

LaSalle Academy

2701 W. Elwood Avenue, South Bend, IN 46628
Phone: 393-4700 Fax: 283-7513 Attendance Phone: 393-4706
Website: www.lasalle.sb.school

2018 - 2019 Parent Handbook



This handbook is a guide to the LaSalle Academy Community. Please refer to the contents and contact the school with any questions.

LaSalle Office Staff

Principal, Nicole Medich
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574-393-4700

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

School Secretary, Rebecca King
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574-393-4701

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

School Counselor, Lorraine Davidson
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574-393-4708

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

School Resource Officer (SRO), Detective Odle
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574-393-4780

Security, Paul Fawcett
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574-393-4780

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

Student Advocate, Wes Lambert
wlambert@sb.school
574-393-4786

School Nurse, Bonnie Miller
Bmiller2@sb.school
574-393-4722

Athletic Coordinator, Brandon Groves
bgroves@sb.school
574-393-4707

Arrival Time

Doors at LaSalle open at 8:30 a.m. - Classes Start at 9 a.m.

Students may begin entering the building at 8:30 a.m. If students wish to receive breakfast, they are to report directly to the cafeteria. Those students who choose not to receive breakfast must proceed directly into the main gym. Supervision is not available for students prior to 8:30 a.m. and doors will remain locked until that time. For safety reasons, please do not drop your child off prior to 8:30 a.m. as there will be no outside supervision. We do not want students waiting outside unsupervised for obvious safety reasons.

All students should be in the building no later than 8:55 a.m.

Drop Off Procedures - Car Riders

In an effort to maintain a safe and efficient car line, we must have everyone follow the same procedures. Safety is our utmost importance, and with just one or two people breaking the established procedures, it impacts the safety of everyone, specifically our students.

*** Students are prohibited from being dropped off in the parking lot and walking across the line of traffic.** This practice is an extreme safety issue.

When dropping students off, cars MUST enter at Meade Street from the North, and exit onto Elwood Avenue. Students can enter LaSalle through Door #1. All cars should remain in the car drop off lane. Cars are prohibited from parking in handicapped parking spaces or regular spaces to drop off their student unless the parent is actually getting out of the car and walking their student(s) to the sidewalk. 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.

Drop off is a SINGLE lane procedure; the lane next to the curb. All cars should follow the vehicle in front of them while proceeding in line all the way around until exiting.

Pick-Up Procedures - Car Riders

Pick-up procedures are the same as drop-off procedures. Students are dismissed from school at 4:00 p.m. If you are picking up your child, we require you to remain in your vehicle in the car line at Door #1. Cars are only allowed to enter at Meade Street from the North and exit onto Elwood Avenue. Students who are not involved in an after school activity; must be picked up by 4:20 p.m.

Unless your child has an appointment before 4:00 p.m. please do not request for your child to be dismissed before 4:00 p.m. Again, this is a disruption to the class that should not happen. If your student has an appointment, 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 phone in requests for early pick up must be received by 3:30 in the afternoon.

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 around 8:30 a.m. Students who ride the bus enter the building at door #18 from the back parking lot and follow the arrival procedures. If your child's bus does not pick up at their designated time, you should receive an automated message from the SBCSC transportation department letting you know of the adjusted pick-up time.

PLEASE DIRECT ALL TRANSPORTATION QUESTIONS OR ISSUES TO: 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

We understand your frustration with any and all transportation concerns, and we persistently work to elevate any issues

Transportation Resources

The transportation department website is:

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

Track Your Child's Bus in Motion

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 Rider Dismissal

Students riding the bus home are dismissed to the gym at the conclusion of the school day, 4:00 p.m. Students will proceed to the gym and wait underneath their appropriate bus number sign until their bus arrives. As the busses arrive, bus numbers are called and students are released to the back bus lot, through door #18, 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.

For the safety of our students, parents are prohibited from picking up their student in the bus lot. Parents must always pick-up their student from the main entrance, door #1.

- Frequent changes in dismissal procedures for a student compromises student safety. The school requests that procedures be consistent for student safety.
- If transportation arrangements change during the school day and you have not discussed them with your child prior to leaving for school, please call the front office **by 3:30 pm** to allow time for the staff to notify your student(s) of the change.
- LaSalle does not support or approve students riding the bus home with friends, nor for a student to “not” ride the bus to go home with a friend. These arrangements are not the school's responsibility; this is considered “out of school arrangement” and will be denied at the school.

Tardiness

Punctuality is very important to ensure your child is not missing important instructional opportunities which increase student success. Demonstrating a priority for your child to be on time develops a life skill which promotes success. Please ensure your child is getting to school on time everyday which helps to promote and develop this very important habit. Student must be in class at 9:00 a.m.

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.

Ultimately, tardy violation consequences typically include a phone call home, ASD, ISS, OSD and/or a conference with school administrators. Please check the PowerSchool parent portal to monitor your child's daily and/or weekly tardies and discuss the importance of being to class and school on time.

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.

The link for PowerSchool 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

Middle school aged students may in fact arrive to school on time, however, they may show up 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.

Students are expected to be in class on time in order to receive a high-quality education in which they deserve. When students' are late to class, the teacher will meet with that student individually to assess the reasoning for their tardy. If the teacher identifies their tardy as unexcused, the student's name will be marked as tardy and will be reflected on their PowerSchool account. After their 3rd tardy within a grading quarter, the student could receive a lunch detention and the teacher will place a call home in order to address the concern. With the student's 4th tardy, he or she could receive an after school detention along with the teacher placing another call home. On their 5th tardy, the student could be referred to the Student Advocate and receive an ISS. If a student receives 6 or more tardies, he or she will be referred to an administrator with further consequences being implemented. These are guidelines for consequences, be sure to note school personnel will be proactive in encouraging students to get to class on time.

Truancies

Truancy is defined as being absent from school or any class, including the homebase period, 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 at the end of the school year. Students who leave school, miss a few classes, and return are not eligible for perfect attendance.
- *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 place their note on the cart in the gym or turn in their note to the attendance office as soon as they arrive to school. 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.

Breakfast

Breakfast is served every day in the cafeteria beginning at 8:30 a.m. Every student at LaSalle is eligible for free breakfast.

Lunch

Lunch periods are based on grade level and the schedule of core classes. 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 cash or a check payable to SBCSC to school with your child. 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 for a group celebration.

Parents are welcome to have lunch with their child any time. However, an approved background check must be on file. If you are bringing lunch, bring for yourself and your child(ren) only. You must sign in at the office and receive a visitor’s pass. Parents and their child(ren) may eat lunch in the Welcome Center or another assigned location, but are not permitted to eat in the cafeteria. You will need to check with your child to find out what time he/she has lunch.

Criminal Background Checks

A background check must be submitted and approved for anyone planning to volunteer in any capacity in the school. This includes eating lunch with your student and going on a field trip. Please submit your background check 2-3 weeks in advance of your planned volunteer activity. If you had an approved background check on file from the 2017-2018 school year, it is not necessary to re-submit one for the 2018-2019 school year.

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 incident 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 Middle School 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 4:00-5:00 p.m. Monday - Thursday. Students must be picked up at 5:00 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:

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

DCS-Department of Child Services: Reporting of Child Abuse

LaSalle Academy, as well as all schools in the SBCSC, is expected to follow Indiana Public Law 31-6-4-3, which addresses child abuse and neglect. Members of the LaSalle Academy staff MUST report all suspected or known incidents of child abuse or neglect. Reports are to be made quickly, so that DCS can investigate. It is our hope proper reporting will help provide immediate protection for any child(ren) from further abuse and/or neglect.

Social Media - No cell phone use during school day - devices are to be turned off and in lockers:

Parents need to be aware of students' participation in social media outlets including Snapchat, Facebook, Instagram, Twitter, and others. Parents are encouraged 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, the school is committed to provide a 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. This training is very helpful in educating youth about the dangers of particular online activity. The objective is for students and parents to be aware of safety issues and the types of incidents that are referred to staff frequently. This is an effort to prevent any student from getting into a negative situation that could

result in disciplinary action. Parents are encouraged 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.

Bus Rules:

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. Do not cross the white line at the front of the bus while the bus is in motion.
(LEGAL REFERENCE: I.C.9-21-12-16)

Riding the bus is a privilege that can be taken away, and SBCSC can deny bus privileges to disruptive students. 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 turned off and kept in the student's locker.

- 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.

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.

Non-Custodial Parent Access

Unless the school has copies of court orders prohibiting or limiting the rights of non-custodial parents, they will have access to full disclosure, including, but not limited to:

- Student report cards
- Newsletters,
- Visitations on site
- Conferences with teachers
- Access to other school-related information

It is the Custodial Parent's responsibility to keep the school informed of any changes that may limit or prohibit the non-custodial parent's rights.

Items Forgotten from Home

When you recognize your student has left something at home, you may bring these items to school for the student to pick up. Items brought to school will be reviewed by an administrator and will be placed on a secured table in the office. It is the responsibility of the student to retrieve these items from the office during passing periods. We will not deliver these items to the classroom as it is disruptive to the learning environment. **Office will reduce the number of phone calls for forgotten items unless urgent/emergency.*

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 in order to promote an atmosphere of continued learning, keeping the building, the lockers, the furniture, and the classrooms free of spills.

Celebrations

- There will be no birthday celebrations during the school day.
- Please refrain from bringing homemade or purchased goodies (cakes, cupcakes, candy, sweet items, etc.) as the school will regretfully turn those items away.
- No party invitations distributed on school property.
- No balloons or flowers allowed.
- School/academic celebrations are scheduled by the school. Notice of these celebrations will be sent home accordingly.

Parent Involvement

LaSalle 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. This decrease is partly because teenagers do not 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 may develop with students at this age, as they are expected to be more responsible, and they are beginning to 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 do not 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 teenage development, and it is important that we share a collaborative relationship working through issues as they 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	

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. Please write the name of your child(ren) in their jackets, lunch boxes, book bags, shoes, etc. 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 medications are 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.

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 Academy, students may wear spirit wear every day to school. Students may wear any shirt or clothing item that is purchased at school and includes any LaSalle logo on it. Athletic spirit wear may also be worn.

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

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

1. SHIRTS

Polo/Oxford style

- a. Long or short sleeve.
- b. Navy, white, light blue, or yellow.
- c. Turtlenecks and t-shirts may be worn underneath polo shirt in navy, white, light blue, or yellow.
- d. Undershirts must be free of writing or pictures

2. SWEATERS/VESTS/CREWNECKS

- a. Navy, white, light blue or yellow.
- b. Hooded sweatshirts are not allowed.

3. PANTS/SKIRTS/DRESSES/SHORTS

- a. Skirts, Dresses, and Shorts: Must be knee length. Shorts may be worn from Spring Break to Thanksgiving.
- b. Navy, khaki/tan or black.
- c. Denim material, joggers, leggings, yoga pants and jeggings are not permitted.

4. ACCESSORIES

- a. Neckwear: Ties, or scarves may be worn. Solid color or uniform color combination.
- b. Modest jewelry.
- c. No large emblems or inappropriate wording on belts.

5. FOOTWEAR

- a. Heels & toes must be fully covered.
- b. Shoe laces must be tied.
- c. Shoe must have a sole.

6. HOSIERY

- a. Leggings may be worn underneath a skirt or dress.

7. Ragged, ripped, torn or sheer items of clothing are prohibited.

8. Clothing, including shorts, slacks and jeans (on dress down days) should fit properly at the waist (no sagging).

9. Pajama pants or tops are not to be worn.

10. Shirts and tops must cover the entire stomach or back area. Tank tops or sleeveless tops must be three inches in width. Spaghetti straps are not permitted. Appropriate necklines should also be observed.

11. Any clothing, jewelry, hair styles that exhibit anything related to alcohol, drugs, tobacco, gangs, cults, vulgar language, violent acts, or sexual innuendo are prohibited.

12. Hats, bandanas, wave setter caps, sweat bands, head bands and/or hair nets are not to be worn inside the building or at school functions.

13. Hair color must be natural. No blue, green, bright red, etc.

14. Coats or outer wear clothing are not to be worn in the classroom.

15. 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.

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 choose clothes from the clothes closet or to call home and request a change of clothing. Students are encouraged to keep an extra set of clothes in their locker 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 4:00-5:00 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.

Bell Schedule

(Tentative)

Dismiss from Gym 8:53 am

Advisory 9:00 - 9:26 am (26 min.)

Period 1 9:30 - 10:11 am (41 min.)

Period 2 10:15 - 10:56 am (41 min.)

Period 3 11:00 - 11:41 am (41 min.)

6th Grade

Lunch 11:45 - 12:15 am (30 min.)

Period 4 12:19 - 1:00 pm (41 min.)

Period 5 1:04 - 1:45 pm (41 min.)

7th Grade

Period 4 11:45 - 12:26 pm (41 min.)

Lunch 12:30 - 1:00 pm (30 min.)

Period 5 1:04 - 1:45 pm (41 min.)

8th Grade

Period 4 11:45 - 12:26 pm (41 min.)

Period 5 12:30 - 1:11 pm (41 min.)

Lunch 1:15 - 1:45 pm (30 min.)

Period 6 1:49 - 2:30 pm (41 min.)

Period 7 2:34 - 3:15 pm (41 min.)

Period 8 3:19 - 4:00 pm (41 min.)



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by LaSalle Inter Academy as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Indiana Code §26-1-3.1-502.5*, the service fee for returned checks is as follows:

An amount not to exceed \$20, plus an amount equal to the actual charge by the depository institution for each returned or dishonored instrument.

(Note that the fee structure will change according to any amendments made to CA law during a school year.)

If you wish to inquire about a returned check written to LaSalle Inter Academy, please contact Envision Payment Solutions™ directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™
Tel: 877.290.5480, or 770.709.3100
Fax: 770.709.3007
P.O. Box 157
Suwanee, GA 30024-0157
customerservice@envisionpayments.com

www.envisionpayments.com

**SOUTH BEND COMMUNITY SCHOOL CORPORATION
2018-19 SCHOOL CALENDAR**

New Teacher Orientation.....	August 14, 2018
First Day for Teachers.....	August 15, 2018
First Day for Students.....	August 16, 2018
1 st day for 3-year-olds at Marquette and SNAP.....	August 30, 2018
Labor Day.....schools/offices closed.....	September 3, 2018
Teacher Record Day.....no school for students	October 17, 2018
Fall Break	no school for students.....October 18 & 19, 2018
Election Day	no school for students.....November 6, 2018
Thanksgiving Break.....	schools closed.....November 21, 22 & 23, 2018
Teacher Record Day.....no school for students.....	December 21, 2018
Winter Recess.....	begins.....December 24, 2018
Classes Resume.....	January 7, 2019
Martin Luther King Day.....	schools/offices closed.....January 21, 2019
President’s Day.....	schools/offices closed.....February 18, 2019
Teacher Record Day.....no school for students	March 15, 2019
Spring Recess.....	April 1-5, 2019
Snow Day #1.....no school for students unless needed for a snow make-up day.....	April 8, 2019
Good Friday.....	schools/offices closed
	April 19, 2019
Snow Day #2.....no school for students unless needed for a snow make-up day.....	May 24, 2019
Memorial Day.....	May 27, 2019
Last Day for Students.....	June 6, 2019
Last Day for Teachers.....	June 7, 2019

First Grading Period: August 15 – October 16 (43 days)
 Second Grading Period: October 22 – December 20 (40 days)
 Third Grading Period: January 7 – March 14 (47 days)
 Fourth Grading Period: March 18 – June 6 (50 days)