

Dear Parents/Guardians:

I first and foremost want to take this opportunity to welcome you to LaSalle Intermediate Academy. We are so very thankful that you have selected LaSalle as your school of choice. LaSalle Intermediate Academy serves students in grades 5-8 to provide a high quality academic program as well as develop strong character development throughout the adolescent years. The adolescent years are a great time of change and growth which is both exciting and challenging at the same time. Our goal is to help your child transition and to assist you as you navigate through the middle school years. As both an educator and a parent of teenagers, I want you to know I am here to help you.

I have been an educator for 22 years. I spent 13 years in the classroom as an English teacher, and I am now entering my tenth year as a principal. I have worked with children of all ages from Kindergarten all the way up to seniors in high school. When I am asked which age of children I have enjoyed working with the most, my answer is the same. I love ALL children at every age. I believe my gift and my calling in life is to work with children and with families. I have three of my own children, Lizzy age 18, and twins Alex and Nathan, ages 14. I am surviving the teenage years with my own children who are all completely different from one another. I truly do understand the struggles that parents face when trying to navigate difficult issues through these years. The teenage years can be tough.

In my work as a principal, I wear both my educator “hat” and my parent “hat”, and I am always seeking ways to look at issues and situations from all perspectives and find the right answer. My goal truly is to help and support students and families, and I believe we must work together to do so.

My goals at LaSalle include providing a high quality instructional program. The goal of our program is to provide instruction geared towards students who have been identified as showing giftedness or the potential to be gifted. Our curriculum is based on Indiana State Standards and is written to address students one year ahead. In other words, students who are in 5th grade will actually be taught using 6th grade standards and so on through the grade levels. Pacing is also advanced as students are expected to have already mastered basic skills in the elementary years. For these reasons, our instructional program can be described as rigorous and challenging.

Project Based Learning is the primary teaching method that teachers use to bring the classroom to life as students work on projects, problem solving, simulations, small group projects, and other engaging learning opportunities to make learning authentic. We strive to bring the real world into our classrooms. We are currently working on technology integration and continue to explore avenues of blended learning which will allow for students to blend traditional learning with technological learning.

In addition to creating a stimulating learning environment, my goals for students also include developing student’s character. All students are encouraged to join one after school activity or club or be involved in some type of special group at school. I firmly believe that if students develop an interest and find a similar group of students who share in that interest, they will feel a sense of belonging while developing life skills of responsibility, independence, team building, and work ethic. I am always looking for volunteers to sponsor after school events and activities and want to offer a variety of clubs for students to choose from. Be sure to see the list of after school activities in this handbook. Please encourage your child to find an activity and join a group.

Finally, in a school of 850 students, my goal is to work closely with as many families as possible and make a large school feel “small.” I really want to do the best I can to work with you and support your family. I will do my best to reach out to you as needed and provide as much support as I can during these middle school years.

The Parent Handbook is created to provide you with basic information about LaSalle. You will find the answers to most frequently asked questions within. Be sure to tuck it away in a safe place and refer to it as needed. Be sure to review it with your child so they have an understanding of the expectations at LaSalle.

In summary, I want to thank you again for selecting LaSalle as your school of choice. I have a wonderful staff at LaSalle to assist you, and we will do everything to help you and ensure your child’s success. If you have any questions, do not hesitate to contact us through the school office, and we will assist you.

Sincerely,

Principal Melinda Ehmer

History of LaSalle

LaSalle was constructed as a high school and opened in 1965. The last high school class graduated in 2002. LaSalle Intermediate Academy opened as an Intermediate Center in 2003-2004. The school was named after Robert LaSalle, or Sieur de LaSalle, a French explorer (11/21/1643-3/19/1687). He explored the Great Lakes region of the United States and Canada, the Mississippi River, and the Gulf of Mexico.

Mission

We seek to support and empower learners by providing a program of high academic achievement, quality character development, partnering with parents and community and creating positive school culture and climate.

Vision

Our vision is to prepare students academically, socially and developmentally for high school and the world beyond.

School Motto

The World is Our Classroom



LaSalle Office Staff

Principal, Melinda Ehmer
mehmer@sb.school
574-393-4700

Assistant Principal, Brandon Groves
bgroves@sb.school
574-393-4700

School Secretary, Rebecca King
rebeccaking@sb.school
574-393-4701

Attendance Secretary, Jennifer V. Liddell
jliddell@sb.school
574-393-4706

Student Management, James Hurt
jhurt2@sb.school
574-393-4780

School Counselor, TBD
574-393-4708

Social Worker, Pam Overmyer
povermyer@sb.school
574-393-4711

Resource Officer, Detective Odle
bodle@southbendin.gov
574-393-4786

In-School Suspension Supervisor, George Williams
gwilliams@sb.school
574-393-4723

Student Advocate, Davetta Farrow
dfarrow@sb.school
574-393-4754

School Nurse, Heather Cuttill
hcuttill@sb.school
574-393-4722

Athletic Coordinator, Brandon Groves (Interim)
bgroves@sb.school
574-393-4700

Arrival Time

Doors at LaSalle open at 7:15 a.m. Students should be in the building no later than 7:40 a.m. Breakfast is available at 7:15 a.m. Students may begin arriving at 7:15 a.m. and proceed directly into the main gym. Students who want to eat breakfast will go into the cafeteria. Supervision is not available for students prior to 7:15 a.m. and doors will remain locked until that time. Please do not drop off your child before 7:15 a.m. There is no outside supervision. We do not want students to be sitting outside, by themselves in the dark, prior to 7:15 a.m.

Drop Off Procedures - Car Riders

In an effort to maintain a safe, efficient car line, we must have everyone follow the procedures. Safety is extremely important and just one or two people breaking the procedure, impacts everyone else, most specifically the safety of students. Students are not allowed to be dropped off in the parking lot and walk across the line of traffic. This practice is an extreme safety issue.

When dropping off students, cars are only allowed to enter at Meade Street from the North and exit onto Elwood Avenue. Door #24 will be open this year and students can enter LaSalle from both Door #24 and the main entrance, Door #1. All cars should stay in the car drop off lane. Cars are prohibited from parking in handicapped parking spaces or regular spaces to drop off unless a parent is actually getting out of the car and entering the building. If you pull up in a parking space, we will ask you to pull around to the car line. You may park in the lot if you plan to come inside.

Cars should not drop off in double lines. All cars should follow the person in front of them and remain in the line all the way around to the exit.

Pick-Up Procedures - Car Riders

Pick-Up Procedures are the same as Drop-Off Procedures. Students are dismissed at 2:55 p.m. If you are picking up your child, we ask that you remain in your vehicle in the line at Door #1. Cars are only allowed to enter at Meade Street from the North and exit onto Elwood Avenue. If you need to come into the building, you may park your car in the parking lot. Parents need to pick up their child by 3:15 p.m., if their child is not involved in an after school activity. Students not picked up by 3:15 p.m. may be placed on bus transportation. Children are not allowed to remain inside the school building past 3:15 p.m. unless they are involved in a supervised activity. Children must be picked up promptly when their activity is finished.

Unless your child has an appointment before 3:00 p.m. please do not request for your child to be dismissed before 2:55 p.m. Again, this is a disruption to the class that need not happen. If an appointment is pending, a note must be given to the attendance office so that the student can receive an exit pass. This will notify the teacher who can help them prepare to leave early.

All students must be signed out through the office. We will only release students to those people identified on their emergency card. If emergency card information changes, it is the parent's obligation and responsibility to contact the main office and make changes. We will follow whatever information has been submitted on the card. For legal issues, be sure to provide legal documentation to the office for special instructions or arrangements. We must follow all legal documentation.

Bus Arrival and Transportation Information

Busses begin arriving at school also around 7:15 a.m. Bus rider students enter the building in the back and proceed to either the cafeteria or the main gym. If your child's bus does not pick up at the correct time, you should receive an automated message from the SBCSC transportation department letting you know of the adjusted pick up time. The direct line for transportation is 574-393-7001. The Director of Transportation is Mr. Juan Martinez-Legus. His email address is jlegus@sb.school.

The Operations Supervisor is LaToya King. Her phone number is 574-393-7003 and her email address is lking2@sb.school

There are several tools on the SBCSC Transportation Website that allow you to track your child's bus in motion.

The website is:

http://www.sb.school/departments/operational_services/transportation/transportation_directory

Be sure to check out both the E-Link and My Stop links.

http://www.sb.school/departments/operational_services/transportation/e-link/

http://www.sb.school/departments/operational_services/transportation/my_stop/

Bus Dismissal

Students riding the bus home are also dismissed to the gym at 2:55 p.m. Students will go to the gym and wait underneath their appropriate bus number sign. As busses arrive, bus numbers are called and students are released to the back bus lot where they will board their bus. It is very important for students to listen to their bus number being called so they do not miss their bus.

Alternate Transportation

We understand that from time to time, transportation changes are needed. If a child will be going home on a friend's bus, we need notification in writing. The parent of the student and the parent of the friend must provide a note which should be turned into the attendance office first thing in the morning. An administrator will initial the request, and the notes must be picked up by the students to give to their bus driver. Our fax number is 574-283-7513.

Tardiness

Punctuality is very important in ensuring that your child is not missing important instructional time. Helping your child to be on time is also building a life skill. Please ensure your child is getting to school on time everyday to help build this very important habit.

A student must bring a written excuse to the attendance secretary whenever he/she is late to school within two school days or the tardy becomes a truancy.

Tardy violation consequences might include a phone call home, ASD, ISS, OSD and/or a conference with school administrators. Please check the Parent Portal to monitor your child's daily and/or weekly tardies and discuss the importance of being to class and school on time.

The link for Parent Portal is:

http://lasalle.sb.school/parents/power_school_parent_portal_information

- *ASD - After School Detention
- *ISS - In School Suspension
- *OSS - Out of School Suspension

Students at this age may in fact get to school on time, but may come to class late because they are chatting with friends or moving slowly in the hallways. It is very important to monitor their daily/weekly attendance at home.

Excessive tardiness and absences will prompt a call from our social worker, counselor, attendance secretary, or administrator. Please review the Intermediate Code of Conduct for specific SBCSC rules regarding both attendance and tardiness. Briefly, they include the scope of consequences from ASD, ISS, OSS, and possible legal action.

Truancies

Truancy is defined as being absent from school or any class, including homeroom, without knowledge and consent of a student’s parents and the school. Unexcused absences not acknowledged by the parents, by a signed note, within 2 school days of the student’s return, are classified as truancies. Students who leave a classroom, the building, or school grounds without permission are considered truant.

Attendance

Teachers are responsible for recording classroom attendance, which is tracked by the office. If students are more than 10 minutes late to class without a note, this is considered a truancy.

Reporting Absences: Please call Mrs. Liddell at 574-393-4706 or email jliddell@sb.school to report absences. Policy requires that a student has a written excuse (email or handwritten note) to the attendance office whenever he/she is absent within two school days or the absence becomes a truancy. The written communication must be submitted to the attendance office and not the homebase teacher.

Please include the following information in the note or email:

- Student’s first and last name
- ID number
- Homebase teacher
- Specific reason (We have codes for different illnesses. Please be more specific than sick or ill.)
- Dates for absence

An example is provided for you:

Please excuse (student’s first and last name) _____ (ID number)_____ in (homebase) _____ from school on (date) _____. The student was absent because of (reason) _____.

Please excuse Susan Bill, ID 000000, in Mr. Smith’s homebase from school on April 21-23. The student was absent due to a stomach virus.

Excused absences include:

- Personal illness
- Death in the immediate family

- Medical or dental appointments
- Court appointments
- Authorized school-sponsored activities
- Religious observances

After **10 absences** a **doctor's note** will be required. Students will be allowed the specific number of days missed to make up work. For example, if a student misses 2 days, he/she has 2 days to make up missed work. Communication with teachers by email is especially helpful in ensuring an understanding of missed work, assignments and due dates.

Perfect Attendance: Perfect Attendance is having no tardies or absences (excused, unexcused, partial day, partial period, etc.). Perfect attendance is just that, being in attendance for all classes, on time, everyday. We recognize the great amount of effort that this requires and so we recognize students for Perfect Attendance five different times throughout the year.

- **Each Quarter:** Students are recognized each quarter perfect attendance is achieved. This allows for up to four separate quarterly recognitions.
- **End of Year Perfect Attendance:** This is a cumulative recognition and requires students to be in every class, on time, all year long.

Exit/Hall Passes: During school hours, students may not leave the classroom without a hall pass. In addition, students are not permitted to leave the building or school grounds without an exit pass. Exit passes are issued by the attendance office. Exit passes are only issued for legitimate reasons when requested by the school nurse or when a written request is received from parents. Students who need an exit pass should turn in their note to the attendance office by 7:40 a.m. Students must be picked up only by parents/guardians in the main office. Students who leave during the school day and return that same day must check in at the office to get an admit to return to class. If the student had a medical or dental appointment, the student must bring a school note from the medical provider, for the absence to be excused.

- Students who leave school, miss a few classes, and return are not eligible for Perfect Attendance. Please review the Perfect Attendance Policy above.

Breakfast

Breakfast is served every day in the cafeteria beginning at 7:15 a.m. Every student at LaSalle is eligible for free breakfast.

Lunch

Lunch periods are based on grade level and schedule of core classes. You are welcome to have lunch with your child any time you would like provided you have an approved background check on file. If you are bringing lunch, bring for yourself and your child(ren) only. You must sign in at the office and get a visitor's pass. You will need to check with your child to find out what time he/she has lunch. All students bringing a lunch must carry food in and out of the cafeteria in a lunchbox or bag.

If your child eats lunch at school, the cost for lunch is \$2.25. You may pay by setting up an account with myschoolbucks.com or downloading the app. You may also send with your student cash or a check payable

to SBCSC. To see if you qualify for free or reduced meals and textbooks, you must apply online at www.sb.school/mealtextbook or call 574-393-6059. You must apply every school year.

USDA School Standards does not allow for cakes, treats, “pizza parties” etc. to be brought into the cafeteria. All treats need to be scheduled through the school office and the teacher in advance. Students are not permitted to carry treats for a group in the cafeteria. Healthy snacks must be provided as an alternative.

Conduct

We strive to provide a warm, friendly, caring atmosphere at LaSalle. Every student who attends school should feel safe and be treated with respect. Inappropriate conduct is discussed with the student, and a consequence is administered if needed. Administration treats each incidence of discipline on a case by case basis. We work together to gather information, conduct an investigation, involve appropriate personnel, follow SBCSC Code of Conduct Guidelines, and communicate with parents.

Please review the complete Intermediate Center Code of Conduct with your child.

http://www.sb.school/students/student_code_of_conduct

Some common occurrences of misconduct that may result in a student receiving a warning, lunch detention, or after school detention are not limited to, but include the following:

- Bringing an item from home that does not belong at school
- Disrespect towards a staff member or student
- Dress Code Violation
- Refusal to follow directions
- Excessive tardies

All decisions are at the discretion of administration.

Some actions for which a student will receive in-school or out-of-school suspension are not limited to, but include the following:

- Chronic disruption
- Theft
- Chronic misbehavior
- Inappropriate language or gestures
- Disrespect towards adults or students
- Damage to school property
- Fighting
- Inappropriate use of technology including social media issues that impact the school environment.

After-school detention is held from 3:00-4:00 p.m. Monday - Thursday. Students must be picked up at 4:00 p.m. as supervision ends and staff have other commitments.

Actions that require administration to report to police and may require due process expulsion are not limited to, but include:

- Carrying a weapon
- Possession of drugs/alcohol
- Assault
- Theft

Social Media

We feel very strongly that parents need to be aware of students' participation in social media outlets including Snapchat, Facebook, Instagram, Twitter, and others. We strongly encourage parents to monitor their child's cell phone use and online activity. Due to the large occurrences of referrals to the office regarding online activity, social media, and text messaging, we are committed to providing Digital Citizenship Training and Education to students and parents every year. Training is provided by a South Bend police officer who specializes in Cyber Crimes. We have found this training to be very helpful in educating youth about the dangers of particular online activity. We do not discourage our students from using technology, but we want students and parents to be aware of safety issues and the types of incidents that are referred to us quite frequently. We want to prevent any student from getting into a negative situation that could result in disciplinary action. We also encourage parents to remain vigilant about how much time your child spends online.

Below is the policy from SBCSC regarding issues related to the sharing and sending of inappropriate images via social media outlets or through text messaging.

Sexual Conduct: Inappropriate sexual conduct, sexual gestures, inappropriate touching, indecent exposure, **transmitting sexually suggestive images through information technology devices**, or other sexual activities which do not involve the use of force. 1. **Sending, sharing, viewing, and possessing pictures, text messages emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.** 2. Falsely accusing any person of sexual harassment.

Bullying/ Harassment: Under IC 20-33-8-0.2, "bullying" means overt, unwanted, repeated acts or gestures, **including verbal or written communications or images transmitted in any manner (including digitally or electronically)**, physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. Examples include harassment based on real or perceived race, ethnicity, gender/gender identity, sexual orientation, disability, or religion.

Depending on the severity and students' involvement in the incident, consequences range from both In-School and Out-Of-School Suspension, a mandatory meeting with a parent, behavior contract, and possible referral for expulsion.

Below please find some helpful links that provide additional information for parents regarding online Social Media outlets.

<http://www.cyberwise.org/single-post/2017/07/11/What-a-Parent-Needs-To-Know-About-Snapchat>

<https://staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens>

<https://www.teensafe.com/blog/everything-a-parent-needs-to-know-about-snapchat/>

Cheating/Plagiarism

Cheating could result in zero credit and possible discipline referral. **DO YOUR OWN BEST WORK.**

Plagiarism is the action of taking someone else's work and passing them off as one's own. This also includes taking someone else's ideas. Simply changing one or two words in a sentence does not make the thought or writing an original one. Students are given instructions on how to avoid plagiarizing. Parents are

also expected to partner with the school to teach what plagiarism is and how to refrain from participating in this practice. Consequences for plagiarism include:

- Loss of credit for the assignment
- Possible disciplinary action

A quick link that briefly describes plagiarism is provided below:

<https://www.noodle.com/articles/tips-to-help-your-child-avoid-plagiarism>

Bus Behavior

Students are expected to follow SBCSC Code of Conduct on the bus. Bus drivers maintain order on the bus and should be treated respectfully. All school rules apply on the bus, even SCHOOL DRESS CODE.

Riding the bus is a privilege that can be taken away. SBCSC can deny bus privileges to disruptive students.

Please view the STOP and Read Important Information about school bus rules distributed by SBCSC for further rules and consequences. Please remember that if a child loses his/her bus privileges it is the parent's responsibility to get the child to and from school. Student safety is our priority, and we do not want any student to lose bus privileges. Ultimately, a parent is responsible for a child's behavior on the bus.

Cell Phone Policy (Personal Communication Devices)

Technology, including but not limited to, personal communication devices (PCDs) intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted in classes, as approved by the classroom teacher. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Cell phones are not permitted in classrooms and must be kept in a student's locker, turned off.

SBCSC has a full policy regarding the use of PCD's, conduct related to PCD's and confiscation of items is below. The link to the entire policy is:

<http://www.neola.com/southbend-in/>

Things to Leave At Home

School is a place of learning and there are a wide variety of items that students like to bring to school that may detract from learning. Items that students choose to bring to school that are inappropriate will be confiscated and returned to the parent. These include: MP3 Player, electronic games, handheld games, or any item that the student is not permitted to have and causes disruption. Items that are not picked up after the last day of school are donated to charity. Cell phones should be turned off BEFORE students enter the school building and left in the students' lockers.

- 1st Offense: Item will be confiscated and ONLY returned to parent.
- 2nd Offense: Item will be confiscated and may be kept for the remainder of the year.

Hats

Hats are not permitted in the building and must be removed PRIOR to students entering the building.

Gum

Gum is not allowed at school. This helps to ensure cleanliness in the building and keeps lockers, furniture and classrooms free of debris.

Food and Drink

Students are not permitted to eat or drink outside of the cafeteria. This helps to ensure cleanliness in the building and keeps lockers, furniture, and classrooms free of spills.

Parent Involvement

LaSalle Intermediate Academy is a large school! We want parents to be involved at LaSalle and make a large school feel “small.” During the adolescent years, we find that parent volunteerism and involvement in school decreases. Partly because teenagers don’t want their parents to be in as often and partly because schedules change as students get older. This is a normal part of the development process of teenagers, but WE still want you to be involved in your child’s educational experience. We WANT you to be a part of LaSalle.

We also understand the challenges that come as students at this age are expected to be more responsible and develop independence. This time can also be very challenging for parents as you are trying to balance supporting your child while also developing personal responsibility and independence within them. Students don’t always come home and tell you what assignments they have or what homework is due. Students are not always forthcoming about behavior or other occurrences at school. Again this is a normal part of the development of teenagers. It is important that we work together collaboratively to work through issues that occur. **We are here to help you and we need the support of parents to help us.**

Please use the following flow chart as a guide to know who to contact for answers to questions and support.

Question	First	Then	Then	Then	Then
Attendance	Attendance Secretary	Teacher	Counselor	Assistant Principal	Education/Innovation
Academics	Teacher(s)	Counselor	Principal	Education/Innovation	
Discipline	Teacher	Assistant Principal	Principal	Student Services	Education/Innovation
Athletics	Coach	Athletic Coordinator	Assistant Principal	Principal	Corp Athletic Director
Books, Fees, Financial	School Treasurer	Assistant Principal	Textbook Supervisor	Budget Department	
Student Transfers/ Withdrawals	Attendance Secretary	Counselor	Principal	Education/Innovation	

ISTEP+	Teacher	Counselor	Principal	Director of Testing/Research	Education/Innovation
Transportation	Attendance Secretary	Assistant Principal	Transportation Department		
Behavioral Issues	Teacher	Counselor	Social Worker	Assistant Principal	Education/Innovation
Meals	Cafeteria Manager	Assistant Principal	Food Service		
Special Education Services	Teacher	Special Education Teacher	Principal	Department for Special Education	

Daily Bell Schedule

From Gym to Focus 7:38-7:45

Focus 7:45-8:10

Block 1

8:14-9:41

8:14-8:55 (1st half 5th and 6th)

8:59-9:41 (2nd half 5th and 6th)

Block 2

9:45-11:10

9:45-10:25 (1st half 5th and 6th)

10:29-11:10 (2nd half 5th and 6th)

Block 3

11:14- 01:23 (includes lunches)

11:47-12:33 (1st half 5th grade)

12:37-1:23 (2nd half 5th grade)

11:14-12:01 (1st half 6th grade)

12:05-12:53 (2nd half 6th grade)

Lunches

11:14-11:44 (A) 5th Grade Lunch

11:47-12:17 (B) 8th Grade Lunch

12:20-12:50 (C) 7th Grade Lunch

12:53- 01:23 (D) 6th Grade Lunch

Block 4

1:27- 2:55

1:27-2:09 (1st half 5th and 6th)

2:13-2:55 (2nd half 5th and 6th)

Library and Textbooks

Students and parents are responsible for the books they are assigned and belong to the school. When books are lost or damaged, parents are responsible for reimbursement.

Lost and Found

Students frequently misplace items of clothing and lunch boxes at school. When parents and students label these items, we can easily return them to their owners. Lost and Found is located in the Main Office. After two months of display and numerous reminders, we donate the items to charity.

Medical Information

Immunizations:

Students are required by Indiana Law to have proper immunizations against contagious diseases. Required immunizations include: polio, diphtheria, tetanus, pertussis (whooping cough), measles, rubella, and mumps. Written records must be provided to the school. **Without proper immunizations, students are not permitted to attend school for more than 20 calendar days beyond the date of enrollment.**

Medications:

The following applies to ALL students, who need to take medication during school hours.

- A completed medication form signed by a physician or dentist must be on file in the nurse's office.
- Medication must be brought to the school by a parent in the original pharmacy container.
- Non-prescription medication is NOT to be brought to school unless ordered by a physician or dentist. A medication form must be completed and medication brought in original container.
- If your child must carry medication with them, i.e. inhaler, a self-administration form must be completed and on file.
- All forms can be obtained through the nurse's office.

Our Websites and Newsletters

We work especially hard to keep our parents informed about upcoming events as well as provide information about our school's programs, procedures, and expectations. Our methods of communication include:

- Classroom newsletters
- Progress Reports
- Monthly Lion's Roar (School Newsletter)
- School Website
- LaSalle Facebook
- PTO Facebook
- Email Blasts
- Phone Dialer System
- Parent Portal

For parents who are separated from their children, please communicate with the office and we can assist you with getting information. Parent Portal is the best way to stay informed of your child's grades and attendance. The monthly school newsletter is posted on the LaSalle Website every month and emailed to the email address in PowerSchool.

Principal Ehmer writes a personal letter to parents each month which is a part of the monthly Lion's Roar.

Extracurricular Activities

We are currently in the process of developing an Extracurricular Activity Brochure. As soon as it is ready, information will come home highlighting the extracurricular activities that are available for students.

Principal Ehmer encourages every student to be involved in an extracurricular activity each year during their time at LaSalle. Students who are engaged in a positive activity after school will begin to develop a special interest and spend time doing something positive while building positive relationships and making new friends. This is especially important during the middle school years.

Use of Tobacco on School Premises

5512-USE OF TOBACCO

The School Board recognizes the use of tobacco presents a health hazard that can have serious consequences both for the user and the non-user and is therefore, of concern to the Board. For purposes of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, “vapor”, or other substitute forms of cigarettes. In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the Board prohibits the use and/or possession of tobacco by at all times within any facility owned, leased, contracted for by the Board. The Board also prohibits the use and or possession of tobacco anywhere on the campus of any facility owned, leased, contracted for by the Board, including, but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use and/or possession of tobacco in all vehicles owned or operated by the Board, including, but not limited to school buses, special purpose buses, vans, trucks and cars. The administration of each school building will take appropriate action in cases involving students who use and/or possess tobacco in violation of this policy.

For the purpose of this policy, “use of tobacco” shall mean the use of tobacco including a cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco, as well as electronic “vapor” or other substitute forms of cigarettes.

The SBCSC School Board prohibits the use of tobacco by visitors in the school buildings at all times. Such prohibition also applies to school grounds, on school owned vehicles, and at any school related event.

LaSalle Academy Dress Code

Spirit Wear

- In an effort to promote School Spirit and show pride for LaSalle, students may wear Spirit Wear every day to school. Students may wear any shirt or clothing item that is purchased at school and that has any LaSalle Logo on it. Athletic Spirit Wear may also be worn. The funds that are used to purchase Spirit Wear will all go towards supporting our school programs.
- Plain red or black shirts **may not be worn** this year due to the color/shade variations. We really want to promote our school through the LaSalle Spirit Wear/Logo. We will also be involving students in the creation of new Spirit Wear for each season. We are excited for students to get involved in the designing of their own shirts and other Spirit Wear items.

Basic rule: If you purchased a Spirit Wear item at school, your child may wear it. The only exception are hoodies. Hoodies are not to be worn at school, even if they were purchased as a part of Spirit Wear.

Your child is not required to wear Spirit Wear and may follow the regular Intermediate Center Dress Code which is as follows:

1. Shirts

1. Collared Polo/Oxford long or short sleeve.
 - a. Turtleneck
 - b. Long sleeve or short
 - c. T-Shirt uniform color
 - d. Navy, White, Light Blue, or Yellow.
 - e. Undershirts must be white with no writing or pictures

2. Sweaters, Vests, Crewnecks

Same color as shirts

3. Pants/Skirts/Dresses/Shorts

- 1) Shorts: Must be knee length (no exception)
 - a. Shorts may be worn from Thanksgiving Break to Spring Break
- 2) Skirts and Dresses: Must be knee length.
- 3) Pants: Navy, Black, Khaki/Tan
 - a. No denim material
 - b. No joggers (no secured ankle)
 - c. No leggings/yoga pants/jeggings

4. Accessories:

- a. Neckwear: Ties or Scarves may be worn. Solid color or uniform color combination.
- b. Jewelry: modest
- c. Hair Color: natural hair color
- d. Belts: black, blue, or brown. No large emblems.

5. Footwear:

- a. Heels and toes must be fully covered.
- e. Shoe laces must be tied.
- f. Shoe must have a sole.

6. **Hosiery:**

Leggings may be worn under a skirt, but must be a solid color - Navy, White, Black, and Neutral.

7. **No ragged, ripped, torn, or sheer items of clothing.**

8. **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.)

9. **No pajama pants or tops..**

10. **No tank tops (athletic or spaghetti strap types) or midriffs**, 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 .

11. **No clothing, jewelry, hairstyles that exhibit anything related to alcohol, drugs, tobacco, gangs, cults, vulgar language, violent acts, or sexual innuendo.**

12. **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.

13. **No unnatural hair colors** (blue, green bright red, etc.).

14. **No coats or outerwear clothing are to be worn in the classroom.**

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

16. **Hooded sweatshirts or “hoodies” are not permitted inside the school.**

17. **Clothing is expected to fit appropriately.**

18. **Undergarments are not to be shown at any time.**

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.

Out-of-Uniform Days

We frequently have “out of uniform” days to donate to a charitable cause or to raise funds for our own school programming. We greatly appreciate our student’s support and participation in helping us to do something good for our school community. Students are required to follow SBCSC Dress Code on “out of uniform” days. The cost to participate is \$1.00. Students who do not participate are required to wear their regular school uniform.

Consequences for Dress Code Violations

Students who are not in compliance with the dress code, will be offered the opportunity to call home and request a change of clothing. Students are encouraged to bring in an extra set of clothes in the event of an unexpected circumstance.

Teachers will check dress code each morning and write up a dress code violation slip for those students who are not in compliance. The student will receive a white copy. After a third dress code violation, students will be assigned an after school detention from 3-4 p.m. Parents must provide transportation and students are not permitted to take an activity bus home.

ID Procedure

Every student will receive an I.D. on the first day of school. Students should supply their own lanyard. New I.D. photos will be taken on Picture Day, and students will receive an updated I.D. Students must wear an I.D. daily around their neck. The school has one extra I.D. for each student. If a student loses their original I.D., they may purchase their extra for \$1.00. If a student loses more than one I.D., the student must pay \$5.00 per I.D. to order a new one from the picture company. The student will be issued a temporary I.D. sticker until the replacement I.D. is received which could take 2-3 weeks.

**SOUTH BEND COMMUNITY SCHOOL CORPORATION
2017-18 SCHOOL CALENDAR**

New Teacher Orientation.....	August 14, 2017
First Day for Teachers.....	August 15, 2017
First Day for Students.....	August 16, 2017
1 st day for 3-year-olds at Marquette.....	August 30, 2017
Labor Day.....schools/all offices closed.....	September 4, 2017
Teacher Record Day.....no school for students	October 18, 2017
Fall Break	schools closed/admin. offices open.....October 19 & 20, 2017
Thanksgiving Break.....schools closed/Admin open 22/all offices closed 23, 24.....	Nov. 22, 23 & 24, 2017
Teacher Record Day.....no school for students.....	December 22, 2017
Winter Recess.....begins.....	December 25, 2017
Classes Resume.....	January 8, 2018
Martin Luther King Day.....schools/all offices closed.....	January 15, 2018
President's Day.....schools/all offices closed.....	February 19, 2018
Teacher Record Day.....no school for students	March 16, 2018
Good Friday.....no school for students/offices closed p.m. only.....	March 30, 2018
Spring Recess.....	April 2-6, 2018
Snow Day #1.....no school for students unless needed for a snow make-up day.....	April 9, 2018
Snow Day #2.....no school for students unless needed for a snow make-up day.....	May 25, 2018
Memorial Day.....schools/all offices closed.....	May 28, 2018
Last Day for Students.....	June 5, 2018
Last Day for Teachers.....	June 6, 2018

First Grading Period: August 16 – October 17 (44 days)
 Second Grading Period: October 23 – December 21 (41 days)
 Third Grading Period: January 8 – March 15 (47 days)
 Fourth Grading Period: March 19 – June 5 (48 days)