your seat.</li> <li>3. Clean up your area before leaving.</li> <li>4. Use best manners.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep your device in your own possession.</li> <li>2. Be responsible for your device.</li> </ol>
<b>Attentive</b>	<ol style="list-style-type: none"> <li>1. Stay on task.</li> <li>2. Raise hand to speak.</li> <li>3. Follow teacher directions the first time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Plan ahead to use locker and rest - room.</li> <li>2. Display proper conduct.</li> <li>3. Take the most direct route to your next destination.</li> </ol>	<ol style="list-style-type: none"> <li>1. If a student observes any spills, messes, or graffiti report it to your teacher.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return /dispose of trays in an organized manner (single-file, clockwise rotation).</li> <li>2. Stay seated unless given permission by an adult.</li> <li>3. Sit in your assigned area.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use technology when asked.</li> <li>2. Use technology for activities efficiently.</li> <li>3. Report any damages to your device immediately.</li> </ol>
<b>Respect</b>	<ol style="list-style-type: none"> <li>1. Be kind, be positive.</li> <li>2. Listen when others are speaking.</li> <li>3. Take pride in school property.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use kind words and actions.</li> <li>2. Listen and respond appropriately to any directives from a staff member.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use helpful, kind words.</li> <li>2. Use facilities as intended.</li> </ol>	<ol style="list-style-type: none"> <li>1. Quickly get quiet when asked.</li> <li>2. Refrain from touching others food or trays.</li> <li>3. Follow directions of the adults.</li> <li>4. Speak at a reasonable level.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only touch your own device.</li> <li>2. Use technology for academic purposes only.</li> <li>3. Only use headphones when given permission.</li> </ol>

## **BEHAVIOR - STUDENT MISCONDUCT**

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

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

### Category I Offenses: (Misconduct)

Cafeteria Violations	Improper Hall Conduct	Unpreparedness/Unwillingness to Work
Combative Acts/Gestures	Insubordination	
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	
	Throwing of objects	

### Category II Offenses: (Serious Misconduct)

Bullying / Cyber Bullying	Fighting	Membership in Fraternities, Sororities, or Secret Societies
Damage/Destruction of Property	Forgery	Motor Vehicle Violations
Deliberate and Intentional Profanity or Verbal Abuse	Gambling	On School Property During Suspension
Demonstrating w/o Permission	Gross Disruption	Possession of Drug or Alcohol
Excessive Tardiness	Gross Insubordination	Paraphernalia
Failure to Accept Assigned Punishment	Hazing	Possession/Use of Tobacco Products
Unauthorized use of Electronic Devices	Lavatory 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 Influence of Drugs/Alcohol	Inciting Others to Break the Law or Commit a Violent Act	Stealing Items of Greater Value
	Over-the-Counter Drug Violation	Weapons
		Willful Exposure

### Additional Violations:

- Public display of affection (hugging, kissing, holding hands)
- Failure to make specific arrangements for pick-up following after-school activities
- Inappropriate touching

*Further information can be found in the Student Success Handbook booklet on the township website.*

## **BULLYING POLICY**

The 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 Middle School the Bully Prevention 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. Repeated acts of bullying will result in disciplinary action. Students at Southport Middle have also become proactive against bullying by making the “I Shine” pledge below. We hope each student can sincerely pledge the following:

- I** – I will not hurt others with my words or actions.
- S** – Stand up to putdowns.
- H** – Help those who are being bullied.
- I** – Inform adults when I need to.
- N** – Never use my computer or cell phone to hurt others.
- E** – Encourage my friends to stand up against bullying too.

*Further information can be found in the Student Success Handbook booklet on the township website.*

## **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.

## **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 load. Obeying the rules will better ensure the rights, safety, and well-being of all student passengers. Infractions of bus rules will result in disciplinary action, which may result in the loss of bus riding privileges. *Further information can be found in the Student Success Handbook on the township website.*

### **BUSES – RIDING OTHER THAN ASSIGNED**

Students are required to get off the bus at assigned stops and required to ride the same bus both morning and afternoon. When waiting for the bus, please remember, for safety, to stand 10 feet back from the roadway. **Only in an emergency situation will students be allowed to ride a different bus home or to school. An Alternate Bus Permission slip signed by the parent, is required describing the emergency, and this form must be submitted to one of the Deans by noon.** If permission is given, the Dean will sign the form and the form will be given to the bus driver. A BUS WAIVER REQUEST form must be submitted to the school for a student to change bus assignments or bus stops. Forms may be found on the transportation website, [www.perryschools.org/departments/transportation/forms-resources](http://www.perryschools.org/departments/transportation/forms-resources).

### **BUS – IF YOU MISS IT**

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 HOME WITH PARENT/RELATIVE**

If a student is to be picked up after school by a parent/relative instead of riding the bus home, **the student needs to meet his/her parent in front of the school.** Students should not be picked up by friends or non-relatives without parent permission.

### **SELLING 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.

### **TELEPHONE USE**

Students will be permitted to use the telephone for EMERGENCY purposes only. Students will not be called out of class to use the phone unless it is an emergency. We do not consider forgotten lunch money, books, P.E. uniforms, homework or other school supplies, or for the purpose of staying with a friend, an emergency. Students must have permission from the Student Services Office to use the telephone. Students are to have made prior arrangements for pick up for all after-school activities.

## CAFETERIA

Students are encouraged to put money into their accounts for breakfast, lunch and ala Carte purchases weekly or monthly. Cash will be accepted at the cash register daily to put into student accounts. Students, who wish to put money in their account by check, should report to the cafeteria in the morning during homeroom. The student's name and lunch number must be placed on the check. This is especially helpful if the student and parent last names are different. Payment on accounts may also be made with a Visa or Master Card online at [www.perryschools.org](http://www.perryschools.org). Please allow 24 hours for online payments to be available in the student's account. **Account balances may also be checked online.** Negative balances are not permitted. Students with repeated insufficient funds in their accounts to pay for their meals will be referred to the principal for investigation. Peanut butter sandwich and milk are available upon request by the parent in emergency situations only. 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 online on the district website. **Please submit only one application per family.**

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) from restaurants may be brought into the cafeteria during lunchtime. All students are encouraged to eat a nutritious breakfast every day.

### Prices

Breakfast – free for all students

Lunch – free for all students for 2021-22, but normally \$2.70 (subject to slight increase)

A la carte items are priced individually. (See menu available in the cafeteria and online at [www.perryschools.org](http://www.perryschools.org))

Students qualifying for financial assistance will receive lunch for \$.40 or at no charge depending on their eligibility. Student's qualifying for Free or Reduced price meals also qualify for textbook assistance.

## LATE TO SCHOOL

1. We expect our students to be on time to school every day.
2. Students arriving after 8:12 a.m. must report to Main Office to sign in and receive an admission slip to class.
3. Continued tardiness will result in a referral being made to the Social Worker.

## TARDY POLICY

It is important that the students develop the habit of being on time to class. Our school has developed a system of procedures and passes to enable students to conduct any necessary business without being late. Teachers will begin class instruction without having to stop, admit late students, and then begin again. Repeated tardiness to class may result in lunch detention, after-school detention, in-school suspensions, or out-of-school suspension. All tardies are documented in Skyward.

## WITHDRAWING FROM SCHOOL

Parents should inform the Guidance Office in advance when withdrawing their child from school. **On the last day the student attends Southport, he or she should plan to stay the entire day.** All textbooks, Media Center materials, Chromebooks, 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 written request from the school.

## 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. Also, the parents/guardians should list this information on the student's emergency cards.
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 seventh-grade students and special cases referred.
4. **Marion County Health Department** provides vision testing to all eighth-grade students and other special cases referred.
5. Scoliosis screening is performed by our township nursing staff on all seventh-grade students.
6. Speech therapy is available through RISE Special Services.

## SICKNESS - BECOMING ILL AT SCHOOL

1. The student should report any illness to the teacher.
2. The teacher will refer the student to the Nurse's Office.
3. Only those listed on the emergency card can pick up the student.
4. Students leaving early due to illness may not return for any after-school activities.
5. **Remember: the student must have a pass to report to the Nurse's Office for a health problem.**

## MEDICATION TAKEN AT SCHOOL

A **written parent request** is required for medication of any type (over-the-counter, prescriptions, creams, eye drops, etc.) to be taken at school. **ALL MEDICATIONS must be in the ORIGINAL CONTAINER (including cough drops).** Only labeled directions will be followed. A doctor's order is required to alter any dosage. If it is absolutely necessary for any medication to be given at school, a duplicate bottle (*obtained from the pharmacy*) with the exact liquid amount or exact number of pills will be needed. All medications will be kept locked in the Nurse's Office. Students cannot keep medicine with them or in their lockers. A "**medicine pass**" will be issued to come to the nurse's office.

Inhalers must also be in the original box and be accompanied by written parent/guardian permission. Original box will have prescription label showing student's name, doctor's name, and dosage. If a student must carry an inhaler for use at school or for after-school activities due to severe asthma, we must have a **written parent note, as well as written physician's note or letter** stating the student has severe asthma and must carry the inhaler on his/her person. The student will self-administer the inhaler as prescribed.

Indiana Code IC 20-34-3-18 states that we may now release medications to the student to bring home from school with a **written note** from a parent or guardian. If you feel you have a safety concern or choose not to have your child transport medication to and from the Nurse's Office you may choose to continue to bring in or pick up the medication yourself. *Further information can be found in the Student Success Handbook booklet on the township website.*



## **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 (317-789-4665), but will accept a student bringing a written note to the Guidance Office 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 the Main Office to sign out. The student should return to school if time permits and sign in at the Main Office 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. Identification may be requested of the party picking up the student.

## **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. Parents can make any changes in Skyward or by contacting the Student Services Office by note or phone (317-789-4666). **Our automated phone system uses this emergency information to notify students and parents of emergencies and important information throughout the year.**

## **CRISIS INTERVENTION PROCEDURES**

Perry Township Schools takes 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 Parent Square. For this system to be effective, parents need to make sure that their contact information is up-to-date at all times in our database (Skyward).

# 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. SMS uses a digital ticketing process for most athletic events.

## 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 to their lockers 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 ISS 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.

*Further information can be found in the Student Success Handbook booklet on the township website.*

## 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.

Pick-up time is **6:45 PM** for home football games (@SHS) and **7:15 PM** for home basketball games.

## **Burmese Notes**

### **Sianginn Thawngthan (School Message)**

Hringtu nu le pa le siangngakchia vialte, Southport Middle School in lunglawm tein kan in don hna.

Siangngakchia sinah (Students),

Hika sianginn hi na caah hlawhtlinnak le naa nuamhnak hmun a si lai tiah kan zumh. Cun nangmah holh (nu hrin holh) i na holh lengah Miraang holh (English) zong cawnnak nawl na ngei, hawikom tampi kawmh ding na ngeih fawn caah sianginn ah hin na nuam lai tiah kan zumh.

Nu le pa sinah (Parents),

Nu le pa le siangngakchia nih Southport Middle School kong hi nan theih ngai cang lai tiah kan zumh. Agenda timi cauk chungah hngalh a herhmi tampi an um. Biapituk an si caah laiholh in kan in lehpiak hna. Cu caah a tanglei tialmi ca pawl hi nan rel dih hrimhrim lai.

### **Sianginn kainak (Attendance)**

Siangngakchia caah cun bau lo tein sianginn kai hi biapi ngaingai a si. Na fanu/pa nih a damlo ruangah siseh, thil dang a herhmi pakhatkhat ruang ah siseh sianginn a kai khawh lo dingah ah cun sianginn ah thawng na thanh lai. Sianginn auhnak number cu317-789-4605 a si lai. Nan auh tikah mi nih an tlaih lo ah cun bia (message) na chiah tak lai. Bia nan chiah tikah siangngakchia min hram, min dong kha fiang tein nan chim lai. Cun, cataang, ze ruangah a kai lo, nangmah kha zeitindah siangngakchia he nan i pehtlaih ti le na telephone number kha fiang tein na chimh hna lai.

Na fa cu sianginn a kai lo zongah a kai lo ni i an cawmni ca kha saya te nih tuahding an timi paoh cu a tuahdih a hau lai. Nihnih a si lo le ni hnih nak tam sianginn kai lo i a um ah cun 317-789-4665 ah zinglei nazi 8:00 hlan ah chawmh ding a si lai. Cun ca tuahding (homework) bawmh a herh ah cun <http://sm.msdp.k12.in.us> ah hin bawmhnak hal khawh a si. Student tinak khan na hmeh lai, cun taang 7 a si lole taang 8 ah na kal lai i teacher's assignment for the day ah khan bawmtu cu na hmuh khawh ko hna lai.

### **Thil hruk-aih ningcang (Dress Code)**

Siangngakchia thil hruk-aihnak kong hi agenda cauk chungah fiang tein tial a si. A biapimi cheukhat a tanglei ah kan hun fianter tthan. Siangngakchia nih sianginn i aa hrukmi thiltuam kha zanlei inn a phanh tiang aa hruk ding a si lai. Thil hruk ningcang cu a tanglei bantu kin an si lai:

### **Aangki (Tops)**

Angki a tanglei a hleimi paoh cu tawhrolh (bawngbi) chungah khumh hrimhrim ding a si. Suaitta tahmi phun belte khumh lo in um khawh a si. Angki cu hngawng (collar) ngei a si lai. Muici/a zawng (color) pa khat lawng a si lai (a sen a si ah cun sen dih, a raang a si ah cun a raang dihmi a si lai). A tialmi a si lai lo. Zuk le thil dangdang aa suaimi a si fawn lai lo. Baan tawi, baan sau cu duhmi paoh hman khawh a si.

### **Tawhrolh/Bawngbii/Hniphor (Bottoms)**

Bawngbii cu khakhi, tanatkha muici/ zawng a si lai. Jean le a dang dang bawngbii hruk khawh a si lai lo. Hniphor (skirt) cu khup tang tiang a kuhmi a si lai. Khua lum caan, August – October le April – May thla ah cun khup tiang a simi zong hruk khawh a si.

### **Kedan (Shoes)**

Kepah a khuh dihmi kedan hmanding a si. Phanah (slippers) le ke hrolhmi (sandals) phun hmankhawh a si lai lo. Hihi taksa venhimnak caah tuahmi a si.

### **Angki leng (Outerwear)**

Khuasik tikah angki leng le thil lum nan i hrukmi paoh paoh cu thilchiahnak (locker) ah chiah dihdng a si lai. Sianginn khaan chungah hrukhawh a si lai lo.

### **Lentecelhnak (Athletics)**

Lentecelhnak hi siangngakchia vialte caah tuahmi a si. Lentecelhnak ah tel a duhmi paoh nih phung ning tein tel a si. Lentecelhnak caah doctor nih a ngan a dam le dam lo a zoh hnu ah a dam ko tinak le nu le pa nih nawlpeknak minthutmi cattlap cu sianginn zung (Main Office) a silo le Lentecelhnak zung (Athletics Office) ah saya te sinah pek tthan hnu lawngah lentecelhnak nawl hmuh a si.

### **Sianginn kharnak /Caan thawnnak (School Closing or Delays)**

Thil pakhatkhat ruangah sianginn khar a silo le sainginn kaicaan thawng a si sual ah cun radio le TV in thawngthanhnak tuah a si lai. Cun sianginn website [www.perryschools.org](http://www.perryschools.org) zongah zohkhawh a si. A silo le telephone in thawngthan khawh kan in

zuam hna lai.

### **Sii dinding le Nurse Zung (Medication & Nurse's Office)**

Siangngakchia nih sianginn ah sii dinding ken a hau ah cun nu le pa nih ca ttialpiak a hau. Sii a dinding cu amah min a ummi sii dur(original container) in ken ding a si lai. Sii cu Nurse zungkhan chungah chiah ding a si lai. Siangngakchia nih sii dinding kha amah tein ken/fim khawh a si lo. Locker zongah chiah khawh a si lo.

## **Spanish Notes**

### **Asistencia (Attendance)**

Si su hijo(a) está ausente, los padres deben reportar la ausencia de su hijo(a) llamando al **número de asistencia (317)789-4605**. En su mensaje debe incluir la razón por la ausencia. Si no puede dejar su mensaje en inglés, deje el mensaje en español. Para trabajo perdido mientras estuvo ausente busque en Canvas. Es la responsabilidad de los estudiantes averiguar el trabajo que han perdido. Los estudiantes tendrán la misma cantidad de días que estuvieron ausente para completar el trabajo..

Tarea es cualquier trabajo no terminado en clase. Es probable que los estudiantes tengan al menos una tarea cada noche. Cada noche su hijo(a) debe traer su agenda a casa. Si usted nota que hijo(a) no está trayendo tareas a casa o le gustaría saber su progreso en clases, por favor contacte a los maestros. **Las tareas están publicadas en cada sitio web de Canvas de cada maestro(a)**.

### **Código de Vestimenta (Dress Code)**

Los estudiantes deben llegar a la escuela cumpliendo el código de vestimenta y seguir cumpliendo el código de vestimenta hasta llegar a casa. La administración se reserva el derecho de determinar qué se considera inapropiado o perjudicial para el proceso educativo. "*Cuando en duda, descartar.*" Camisas con cuello de un solo color, súéteres sin dibujos o diseños. Los pantalones/ pantalones cortos deben ser pantalones de vestir y de color caqui, negro, azul marino o bronceado. No se aceptan jeans, joggng, leggings ni pantalones deportivos. El calzado aceptable incluye cualquier zapato de suela dura con todo el pie cubierto (incluidos los dedos y el talón). Chanclas, sandalias, pantuflas y cualquier otro calzado de suela blanda o sin cordones presentan problemas de seguridad y, por lo tanto, no se permitirán. Prendas exteriores como los abrigos, sudaderas con capucha, chaquetas con cremalleras/abotonadas y todas las demás prendas exteriores deben guardarse en los casilleros de los estudiantes durante el día escolar.

### **Atletico (Athletics)**

Se proporcionan deportes interescolares para todos los estudiantes. Para que un estudiante sea elegible para participar, debe cumplir con ciertos requisitos escolares. Cada estudiante debe tener archivado un formulario físico emitido por un médico y un formulario de consentimiento de los padres completado. Estos formularios están disponibles en la oficina de deportes o en la oficina principal.

### **Cierre de la escuela o retrasos (School Closing or Delays)**

En caso de una demora o cierre debido a circunstancias imprevistas (clima y emergencias), el superintendente notificará a cada familia a través de nuestro sistema telefónico automatizado. PARA QUE ESTE SISTEMA SEA EFECTIVO, LOS PADRES DEBEN MANTENER SU INFORMACIÓN DE CONTACTO ACTUALIZADA EN NUESTRA OFICINA DE SERVICIO ESTUDIANTIL. También notificaremos a las estaciones de radio y televisión locales. La información sobre cierres o retrasos también se publicará en nuestro sitio web en [www.perryschools.org](http://www.perryschools.org). Por favor, no llame a la escuela. Las líneas telefónicas son necesarias para llamadas de emergencia.

### **Medicacion y Enfermería (Medication and Nurse's Office)**

Se requiere una solicitud por escrito de los padres para que se tomen en la escuela medicamentos de cualquier tipo (de

venta libre), recetas, cremas, gotas para los ojos, etc.). TODOS LOS MEDICAMENTOS deben estar en el ENVASE ORIGINAL (incluidas las pastillas para la tos). Todos los medicamentos se mantendrán bajo llave en la enfermería. Los estudiantes no pueden llevar medicamentos con ellos o en sus casilleros. Los inhaladores también deben estar en la caja original y estar acompañados por un permiso por escrito del padre / tutor.