

South Bend Community School Corporation



Intermediate Centers

Student Handbook

<u>School</u>	<u>Phone #</u>	<u>Fax #</u>	<u>Attendance #</u>
Brown Intermediate Center	287-9680	283-5581	283-8873
Clay Intermediate Center	243-7145	243-7151	243-7148
Dickinson Fine Arts Academy	283-7625	283-7633	283-7629
Edison Intermediate Center	283-8900	283-8903	None
Greene Intermediate Center	283-7900	283-7903	283-7905
Jackson Intermediate Center	231-5600	231-5605	231-5604
Jefferson Traditional Center	283-8700	283-8703	None
LaSalle Intermediate Academy	283-7500	283-7513	None
Marshall Intermediate Center	231-5801	231-5804	None
Navarre Intermediate Center	283-7345	283-7351	283-7348

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

SCHOOL _____ STUDENT NO. _____

INTERMEDIATE CENTER PHILOSOPHY STATEMENT

It is recognized that the intermediate educational period will provide a bridge between the K-4 and 9-12 program structure. In accordance with this, it is understood that any education program developed for children in grades five through eight must be one of continuous progress, which takes into consideration their academic, social, emotional and physical development. In order to meet the individual needs of each student at the intermediate school level the following statements of philosophy have been developed:

1) The academic and exploratory program will provide the student with the opportunity to expand basic knowledge and academic potential while encouraging the development of critical thinking skills, creative abilities, and study techniques.

2) The intermediate center will allow for the expansion of social responsibility by providing the student the opportunity to experience leadership skills, interactions with peers and adults, and decision oriented situations in a guided setting.

3) The intermediate center will serve as a transitional setting, moving the student from childhood to adolescence, allowing an opportunity to develop a positive self concept by providing success and maximizing student-staff contact experiences.

4) Realizing that the intermediate school student is going through a period of rapid physical development, educational and recreational experiences and facilities will be planned with that in mind.

This philosophy recognizes the need to motivate students to develop creativity,

leadership qualities, peer respect, sound study skills, and a healthy attitude toward gaining an education. These goals can best be accomplished by giving top priority to **CHILD CENTERED EDUCATION** and to the development of communication channels between all persons who have the potential to influence the educational success of the child.

GENERAL INFORMATION

AGENDAS

The Agenda is an organizational tool that has the potential to assist students on their way to success. Every student will receive an agenda when school starts. The agenda includes daily assignment pages, planning pages, areas for parent and teacher comments, etc. We are confident that the agenda, if used effectively, will greatly enhance the educational results for your child.

ALCOHOL, DRUGS, TOBACCO

Students are not permitted to have in their possession drugs, alcohol, or tobacco in the school building or on the grounds. Students using such substances are subject to disciplinary action.

ATTENDANCE

Regular attendance is a necessity for two reasons:

(1) it is required by law, (2) it is essential to a student's success, enjoyment and achievement in school subjects. For an absence to be excused, the parent/guardian should call the attendance office the day of the absence. Also, a note written by the parent/guardian must be sent with the student on the day of his/her return to school. It is the student's responsibility to obtain all work assignments that were

missed and to make arrangements to make up work.

EXCUSED ABSENCE

The state of Indiana recognizes five reasons why a student may be absent legally. They are: 1. Personal illness, 2. Death in the immediate family, 3. Court appointment, 4. Quarantine, and 5. Required church observance. All absences resulting from these reasons or any absence authorized by the principal will be considered as excused. Work may be made up and no penalty will be assessed. (If a student is continuously absent due to illness, a doctor's statement may be required.)

PRE-ARRANGED ABSENCE

If parents request that their children be absent from school for reasons other than those excusable by law, they may make this request in writing to the assistant principal for approval prior to the absence.

TARDIES

A student will be considered tardy if not in the classroom by 7:45 a.m., with textbook and required materials with which to work when the bell rings. Tardiness during the school day will be dealt with by the teachers. If a student is tardy to school he/she must report to the attendance/main office for an admit pass before going to class. Remember that tardiness is a disruption to the educational process.

TRUANCY

Truancy is absence from school or from a class without permission of parents or the school. If a student is truant, he/she will not be allowed to make up work that was missed. The student will be referred to the administration for disciplinary action. Students should get the most out of their education by being here everyday.

BOOKSTORE (Where Available)

Items needed for class such as paper, pens, pencils, erasers, and other supplies may be purchased Monday through Thursday mornings in the bookstore before school begins.

BUS TRANSPORTATION

Riding the school bus to and from school is a privilege, **not a right**. Bus drivers are expected to maintain order on the bus and should be treated by students as any other adult supervisor in school. The school will deny bus privileges to disruptive students. The following rules of conduct are to be followed when riding to and from school:

1. Follow the bus driver's directions at all times.
2. Get on the bus quickly and take your assigned seat.
3. Remain seated, facing forward.
4. Keep your feet out of the aisle.
5. Keep your hands, feet, books, pencils, etc. to yourself.
6. Talk in a quiet voice.
7. No eating or drinking on the bus.
8. Remain seated upon arrival at school.
9. Students may only ride the bus to which they are assigned. Bus drivers will pick up and drop off at school or their assigned stops.
10. Students crossing the street to board the bus should not do so until the bus has stopped and the stop arm extends.

Consequences

1. Misbehavior will result in a bus incident report.
2. Three incident reports will result in three to five days of bus suspension.
3. Serious incidents may result in immediate suspension.

If a student is suspended from the bus, parents/guardians are responsible for transporting their students to and from school. To reinstate bus privileges, parents will be required to conference with their child's principal. Bus suspensions are not excused absences.

CAFETERIA PROCEDURES

Breakfast will be served to students on a daily basis prior to the start of the school day. The food is simple yet nutritious. The program is designed to meet the needs of those children who do not have an opportunity to eat breakfast before coming to school. Any child who is interested may participate in the breakfast program. Participation is solely voluntary. If your child receives a free lunch, he/she is also eligible to receive a free breakfast.

Intermediate Centers have a closed lunch policy. Students may purchase a plate lunch or various sandwiches, salads, snacks, beverages, etc. Students are also free to bring sack lunches.

Students will use the cafeteria's computerized system which allows them to put money into their own lunch account. Each student must memorize his/her student identification number which will be entered into the computerized system daily. If students would like to pay for the week, then they would need to deposit money for the entire week on Monday mornings or the first day of each school week. Parents that prepay may designate specific amounts for lunch/breakfast meals and for ala carte items.

Parents received both free and reduced lunch applications with a stamped, self-addressed envelope enclosed in the mail for each individual child enrolled in the South Bend Community School

Corporation. Those applications MUST be returned to the Food Service Department as soon as possible for processing. Your child's status will remain the same as last year until the new application has been processed and you have been notified. If an application has not been received and processed by October 1st, you will have to PAY for the school meals until the application process is completed. The same application also determines your child's book fees. If your child qualifies for either free or reduced meals, he/she will also receive free and/or reduced book fees.

Children are not allowed to charge meals, extra food, or ala carte items, so prepayment is a great option. For those students who do not have money in their account or do not bring money to pay for that day's meal, the following system is used.

Day 1-Warning to child, regular meal served, and letter sent home to parent saying the child owes for the meal.

Day 2-Alternate meal served with cost added to child's account (Peanut butter & jelly sandwich and all other components of the meal.)

Day 3 Alternate meal served with cost added to child's account.

Day 4-Alternate meal served with cost added to child's account. Second letter sent to parent advising that this is the last day a meal will be served and the amount the child owes.

Day 5-No meal served until balance is paid in full.

We ask for your cooperation in making sure your child has his/her lunch money, sack lunch, and/or a free lunch application on file.

CONDUCT

In developing high standards of behavior, students are expected to conduct themselves at school and school activities in such a manner as to bring honor to the school, their parents, and their community. Parents will be notified as soon as possible when their child is not conducting himself in the expected manner. Therefore, students are expected to exercise common sense, good manners, courtesy and consideration in all situations at school and school related activities.

DISCIPLINE

It is impossible for teaching/learning to take place without order in the school. All students are to conduct themselves appropriately. Students are to follow adult's directions the first time given, avoid disturbances, keep hands to themselves, be where they are supposed to be, and in general, display proper behavior.

Teachers will handle minor disciplinary offenses within their classroom through their classroom management strategies. Students displaying poor behavior that becomes serious in nature or is a repeated offense will be referred to the administration for disciplinary action. This may include detentions, parent conferences, written assignments, community service activities, in-school or out-of-school suspensions, shortened school day and other disciplinary measures designed to improve the behavior of the students.

Bullying is defined as aggressive behavior, repeated over time, that is intentionally harmful and occurs with no provocation. Bullying can be direct—teasing, taunting, calling names, hitting, kicking, stealing, threatening, or using a weapon. Bullying can also be indirect—spreading rumors, about someone,

ignoring or excluding others intentionally, or influencing others to do these things. Any student using violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct to harass or intimidate another student and preventing them from free use and enjoyment of the educational opportunities will be subject to disciplinary action.

Please refer to the Student Behavior conduct pamphlet for additional comments regarding student discipline. Parental involvement in resolving behavior problems is essential.

EMERGENCY FORMS

Each student is required to fill out an emergency form. This form will provide information to school officials such as telephone numbers of home, parents' work numbers, and numbers of neighbors or relatives to be contacted when parents cannot be reached. Parents are required to inform the office immediately of any changes in address or phone number to assist the school in making parent contact for academic, behavioral or emergency reasons.

FIRE, CODE RED, AND STORM DRILLS

The State of Indiana requires that all schools conduct a fire drill once a month and a storm drill twice a semester. Code red drills are practiced monthly. These drills are conducted to promote the safety of all students and staff should a real emergency occur. Students are expected to walk, remain quiet, follow all instructions given by staff members and take all drills seriously. Drill procedures are posted in each classroom along with directions to shelter areas.

HALL PASSES/AGENDA PASSES

Students are not to be in the halls

during class time except with a hall pass. Hall passes are only given for very important matters.

HAZARDOUS ITEMS

Items which could be hazardous to the safety of students and school personnel are not permitted on school property. These items include knives, guns or any other object that might be considered a weapon. Fireworks, matches, lighters, or any fire causing items are strictly forbidden.

HOMEWORK

Homework is defined as any activity related to classroom curriculum and school learning which is completed outside of the classroom and regular school hours without the immediate and direct supervision of the teacher. Student homework assignments should complement school instruction, reinforce the learning which takes place during school hours, and build effective study and work habits.

The three most common types of homework assignments include independent practice, preparation, and extension.

Independent practice assignments reinforce school learning and involve only material with which the student is familiar. To be effective, this type of homework would be assigned only after sufficient guided practice in the classroom ensures the student will be successful when working independently.

Preparation assignments normally refer to reading assignments given prior to class meetings so that class time may be spent in discussion or some other form of application of the information read. Homework of this sort should be carefully assigned to ensure that the

student has a clear idea of the purpose of the assignment.

Extension assignments are attempt to take the student beyond the work done in class and unify school learning with a multitude of other experiences that go on outside the classroom. It allows the student to take information, ideas and skills and put them to work in an individual way, fitting them into the student's own experiences and thoughts.

Grades 7 & 8-Homework should not exceed two (2) hours per day.

Grades 5 & 6-Homework should not exceed one hour per night and should be assigned in reading, mathematics, and language arts on a regular basis. To be effective at these grade levels, homework should be assigned on a daily basis.

Homework will not be assigned as punishment or for punitive reasons. This practice tends to build up resentment which blocks learning, and, in some cases, results in the student viewing all written assignments as punitive.

All decisions regarding homework must take into account many factors—home conditions, the amount and kind of homework given, its relation to the time and study at school, and the extent to which the curriculum stimulates students to study at home.

Homework in the South Bend Community School Corporation needs to be continuously evaluated and every effort expended to improve both quality and process. (Condensed from the Educational Policies: South Bend Community School Corporation #6510)

HALLWAYS

There is to be no running, horseplay, scuffling, loud talking or loitering in the hallways. Passing times are sufficient to get from one class to another ON TIME. Remember that any staff member may correct inappropriate behavior in the halls.

LOCKERS

Each student will be assigned a hall locker with a combination lock. No other locks may be used. No food or drinks are to remain in the locker past lunch time. Periodic locker checks may be made by the administration in the interest of health and safety. In addition, lockers must not be shared with other students. To insure safety of possessions, students must not disclose their combination to others.

LOST AND FOUND

To avoid problems, personal items should be clearly marked with the student's name. Students finding lost items should turn them in to the main office immediately. Lost articles can be claimed at the office by proper identification. We cannot be responsible for carelessness and/or failure to comply with established procedures.

MEDIA CENTER

The goal of the Intermediate Centers' Media Center is to provide access to information, to aid students and staff in the use of information technology, and to provide materials and resources that promote literacy, enjoyment of reading, and lifelong learning for all students.

To achieve this goal, the media center houses approximately 15,000 books, consisting of fiction, non-fiction and reference books. These books support the curriculum as well as provide recreational reading. The A-V

collection, comprised of videos, filmstrips, audiotapes and other non-print materials, also supports the curriculum. In addition, the library receives a number of magazines as well as the Readers' Guide which indexes these journals.

The media center uses a computerized circulation system. Students may use the computers in the library to access the INTERNET, use the electronic encyclopedias and other programs on CDs, as well as the word processing programs to generate reports. A certified media specialist runs the center with the help of parent volunteers when they are available.

PERSONAL PROPERTY

Unfortunately, every school has a few students who will take another person's property. Therefore, students should not bring anything to school that he/she cannot afford to lose. Valuable items such as radios, tape recorders, cell phones, cameras, expensive watches and large sums of money should not be brought to school. Electronic items may be held by school officials and returned only to the parents or to the student at the end of the school year.

PHYSICAL EDUCATION

Physical education is required unless excused by the administration or school nurse upon written request from the family doctor. All 7th and 8th grade students are expected to dress for physical education and participate in all activities. Students who fail to dress for physical education are still required to participate in all activities. However, their grade in physical education will be affected as a result of their refusal to dress on a consistent basis. Depending on the school's procedures, 5th and 6th grade students may or may not change clothes for physical education but will

be expected to wear tennis shoes/sneakers.

PROBLEMS

Should a student develop a problem, whether with another person, an academic problem, or just a case of wanting to talk to someone, the staff is willing to listen and assist. Students should refer all problems to someone in authority.

REPORT CARDS & PROGRESS REPORTS

Report cards are issued each nine weeks. A final grade for each class will be received each semester. Progress reports shall be issued to students in the middle of each nine week grading period.

Students will be on the honor roll if they have an average of 3.0 in all basic subjects. High honor students have an average of 3.5 and above in all basic subjects.

Progress reports will be sent home with the student. Report Cards are issued one week after each grading period ends. Refer to school calendar for exact dates.

SCHOOL CLOSINGS

Should conditions develop overnight which warrant the closing of any or all schools in the system, the first announcement would be made over all local radio and television stations usually by 6:30 a.m.

SCHOOL DAY

School begins at 7:45 a.m. and is dismissed at 2:55 p.m. daily. Students are expected to be out of the building by 3:05 p.m. All students participating in after school activities are expected to be in their designated areas by 3:05 p.m.

STUDENT DRESS

Uniform Policy: Any student attending a school that has adopted a school uniform policy will adhere to that school's clearly defined dress attire. Schools that adopt the uniform policy have surveyed their district members on this matter and have implemented the majority decision. Students transferring into the district or traveling between schools due to administrative purposes are not exempt from the uniform policy of the school. Any questions concerning the uniform policy should be directed to the building administrator.

Students are expected to dress appropriately for school. The responsibility for student dress is that of the students and the parents. The following guidelines should be followed:

1. **SHORTS**-shorts must be worn AT OR BELOW THE KNEE, NO EXCEPTIONS! (Leggings are not a suitable substitute for pants and do not bring out of compliance shorts or skirts into compliance.)
2. **SKIRTS**-must be to the knee.
3. **NO RAGGED, RIPPED, TORN OR SHEER** items of clothing.
4. **NO "SAGGING"**-shorts, slacks, jeans, etc., that do not fit properly at the waist. (Rope will be provided for those students who forget their belts.)
5. **NO Pajama Pants or Tops.**
6. **NO TANK TOPS (ATHLETIC OR SPAGHETTI STRAP TYPES), MIDRIFTS, shirts or tops that fail to**

cover entire stomach or back area. Appropriate necklines should also be observed. Sleeveless tops must be three inches in width.

7. **NO CLOTHING, JEWELRY, HAIR STYLES, THAT EXHIBIT ANYTHING RELATED TO ALCOHOL, DRUGS, TOBACCO, GANGS, CULTS, VULGAR LANGUAGE, VIOLENT ACTS, OR SEXUAL INNUENDO.**

8. **NO HATS, BANDANNAS, WAVE SETTER CAPS, SWEAT BANDS, HEAD BANDS and/or HAIR NETS** are to be worn inside the building or at school functions.

9. **NO UNNATURAL HAIR COLORS-** blue, green, bright red, etc.

10. **NO** Coats or outer wear clothing are to be worn in the classroom.

11. All school bags are to be put in the locker and not carried to class.

The administration reserves the right to make final judgment concerning the appropriateness of a student's attire/appearance. The administration will deal with students who do not adhere to the dress code.

TELEPHONES-MESSAGES

School phones are for school business and may be used by students only in emergencies with the permission of someone in authority. Pay phones may be used by students for personal business after the school day. Only parent messages that are urgent will be relayed to students in class.

Messages must be given to school personnel who will deliver the message to the student. All messages should be given to the office by 2:00 PM. It is imperative that we limit interruptions to the instructional day. Therefore,

students will not be called to the phone. Parents should make family arrangements with their child prior to them leaving for school. Continuous disruption to the instructional program is not conducive to quality education. Everyone's cooperation is expected.

TEXTBOOKS

Textbooks are purchased by the school system and rented to each student. The rental fee is included in the school fees due at the beginning of each school year. School fees are paid directly to the school corporation. (Fees can be waived if an application for free lunch has been approved.) If a textbook is lost or severely damaged, the student assigned the book has the responsibility to pay for a new book. Fines are also assessed for minor damage to textbooks.

VISITORS

All visitors must register at the school office upon entering the building. Parents are welcome to visit the building and observe classes with principal's permission and prior notice to the teachers. Parents who wish to consult with teachers or counselors should call and arrange a time that is mutually agreeable. Students are not permitted to bring guests to school and are not allowed to visit other South Bend schools unless accompanied by a parent.

STUDENT SERVICES

HEALTH SERVICES

The school nurse is available daily for each student's health and safety. The nurse routinely does screening for vision, hearing and scoliosis as well as keeping track of each student's medical history and immunization record. Students who take any type of medication (prescription or over the

counter) during the day must have the "Student Medication Permit" form completed and signed by parent and physician. The medication will be held and dispensed from the nurse's office during the day. Students who need to visit the nurse due to illness during the day need a pass from their current teacher. Students are not to visit the nurse's office without a pass, unless there is an EMERGENCY. If a student shows symptoms of acute illness or injury, a parent will be contacted and the student will be sent home.

GUIDANCE SERVICES

All intermediate centers are served by at least one full time counselor working to meet the academic, psychological, and social needs of the students.

Counselors work to reduce schedule conflicts and to assist with the annual selection of classes, develop classroom guidance activities (such as: goal setting, peer relationships, violence prevention and study skills) and guide the social and emotional development of students. Parents are welcome to make appointments to meet with the counselor concerning schedules, course information, academic progress, issues that may impede a student learning and relevant problems related to the student's social and emotional needs.

SOCIAL WORKER

The school social workers are assigned to each district. They deal with crisis situations and work closely with local agencies and families. The social workers are a link between the home, community, and school in an effort to maximize the student's educational experience.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT), which is typically comprised of

counselors, administrators, a nurse, social worker, teachers, and a psychologist is a multi-disciplinary group intervention system whose goal is to remove the educational, behavioral, and social barriers which interfere with student learning. This goal is accomplished by providing strategies and support to teachers and parents as they help students succeed in school. The team will also access other school and community resources as necessary for effective intervention.

Goals of Student Assistance Team

- To make more systematic, the school's method of identifying and referring students experiencing difficulty.
- To improve the quality of intervention strategies by utilizing the skills, experiences, and perspectives of a multi-disciplinary team.
- To increase the capacity of the entire school staff and parents to handle student problems.
- To share the burden of responsibility for decisions which greatly impact the lives of others.
- To create a positive school climate in which all students are valued and all staff are supported.

This team meets weekly to deal with student problems. It is the goal of the student services team to assist all students in being the best they can be. Success for all students is what this team hopes to accomplish. Should you feel you need the services of this team, please contact any of the individuals previously noted.

ATHLETIC PROGRAM

The Intermediate Centers will play in a league consisting of two divisions: North and South. The North division includes Brown, Clay, Dickinson, Edison, and LaSalle. The South division includes Greene, Jackson, Jefferson, Marshall,

and Navarre.
The Intermediate Center athletic programs are as follows:

FALL

Girls' Volleyball 6-8
Co-ed Cross Country 5-8
Football 7-8
Boys Soccer 6-8
Girls Soccer 6-8

WINTER

Boys Basketball 5-6, 7-8
Wrestling 5-8
Basketball 5-6, 7-8

SPRING

Girls Softball 6-8
Baseball 6-8
Coed Track 5-6, 7-8

Physical Exams

Students participating in sports must have a physical exam before they are allowed to practice with their team. Students may go to their own physician or may participate in the physical exams offered at various school sites. The physical exam form must be signed by a parent or legal guardian before the physical can be given. A physical obtained after May 1st is valid for the upcoming school year.

Age Eligibility

6th Grade

A student who is or shall be 14 prior to or on the scheduled date of the last

contest in a sport should be ineligible for athletic competition in that sport.

7th Grade

A student who is or shall be 15 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

8th Grade

A student who is or shall be 16 prior to or on the scheduled date of the last contest in a sport should be ineligible for athletic competition in that sport.

Academic Statement

Athletes must have received passing grades in at least 7 out of 8 credit subjects or the equivalent in the previous grading period.

Insurance

An athlete must pay for insurance before he/she is allowed to participate in practice. Each sport an athlete participates in will have a mandatory insurance cost. Due to rising fuel costs, a transportation fee may be assessed.

Ten Day Rule

Athletes must practice in ten practices-one per day before they can participate in an athletic contest. Any athlete that misses five or more practices must have a physician's release in order to return to the team.