



**BATESVILLE PRIMARY SCHOOL
PARENT/STUDENT HANDBOOK
2020-2021**

Batesville Community School Corporation Vision

Together We Empower All Students to Believe in Better

Mission

To educate all students in an environment of academic excellence, preparing them for productive and responsible citizenship in a global community.

Phone Numbers

Principal: Brad Stoneking	(812) 934-4509
Associate Principal: Suzanne Kunkel	(812) 934-4509
Superintendent: Paul Ketcham	(812) 934-2194
Assistant Superintendent: Melissa Burton	(812) 934-2194
Director of Special Education: Lynn Gosser	(812) 934-2194
Director of Transportation: Ed Krause	(812) 934-2194
Director of Buildings & Grounds: Tim Hunter	(812) 934-2194

Daily Schedule

7:30 - 8:00 a.m.	Buses Arrive/Breakfast
8:00 a.m.	School Day Begins
3:00 p.m.	Car Rider Dismissal
3:10 p.m.	Bus Rider Dismissal
4:00 p.m.	Office & Front Doors Closed

After all buses have arrived in the morning, all external doors are locked. This is done for the safety of your child and the staff. Please always check-in at the front office.

SCHOOL IMPROVEMENT PLAN

All schools in Indiana are required to have a School Improvement Plan and a Professional Development Plan. A copy of this plan is electronic and can be acquired by contacting BPS. The Indiana Academic Standards for each grade level and BCSC curriculum guides are available electronically upon request.

As part of our continuous improvement process, BPS staff collects data on student progress regularly. We use this information to help drive individual and classroom improvement as well as a tool to look at the effectiveness of our building programs. As a school and a corporation, we have three major continuous improvement performance indicators:

I. HIGH STUDENT ACHIEVEMENT GOAL

All students perform at or above grade level in all areas with state standards. . . no exceptions.

II. SAFE AND PRODUCTIVE LEARNING ENVIRONMENT GOAL

Provide a safe learning environment for all students and staff.

III. EFFICIENT AND EFFECTIVE OPERATIONS GOAL

All fiscal and operational systems will meet or exceed best practices for educational institutions.

BPS PROGRAMS

Library Media Center- The Batesville Primary School Media Center serves the school community in many ways. The library Media Center contains 10,000+ volumes, 10+ magazine subscriptions, and audio-visual materials and equipment. Grades PreK - 2 come to the Media Center on a weekly basis. During library class students will:

- Read aloud stories
- Learn proper book care, the parts of a book, and about different genres of books
- Introduce children to different areas of the library and library organization
- Participate in special activities such as guest readers, author/illustrator visits, and book fairs
- Participate in Young Hoosier Award voting
- Reinforce skills being taught in the classroom

The library has two staff members who assist during library times.

PreK-2 BPS students borrow materials that are due back the following week. Additional materials cannot be checked out until the books from the previous week are returned. Students are responsible for the care of books. Lost or damaged books will result in a replacement fee.

Morning checkout is offered to allow students to trade in and get new library books.

Parents are welcome to borrow books at any time. There is even a small collection of books just for parents! The media clerks will assist you.

Speech/Hearing - The speech language pathologist and paraprofessional meet regularly with students who have been identified as having speech and language problems that are negatively affecting a student's academic performance. They also conduct hearing screenings for every child in first grade and report the results to the school nurse. Students are screened in other grade levels when referred by teachers or parents. The therapist works with students in preschool through fourth grade. If you feel that your child might qualify for speech services and he/she is not presently being serviced, please consult with your child's teacher.

High Ability Program - Batesville Primary School provides all students with differentiated instruction and opportunities for acceleration. Individual teachers and building principals work to develop the most appropriate educational experience possible for each student. Students in grades kindergarten to second demonstrating high academic abilities according to grade level and/or standardized test results are grouped in classrooms in each grade level. They receive accelerated and more complex curriculum and instruction in math and/or language arts but otherwise participate in all other grade level activities. For additional information about BCSC's accelerated programs contact Melissa Burton, Assistant Superintendent at (812) 934-2194.

Technology – We are a 1:1 learning environment, so each student and teacher has an iPad. BPS classrooms are equipped with a projector and document camera. Internet access is available throughout the building. Students must adhere to the following rules when using the Internet at school:

1. A student and parent signed user agreement form is on file in the school office.
2. An adult gives permission for use.

For the iPad Guidelines, please refer to Appendix.

Title I - Title I is a federal program that provides supplementary funding to improve academic achievement for students who qualify for services based on academic performance. Throughout the school year, all K-2 BPS students are tested using mClass and NWEA standardized assessments. Students who score below expected levels qualify for Title I services and receive additional reading instruction four times a week. For more information about Title I, contact your child's classroom teacher; Angie Weigel, Title I Teacher; or Melissa Burton, Assistant Superintendent.

SPECIAL EDUCATION

Special Education - The Batesville Community School Corporation conducts all special education evaluations and testing as part of the Batesville Community School Corporation Special Education Department. They do testing of students referred for possible special education programs. In addition to providing the testing services, we also utilize our staff for occupational and physical therapy. If you have any questions about this, please contact the Primary School at (812) 934-4509.

Special assistance is available for students who have exceptional learning difficulties and/or behavior difficulties in the classroom. Through varied programs at Batesville Primary School, students learn to deal with those difficulties and learn to compensate for their limitations. Referral to the special education program may be initiated by a teacher or principal/associate principal, or by a parent request. After individual testing through BCSC, placement in this program is determined by criteria set in State and Federal guidelines and only with parental permission.

Developmental Preschool - We have a developmental preschool class, which meets half days on a daily basis. Enrollment for this program is based on children who are three to five years of age and have developmental delays. Children must be tested and qualify according to State standards. If you think your child may be a candidate for this program, please contact Suzanne Kunkel, Associate Principal.

Section 504 - Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 states that the school district has the responsibility to identify, evaluate and afford access to appropriate educational services.

Parent Rights - Parent Rights booklets regarding special education testing or placement are available upon request at the school office. If the parent or guardian disagrees with the determination made by the professional staff of the **school** district, he/she has the right to a hearing with an impartial hearing officer.

Family Educational Rights and Privacy Act (FERPA)- The Family Educational Rights and Privacy Act also specifies rights related to educational records. Each parent and student, age eighteen (18) or older, has the right to inspect and review the student's education records; request the amendment of the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act ("Act") authorize disclosure without consent; file a complaint with the U.S. Department of Education concerning alleged failures of the agency or institution to comply with the requirements of the Act, and obtain a copy of the policy adopted by the Batesville Community School Corporation by contacting the superintendent. Notice to Parents and Students of Their Rights Concerning Education Records See Appendix 7

PTO

The Primary School has an active Parent Teacher Organization. The primary function of the PTO is to provide better understanding between parents and teachers. They sponsor field trips, fund reading programs, do volunteer work within the classrooms and assist with many special programs. Parents are encouraged to join the PTO and become active in its functions.

CLASSROOM PARTIES/VOLUNTEERS/VISITORS

Classroom parties at BPS are earned in order for a student to participate. If a student persistently disrupts and requires additional disciplinary action, he/she may be removed from participating in the classroom party. This includes, but is not limited to, Halloween Parties, Christmas Parties, 100th Day Parties, Valentine's Day Parties, or any other classroom event or party. All parent volunteers are required to have an approved volunteer application on file at BPS. We ask that you submit the proper paperwork at least one full calendar week prior to the visit. Volunteers are not permitted to bring children to the school who are not school age. Volunteers should be the legal guardian of the student only. Volunteers for all parties will be required to check-in with office personnel or follow normal safe check-in procedures. Parents/Guardians are not permitted to take home siblings after school parties, and are only permitted to take home students if students are signed out at the front office. No food items are permitted to be brought in by students or families for any parties. Each student does not need a family representative at each party. The goal is to have parents/guardians come to parties to help assist the teacher. Many teachers may only request a certain number of parent volunteers for classroom parties, and may split up the number of students' families over the three parties throughout the school year. The maximum number of volunteers should be one (1) per child listed as the child's legal guardian, with a pre-approved background check, pre-approved by the classroom teacher. All pre-approved volunteers will be required to check-in at the front doors with office personnel prior to going to the classroom. Those who are not pre-approved will not be permitted to attend parties/events.

Pictures of Students During Parties/Events: We have certain students who are not permitted to have their picture published. We do ask that all visitors only take pictures of their individual student(s). Batesville Primary School discourages visitors from taking pictures and posting those pictures on the internet, social media, and other forms of communication. Batesville Primary School does not assume responsibility for visitors and the pictures that they take. We do ask that specific student information not be shared with individuals outside of Batesville Primary School.

FIELD TRIPS/CHAPERONES

Field trips at BPS are earned in order for a student to participate. If a student persistently disrupts and requires additional disciplinary action, if he/she has demonstrated that he/she will be unable to handle the additional expectations that accompany a field trip, and if he/she will more than likely not be able to make appropriate choices in an unfamiliar setting, then that student will not have the privilege of attending the field trip and will remain at school for that day. Instruction will be completed at school. All chaperones are required to have an approved volunteer application on file at BPS. All chaperones must have a background check complete prior to the date of the field trip. We ask that you submit the proper paperwork well in advance prior to the trip. Teachers will send letters and permission slips with due dates. We will not be able to grant permission after the due date. Chaperones are not permitted to bring children to the field trip who are not school age. Chaperones should be the legal guardian of the student only. All pre-approved volunteers may be required to check-in at the front doors with office personnel prior to going to the classroom or may have to sign-off on their name. Those who are not pre-approved will not be permitted to attend parties/events.

Pictures of Students During Field Trips: We have certain students who are not permitted to have their picture published. We do ask that all visitors only take pictures of their individual student(s). Batesville Primary School discourages visitors from taking pictures and posting those pictures on the internet, social media, and other forms of communication. Batesville Primary School does not assume responsibility for visitors and the pictures that they take. We do ask that specific student information not be shared with individuals outside of Batesville Primary School.

Refer to School Board Policy 5.0-11-8 in Appendix 14 for additional information

SCHOOL PICTURES/PICTURE MEDIA PUBLICATION

Individual student pictures will be taken early in the school year and again in the spring. Information will be sent home so that parents can choose the package that best suits them. Retakes will be taken for fall pictures due to a photographic error such as eyes closed, glare on glasses, etc. Children absent on picture day will have their picture taken on the day scheduled for retakes. Parents are under no obligation to purchase pictures. School yearbooks may also be an optional purchase. **Pictures of Students During School:** We have certain students who are not permitted to have their picture published. We do ask that all visitors only take pictures of their individual student(s). Batesville Primary School discourages visitors from taking pictures and posting those pictures on the internet, social media, and other forms of communication. Batesville Primary School does not assume responsibility for visitors and the pictures that they take. We do ask that specific student information not be shared with individuals outside of Batesville Primary School.

STUDENT ACADEMIC PROGRESS

Report Cards & Progress Reports- During the school year, report cards will be distributed at the end of each semester. Standardized K-1 progress reports will be distributed after nine weeks in each semester grading period. Second grade report cards will be distributed at the end of each semester. These should be signed by the parent(s) or guardian and returned to the school as soon as possible. Report cards for the final grading period will be mailed. The grading scale for academic areas in second grade is as follows:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A	93-96	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Allied Arts, Handwriting, Citizenship, Work Habits

O = Outstanding
 S+ = Above Satisfactory
 S = Satisfactory
 S- = Below Satisfactory
 N = Needs Improvement

Batesville Community School Corporation uses an Internet-based program called PowerSchool. Parents of students in grade two can go to the BCSC PowerSchool website and log on with a confidential username and password. Once logged on parents have access to their child's attendance records, current grades and assignment scores, the school Daily Bulletin, and any comments the teacher chooses to post. Parents can also request automatic emails of their student's progress.

To access the PowerSchool Parent website, go to powerschool.batesville.k12.in.us and log in. You receive your username and password at the beginning of the school year. Please contact the office if you need your username and password.

We strongly encourage parents to review this information with their child and set goals at home. We appreciate your support and look forward to your constructive feedback to help us improve communications with you.

Homework- We feel that some homework is a part of a child's education. Written homework should receive the same attention as work at school. It is the child's responsibility to be familiar with the assignments and have the appropriate materials needed to fulfill the assignments. As a general rule, grades kindergarten, first and second can expect 15 to 20 minutes of homework daily. This is outside of the expectation of 20 minutes of daily reading. It is the parent's responsibility to set aside a quiet place and regular time to do homework.

KEY STUDENT INFORMATION

Enrollment

Any child whose fifth birthday is on or before August 1 is eligible to enter kindergarten. Indiana attendance law requires all children to be enrolled in school when they are seven years old. Parents whose child will be five sometime during the months of August or September and desire to have early entrance into kindergarten for their child should discuss the "Early Entrance Policy" with the principal/associate principal.

Parents shall furnish the school with the following information the first time a student enters:

1. birth certificate
2. home address, telephone number, emergency numbers, etc.
3. health information including up-to-date immunization records
4. custody information; copy of divorce papers for verification

Transfer pupils shall furnish the school with the following:

1. present address, telephone number, etc.
2. birth date, birth certificate (if this is the first time to enroll in our district)
3. report card, transfer letter, or other school form indicating previous enrollment (if applicable)
4. health care information including present immunization status
5. custody information; copy of divorce papers for verification

If you are interested in transferring to Batesville Primary School, parents should contact our Assistant Superintendent, Melissa Burton, to schedule a meeting and for all enrollment forms and information. They must be completed and returned to school. In the case of illness or accident this information will be used to contact the parent or relative; therefore, it is very important that we have emergency telephone numbers and the names of responsible people listed as possible contacts. Transfer students are not permitted to be accepted after August 1 of each school year.

Withdrawal from School

When a child is to be withdrawn from school, the school office is to be notified in advance. Prior to the student withdrawing, this procedure needs to be followed:

1. Secure child's belongings from the school.
2. Pay outstanding fees or unpaid obligations.
3. Report new home address and name and location of new school, if available.
4. Return all books and property belonging to the school.

Address Change

If a student's address or telephone number is changed during the school year, parents must notify the school office immediately. The school will be discreet in the handling of unlisted numbers. This is very important so that we know where and how to locate you in the event of an emergency.

Custodial / Non-custodial Parent

At Batesville Primary School, your child's education is of utmost importance. We realize that there are times in life when family situations change. Those times are difficult for you, as well as for your child. If your family is experiencing change, it would be beneficial to inform your child's teacher and the principal/associate principal. Details are not important, just a general statement to make us aware.

In a custody situation, it is very important to inform the school by providing a copy of the court records on the custody of a child. A school shall grant the non-custodial parent the same access to the child's education record that the school grants to the custodial parent unless a court order provides otherwise. Upon request, we would grant copies of report cards and other pertinent educational information to a non-custodial parent. If the child is subject to any court-ordered custody or decree, then a copy of that decree is required to be provided to the principal/school office.

Reporting Abuse/Neglect

Staff members are obligated to report to the Child Protective Services concerns of neglect or child abuse. Indiana State law mandates employees to report all suspected cases of non-accidental injury, unexplainable failure to thrive, sexual assault, and/or severe physical neglect to the Child Protective Services of the County Welfare Departments. This includes all staff. The individual employee does not have an option in this matter. Reporting in good faith frees the staff member from any liability if the report proves to be unfounded.

Immunization

Parents of all children enrolled in school must furnish the principal or school nurse with a written statement of the complete child's immunizations. DTaP, Polio, HepB, HepA, MMR and chicken pox immunizations need to be up-to-date no later than the child's first day of school in the school corporation unless such a statement is already on file.

State law requires that no student be permitted to attend school without this written statement, unless:

1. The school gives the parents of the child a waiver;
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before the first day of school. In such case, the parent must furnish this written statement and a time schedule approved by a physician or local health

department for the completion of the remainder of the immunizations; or

3. If a parent objects to their child undergoing immunizations on religious grounds, the parent must state **in writing** their objection(s) **yearly**, sign it and give it to the principal/school nurse.

Asbestos Notification – Batesville Primary School is free of asbestos materials, and there is no threat to the environment. See Appendix for more specific corporation information.

Student Dress

Students should wear comfortable clothing appropriate for the seasons. In cold weather, they definitely need warm coats, gloves, scarves, and hats because they will go out for recess daily unless the weather is too severe. Please mark all of your child's clothing clearly with his/her name. If your child is missing something, please have him check our "Lost and Found" table outside of the cafeteria.

During the warm weather months of August and September and usually late spring, students may wear appropriate shorts of mid-thigh length. Short shorts, cutoffs, spandex, shorts with rips/holes, halter-tops, tank tops and bare midriff tops, low rider jeans, high heels or "chunky" shoes are discouraged. Flip flops shoes can become a safety hazard and are not allowed on the playground equipment. Shoes utilizing wheels are not allowed. Suitable clothing and shoes should be worn to match the weather. During a typical year, it is appropriate for shorts to be worn through September and again in May. Please use common sense when dressing your child for school and keep in mind that the BPS playground tends to be very windy and is generally colder than other places around town. The school will set specific parameters when determining if students will go outside or stay inside for recess on cold weather days.

Clothing advertising alcoholic beverages or tobacco, or those with curse words, obscene or questionable printing on them will not be permitted. Clothing which has printing that copycats or resembles these restricted categories is also not permitted. On days when your child has physical education he/she is required to wear tennis shoes.

Telephone Use

Students will be allowed to use the telephone only in cases of emergency. Use of the telephone may be denied for forgotten homework, books, gym shoes, and other similar items. All calls will be made from the office.

No calls should be made to ask if one student could go home with another student. These arrangements should be made at home before coming to school. Other uses of the telephone by students will be approved or disapproved by the principal/associate principal or designee.

Student Cell Phone Usage

Batesville Primary School students will not be allowed to use personal cell phones while at school.

Birthday Parties

Birthdays are celebrated once a month with a special school-wide birthday lunch for anyone whose birthday/summer half-birthday occurs during that month. Since we have these celebrations, we do not permit individual birthday parties or student birthday treats at school. **Do not send party invitations or food/treats to be distributed at school.** The school does not assume responsibility for distributing any invitations to any events occurring outside of school hours to personal or other residences for individual birthday parties. **Birthday flowers and balloons will not be sent to a student's room. If you send any of these items to your child you will need to make arrangements for him/her to be car a rider that day. These items cannot be taken on the school bus.**

Positive Behavior Intervention Supports:

Batesville Primary School is implementing a behavioral initiative known as PBIS or Positive Behavior Intervention and Supports. PBIS is a nationwide system of strategies and tools for defining, teaching, acknowledging appropriate expected behavior, and correcting unexpected behavior. PBIS focuses on behaviors that are expected, with the belief that students will choose to behave in expected ways. The goal is to reduce school disruption and increase student success so that students can reach social, emotional and academic success in all areas of their school day.

Our school-wide behavioral expectations follow our BPS Motto:

Be Responsible. Be Respectful. Be Safe.

The main components of PBIS include:

- Identifying expected behaviors (see Appendix I)

- Teaching, modeling and practicing those expected behaviors and what they look like, sound like and feel like
- Praising appropriate behavior and looking to improve barriers to reach desired goals

We will use an iPad app called Class Dojo to communicate.

Class Dojo is an online behavior management system that encourages positive student behaviors. Children earn Dojo Points based on their choices throughout the day. Students and parents will be informed through the daily Class Dojo point system that is accessible on the student's iPad, computers, tablets and smartphones.

Students will be recognized and earn Green Dojo points for their positive choices and behavior daily. At the end of the week, their accumulated Dojo Points will be transferred to Bulldog Bucks and the children will have the opportunity to spend their earnings at the PBIS Store every Friday. Items to choose from are fun coupons, as well as items such as pencils, stickers, books, notepads, etc.

Children will be taught the school expectations multiple times throughout the year and these practices are reviewed after school breaks. The teaching emphasizes what it looks like to be responsible, respectful and safe at specific places throughout the school. If a child is struggling to practice appropriate school expectations to be responsible, respectful and safe, that student may be given a Red Dojo, which does not earn a Dojo Point. If a student receives 3 or more Red Dojo's in one day, that student will walk for 5 minutes at the next noon recess. Students that walk 3 or more times in one week and / or has any major issues during the week, the office will be notified for an administrator referral and the situation will be communicated to teacher and parents. Those students will be assigned a "Reteach" with an adult, where they will discuss behavior and ideas for improvement.

SCHOOL BREAKFAST / LUNCH PROGRAM

Breakfast and lunch programs are offered for Batesville Primary School children. There is always a cost for breakfast and the serving time is from 7:35 - 8:00 a.m. Children who qualify for free or reduced priced school lunches also qualify for free or reduced priced breakfast meals.

Our school lunch program is computerized. It works like a checking account; the child deposits a sum of money and it is recorded on his/her computer account. The child fills out a deposit slip and will be given a carbon copy to take home. Each child has a meal ticket with a barcode (similar to the bar codes found on food packages). This card is presented in the cafeteria when the child wants to make a purchase and the amount of the meal or the item is automatically deducted from his/her account. Lunch money can be sent to school by the week, the month, or a "lump sum" check (as an example, a check for \$ 25.00). It will also be possible for a family to write one check for all of their children rather than having to send in separate amounts. This should make the process easier for both parents and school. When a child's account is below \$15.00, the child may be given a label showing how much money is left in the account.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Batesville Community School Corporation will adhere to the following meal charge procedure.

- All cafeteria purchases are to be prepaid before meal service begins. The following methods of payment will be accepted:
 - Cash or check payment deposits at school
 - Electronic payments via "Send Money to School" or "eFunds", accessible from school website
- A student who has a negative balance may not charge or purchase "a la carte" item(s), including snack milk and extra entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal, as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

- The automated Meal Magic system will notify parents every week of any outstanding negative balance or low balance in the student's lunch/meal account. The food service director or other school personnel will also send home letters each month to parents of students who carry negative balances greater than \$25.
- All accounts must be settled at the end of the school year. Letters or email notification will be sent home approximately 14 days before the end of the school year to students who have any negative balances. Negative balances of more than \$50 not paid in full within ten days of the conclusion of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Within 10 days of a student graduating or withdrawing from the Corporation with a balance of \$5 or more left in their lunch/meal food service account, a request may be made to transfer the funds to another student or to receive a refund. If no request is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria Operating Fund.

Meal costs: Some prices are subject to change, parents will be notified of all meal, and milk costs in the Back-to-School information.

Our cafeteria menu offers a balanced diet and students are given all items on the menu each day for their lunch. They are not required to eat all their food; however, they are encouraged to taste all items. Both white and chocolate milk are available. For those pupils who bring lunch from home, milk is always available at a nominal fee. An extra milk or orange juice may be purchased for an afternoon snack. First and second grade students are offered the option of salad bar daily.

If a child is allergic to milk and/or dairy products and wants a juice for lunch instead of milk, the parent must obtain a written statement from the child's doctor stating the child's allergy and the need for a substitute product. This is required by state/federal regulations.

Parents and other adult relatives of our students are welcome to join us for lunch. However, since we prepare for a set number of students each day, we ask that you call the school office by 9:00 a.m. and make a reservation. We recommend visits be no more than once or twice a month to allow your child to adjust to school and build social skills and bonds with peers. Parents and other adult visitors are not permitted to attend recess with their student(s). Our recesses are considered closed to all visitors in order to create the safest and most manageable environment for our students and staff.

Adult lunches should be paid for at the office prior to lunch or they can be deducted from your child's lunch account.

Please Note: We ask that you **do not bring in fast food lunches or beverages** to be eaten in the cafeteria. **No soft drinks** are allowed in the cafeteria at lunchtime. Please do not pack a soft drink in your child's lunch. We are trying to teach the children good nutrition as part of our lunch program and these items do not provide a balanced lunch.

Free & Reduced Breakfast/Lunch

Free or reduced lunches and breakfast meals are available for those who qualify. Parents who wish to apply for free or reduced lunches for their child(ren) should complete the required forms in order that the eligibility can be determined according to federal guidelines. Information concerning guidelines, making application, and continuing eligibility will be provided by the school in the enrollment packet or may be obtained from the principal's office anytime throughout the year. Morning or afternoon milk/juice and any extra items at lunchtime are additional charges and must be paid for by the parents.

Your child's lunch status whether free, reduced or regular (if the student does not qualify for a free/reduced program) will begin when you receive the approved notice from the superintendent's office. It will not begin prior to this notification. Parents are responsible for any charges made prior to this notification.

Families who qualify for the reduced lunch/breakfast program are expected to pay the amount as stated on the application form for breakfast and lunch.

If the income status of the family changes \$50.00 more or less per month during the school year, the parents must notify the office immediately. The state requires that the school make a periodic verification of the information given on this form.

Breakfast on a Two-Hour Delay Day

There will be a simple breakfast on delay days.

Breakfast and Late Buses

Breakfast will be available for any child who arrives on a late bus. We will provide milk and breakfast items that can be taken to the classroom to be eaten. In this way, students will lose little instructional time and still have breakfast.

BOOK RENTAL

Book rental should be paid online or at Batesville Primary School once summer online registration opens. Each grade level has a different sum and the cost is based on the various textbooks used, cost of workbooks and supplies, and fees. Textbooks should not be written in or damaged by the student. A charge will be made for lost or damaged rental books and/or workbooks.

If parents become delinquent in textbook rental payments, the Batesville Community Schools will file a request for payment of fees with the Small Claims Court. If legal action is necessary to collect book rental, Indiana law provides that court fees and reasonable attorney fees may be charged.

TEXTBOOK ASSISTANCE

The family of a student who qualifies for free textbook assistance should file an application at the school office prior to the beginning of school. This application is the same one used for Free & Reduced Lunches. Families who qualify for free or reduced lunches will also qualify for textbook assistance. The State will only pay textbook fees and parents are responsible for the cost of workbooks, supplies and fees.

Since the State of Indiana does not pay the entire book bill (only textbook rentals), please do not pay for the book bill until after receiving notice from the principal that your application qualifies. Kindergarten students are also eligible for assistance.

The State requires that a periodic verification of the information given on free textbook assistance applications be made. **If the income status of a family on this program changes \$50.00 more or less per month, you must notify the office immediately.**

STUDENT TRANSPORTATION**School Bus Transportation Rules:**

Our Philosophy:

- We believe all students can behave appropriately and safely while riding a school bus.
- We will not tolerate any students preventing drivers from doing their job or keeping other students from having safe transportation.

Our Bus Rules:

1. Follow directions of the driver.
2. Keep all parts of your body inside the bus, and stay in your seat.
3. Keep hands, feet, and other objects to yourself.
4. No profanity, offensive gestures, loud talking, or disruptive behavior.
5. No gum chewing, eating or drinking while on the bus.
- 6. A note from the parents must be given to the teacher and bus driver before changing buses or bus stops.**
7. Guest riders may be allowed, at the driver's discretion, with advanced notice and a permission slip.

Under normal circumstances, if a student chooses to break a rule, the progressive discipline policy below will be followed:

- 1st Incident: Driver verbally warns student and/or sends home Bus Conduct Report.
- 2nd Incident: Driver makes parent and school contact in person, by telephone, or by Bus Conduct Report.
- 3rd Incident: Notification to parents, building principal, and Director of Transportation by Bus Conduct Report.

Disciplinary consequences following a 2nd or 3rd incident may involve a suspension of bus privileges and/or a Friday School. The loss of bus privileges may be for 1, 3 or 5 days, depending upon the number of previous occurrences. Bus drivers in Indiana have the right to suspend a student from riding the bus for one day. School administrators may impose longer suspensions.

Any additional infraction following a loss of bus privileges of 5 days may result in a loss of those privileges for the remainder of the school year.

Serious Violations:

Some types of inappropriate behavior will require by-passing the progressive discipline procedure described above and result in an automatic suspension of bus privileges. This suspension would most likely be for five (5) days or longer. Serious violations include, but are not limited to, the following:

1. Physical harm to student.
2. Physical harm or threat of physical harm to driver. (May also result in an arrest.)
3. Property damage.
4. Willful insubordination.

The Batesville Community School Corporation (BCSC) Board of School Trustees has granted permission for the use of audio-video (AV) monitoring systems on corporation and contractor-owned school buses used by the corporation.

Bus Transportation Information

Batesville Community School Corporation provides bus transportation for all students who qualify. In order to maintain the safest possible atmosphere for each child, the driver shall maintain discipline among the children. The front 3-5 rows will be designated seating for Primary School children. If you want your younger child to sit with an older sibling, then the older child must also sit in this front section. Please notify the bus driver of your need. Hopefully, this will give the younger students adequate space closer to the bus driver.

Please encourage your child to behave safely and courteously on the bus so that everyone can have a pleasant trip to and from home. Please review the first five bus rules listed on page 9 with your child.

A note from parents must be given to the teacher and the bus driver before your child will be allowed to change buses or bus stops. Please include the name and address for where your child is going so the bus driver can be certain to know where to have your child get off the bus. If a parent is picking up a child who normally rides a bus, please send a note to the teacher. Otherwise, we'll put the child on the bus to go home in the usual manner. Young children many times forget directions or get confused, so a note insures safe delivery of your child to his destination.

Sometimes the decision to pick up a child occurs just moments before dismissal time. Please check in at the office and the receptionist will contact the classroom; DO NOT go to the classroom without permission from the office. If the students have already "headed" for the buses, the receptionist will page the student to the office for pick-up. Bus supervisors are instructed not to allow a child to leave a bus line to go with any adult. Please check in at the office to have students leave bus line for parent pick-up.

The school buses are equipped with audio / video monitoring devices. The purpose of such monitoring is the pursuit of safety, security and discipline on the buses. Please refer to Appendix for additional information.

Late Buses

Breakfast will still be available for any child who arrives on a late bus. We will provide milk and breakfast items that can be taken to the classroom to be eaten. In this way, students will lose little instructional time and still have breakfast.

Bus Concerns

If there is a problem dealing with bus transportation, please contact these people in the following order: (1) bus driver, (2) associate principal, (3) director of transportation (812) 934-2194.

Student Drop-Off

If you bring your child to school or pick him/her up after school, use the front drive off State Road 46. DO NOT USE THE WEST PARKING LOT (by the high school) BECAUSE THAT IS FOR BUS DROP OFF ONLY AND STAFF PARKING. Additional car traffic creates a dangerous area. Please use extreme caution because we will have many excited children in this area during these times and we want to assure safety for all.

Please do not plan for your child(ren) to arrive at school before 7:30 a.m. as supervisory staff are not required to report to school prior to this time.

At the end of the school day, please pick up your child in the front of the school. For safety, we do not permit children to cross the flow of traffic to meet a parent in the parking lot. All children, unless accompanied by a parent or other responsible adult, must enter the vehicles at the curb. We ask that you follow the flow of traffic and pull all the way toward the high school so that we can get as many cars as possible along the curb. By not stopping in front of the steps, you are assisting with a timelier release of students and helping to keep cars off the highway.

HEALTH ISSUES

Illness: If a child develops a fever (100 degrees or more) or shows other signs of illness during school hours, the parent(s) will be called. If your child has a fever of 100 degrees or more in the morning or has a communicable disease, please **do not send him/her to school.** Students should not return to school unless there has been **no fever (without medication), vomiting, or diarrhea for 24 hours.** The child will not only feel uncomfortable but will also transmit the illness to his classmates. If your child has a communicable disease (examples: pinkeye, strep, etc.), please do not send him/her back to school unless your child has been on medication for 24 hours or has received permission to return from your family doctor. If the child has a communicable disease, please phone or notify the school as soon as possible. It helps us to quickly recognize additional cases of that disease.

Too sick for school?

FEVER: temperature of 100 degrees or more
No return to school until temperature under 100 degrees without medicine for the last 24 hours.

VOMITING: vomiting two or more times in 24 hours

DIARRHEA: two or more episodes of diarrhea in the last 24 hours

EYES: thick mucus or pus draining from the eye or pink eye (conjunctivitis)
No return until 24 hours after beginning antibiotic eyedrops

HEAD LICE: may not return to school until they have been treated and seen by the nurse.

SKIN: unknown rashes or skin lesions (open sores)

****If your child is diagnosed with Strep Throat, Staph infection, Mono, Conjunctivitis, Fifth's disease, Chicken Pox or any other communicable condition, please report this to the school nurse as soon as possible.**

Each student must participate in their physical education class unless a note from a doctor is presented stating limitations. Please have the doctor state modified activities the student can participate in. For serious injury or illness, a doctor's release must be brought to school for the student to resume physical activities. If the sickness does not require a visit to the doctor, the parent needs to send a note stating the reason the child cannot participate. Modified activity will be planned.

Medication

There are some illnesses and disabilities for which a child requires medication during school hours. However, in compliance with Indiana statutes, the school personnel do not give prescription medication to any child while in school unless there is a written order by the doctor. (A pharmacy label on the original container will constitute a physician's order). All medication shall be kept in the clinic and be consumed by the student at the clinic.

To avoid errors, the office requires that a parent note or a completed medication form accompany all medication, which is to be given at school, with the physician's order stating dosage and hours to be given. Medication forms are available at the office, the BPS website, or at the local doctor's office. All long-term medication orders will be reviewed periodically.

Proper Procedure for Medication Taken at School:

Prescription drugs can be given at school if prescribed by a physician and ordered to be taken at school. The permission form to administer medication is to be filled out by the physician and parent. This form may be obtained through the school office. The medication must be brought to the office in the original container and the permission form to administer medication with it.

According to Batesville Community School Corporation Policy 6.0-31, a written order of a practitioner must accompany the medicine. The school may contact the physician if there are any questions regarding the medication ordered for the well-being of the student.

Over the counter (FDA approved) medication can be given at school. If given, the medication must be sent to school in the original manufacturer's package or container. The student's name must be on the medication package and a note from the parent. The note should contain: date, name of student, name of medication, amount to be given, time to be given and the time this medication was last given. There are two ways a student may receive medication:

1. The student's parent may come to school and give the medication.
2. The school nurse, clinic aid or office personnel may give the medication only if the medication is accompanied by the above information.

Non-FDA approved products, herbal/dietary products, medications purchased in foreign countries, or non-traditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies and essential oils) will not be administered by school personnel. Medications will not be given if not prescribed by a medical physician.

All medication must be brought to the clinic immediately. It should not be kept in pockets, lockers, desks or backpacks. It is the student's responsibility to come to the clinic to take the medication.

Release of Medication:

By state law IC 20-34-3-18 medication that is possessed by a school for administration during school hours or at school functions for a student may be released to: the student's parent or an individual who is at least eighteen years of age and designated in writing by the student's parent to receive the medication. A school corporation may send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

Possession and Self-Administration of Medication permitted:

According to state law IC 20-33-8-13 students with certain acute or chronic diseases can carry and self-administer their own medications. This is permitted only if the medication must be given on an emergency basis, and if a parent files an annual authorization, which includes a written statement from a physician stating that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication, the student has been instructed in how to self-administer the medication and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement described must be filed annually with the student's principal. If you have a question regarding a specific medical/medicine situation, please contact the school principal or school nurse.

First Aid: All children are to come to the office with minor ailments &/or injuries. If any questions exist, the office will contact the parents. If parent contact is not possible, we will contact the persons listed under emergency on the registration sheet. The school nurse will also be consulted if needed. Appropriate first aid steps will be taken to insure the well-being of the child.

Head lice /"No Nit Policy": If a child has head lice or lice eggs (nits), the parent(s) or guardian will be called and the child will be sent home. The child may return to school after he / she has been treated and all nits have been removed as determined by the school nurse or her designee. The nurse will provide the parent with information about head lice and its eradication. The parent may get additional information and assistance from the county health nurse as well. Absences due to head lice will be considered excused under the school attendance policy. If this becomes recurring, absences will be unexcused.

When Bed Bugs Suspected or Found on a Student: The School Nurse will discreetly remove the student from the classroom and examine the student's clothing and other belongings for bed bugs. The School Nurse will contact student's parent/guardian to inform them of bed bug(s) found on their child/belongings. The School Nurse will provide education to parent/guardian including the "Bed Bug Guidance for Home" handout. Students **will not** be excluded due to bed bugs.

Food Allergies: BCSC is a peanut safe school and we need to keep our kids that have peanut or tree nut allergies safe at school. There are also an increasing number of students with a variety of other food allergies. Peanut products cannot be brought into the schools or passed out to the students. We also need to make sure that products that are brought into the schools and passed out are not processed in a factory or facility that makes items with peanut products. We always want to make sure that items that are given to the student are packaged so labels can be read. There are to be no home baked goods or home cooked foods shared during parties, celebrations, or special activities. If there are any questions in regards to items, contact the school office/school nurse.

Student Insurance

Insurance application forms are available at the beginning of the school year. Parents wanting their child to participate in this plan should fill out the form completely and return it to school with the child.

RECESS INFORMATION

Playground

It's important for children to have a break time at recess and it's important for their physical and social development to spend time playing with their peers; therefore, all children are expected to play outdoors if the weather permits. **Suitable clothing and shoes should be worn to match the weather.** During a typical year, it is appropriate for shorts to be worn through September and again in May. When dressing your child for school, keep in mind that the BPS playground tends to be very windy and is generally colder, by as much as ten degrees, than other places around town. In winter, we will go outdoors even on cold days, so it is important for your child to have a hat, gloves, and winter coat every day. Please put his/her name in all items. In fall and spring when the weather is changing hourly, please send your child with a jacket or sweatshirt so he/she will be comfortable at recess throughout the day.

A child needing to stay inside will need a **doctor's excuse if more than 3 days.**

Playground Usage

During school hours, the playground is for BPS students only – not for the public. Parents/Guardians coming for lunch should not go out to recess. We do not want any other adults on our playground during school recess times for management and safety reasons. Preschool siblings are not allowed to play with the BPS students during recess times for safety reasons.

Toys

Children are NOT permitted to bring toys to school with the exception of reward days or special class activity days. Radios, trading cards, toy guns/weapons, pets, skates, skateboards and battery-operated items are not permitted. Sport, Pokemon or other card trading is also not permitted at school. When permissible, items should be marked with the child's name. **The school is not responsible for damage to items.** Please do not send valuable items to school because they sometimes get lost or broken during recess. If an item is lost at school, the child should report the loss to the office and/or check the Lost & Found table.

DISCIPLINE AND SUPERVISION

Students will be supervised by faculty and staff members throughout the school day. Children entering school come from a variety of home environments. In order to provide an environment conducive to learning and safety, all students should follow the school and classroom discipline plans. During the first week of school each teacher will discuss classroom expectations with his/her students. In order to accomplish the basic goals of education, teachers will expect students to know and follow all norms and rules to the best of their ability. Each student will bring a copy of these expectations home so that you are aware of their contents. ****See Appendix 1 for a copy of the school-wide discipline plan.**

Exclusions -- Handguns, Firearms and Deadly Weapons

The use and possession of handguns, firearms and/or deadly weapons is not permissible on school property. A firearm is any weapon that is capable of or designed to or may be converted to expel a projectile by means of an explosion. A deadly weapon means a loaded or unloaded firearm: a weapon, device, laser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury. A deadly weapon is also an animal that is capable of causing serious bodily injury and is used in the commission or attempted commission of a crime. Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1,000 feet of school property); a violation of this law will be reported to law enforcement officers, according to BCSC Policy 10.0-11 and Public Law 140-1994. Students violating this section will be disciplined according to Board policy; refer to Board Policy 6.0-22 in Appendix 2.

White Out and Other Inhalants

Students should not bring items such as "White Out", rubber cement, airplane glue, etc. to school. Many chemical substances like these are considered inhalants and can be very harmful if used improperly or inhaled for too long a period of time.

Children are too young to use these substances without adult supervision. If a student needs to use White Out or any of these other substances, he may borrow it from the teacher and use it under the teacher's watchful eye. If a student brings these items to school, they will be taken from the child and the parent will be notified.

VISITORS

Parents Visiting School

Parents are encouraged to visit our school. To make your visit as meaningful as possible, we ask you to contact the office or your child's teacher before you visit. All visitors are asked to sign in at the office and to wear a nametag. Drop in visits are discouraged because they disrupt the teaching/learning of the classroom.

Parents visiting the school for various reasons must first sign in at the school office and wear a nametag. We request this for student security and also because it is important that classes not be interrupted except for emergencies. Minor concerns such as the delivery of lunches, homework, projects, money, coats, etc. will be handled other than at class or recess time and must be dropped off at the office. Also, the office will notify the classroom teacher at the end of the day regarding parents who are picking up students. Parents are not permitted to go to the classrooms to meet their children and should wait at the office.

BCSC implements a Civility Policy (See Appendix for additional details). This policy promotes mutual respect, civility and orderly conduct among Corporation employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. The Batesville Community School Corporation encourages positive communication and discourages volatile, hostile or aggressive actions.

Outside Visitors

Students are not permitted to bring visitors (friends, out-of-town cousins, etc.) with them during the instructional day. A daylong visit is much too long for a primary age child, and it becomes disruptive for the classroom, but especially for your child's learning. All visitors, including parents, MUST report to the office before going to a classroom.

SCHOOL CLOSING AND SCHOOL DELAYS

School Officials will make the decision concerning closing as early as possible. Schools are closed one day at a time. Parents should listen to the local radio stations for the latest information.

Two Hour Delay:

This delay means students will board their buses two hours later than usual.

Starting Time	10:00 AM
Lunch	Regular schedule
Dismissal	3:00 PM (Parent Pick-up)
	3:10-3:15 (Bus Dismissal)
Morning Developmental Preschool	Not in Attendance

Early Dismissal: Although it is rare to send children home before the end of the school day, please talk with your child so that he/she knows what to do if weather would necessitate an early dismissal from school.

RETURNED CHECKS

A returned check fee will be charged for any check sent back to the school corporation due to insufficient funds.

NONDISCRIMINATION

It is the policy of the Batesville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability. No qualified disabled person shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act should be directed to: 504 Coordinator, Batesville Community School Corporation, Superintendent's Office, 626 North Huntersville Road, Batesville, Indiana 47006, or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

SEARCH AND SEIZURE

In the Appendix, the policy of the Batesville Community School Corporation School Board concerning search of student lockers and storage areas, students, and motor vehicles is presented. According to the Superintendent of the Batesville Community School Corporation, "It (the Search and Seizure Policy) represents a sincere effort to balance a student's right to privacy with our need to find and remove things which threaten the health, safety or the learning atmosphere in our schools." For the full policy, please see Appendix 8.

EDUCATIONAL RECORDS

Parents have a right to examine their child's confidential records under the BCSC policy 6.0-19. Please see Appendix 7 for specifics.

SEXUAL HARASSMENT

Please read carefully the Batesville Community Schools' Sexual Harassment policy in the appendix. If you have questions and if you feel a violation has occurred, please contact the principal/associate principal. Please see Appendix 5 for policy.

COMPLAINTS AND/OR SUGGESTIONS

Questions, concerns, or problems, which are not answered by information in this handbook, should be given to the building principal/associate principal. In most cases, they will be able to supply additional information. However, a form can be provided for use when a parent wishes to bring a concern to the attention of the Superintendent and the Board of School Trustees. Complaints and suggestions receive consideration, and information provided on the form is helpful to all concerned.

APPENDIX

APPENDIX I

BATESVILLE PRIMARY SCHOOL PBIS Adopted 2013

The teachers and staff of Batesville Primary School want to create the best learning environment possible for you child and the other children. In order to have an atmosphere of cooperation and one that will stress excellence in education, we have set some overall expectations for the school. We feel strongly that part of our goal is to help youngsters learn to make good choices about their actions and behavior. We believe all students can behave appropriately in school.

PBIS is a nationwide system of strategies and tools for defining, teaching, acknowledging appropriate expected behavior, and correcting unexpected behavior. PBIS focuses on behaviors that are expected, with the belief that students will choose to behave in expected ways. The goal is to reduce school disruption and increase student success so that students can reach social, emotional and academic success in all areas of their school day.

Our school-wide behavioral expectations follow our BPS Motto:
Be Responsible. Be Respectful. Be Safe.

The main components of PBIS include:

- Identifying expected behaviors (see Matrix)
- Teaching, modeling and practicing those expected behaviors and what they look like, sound like and feel like
- Praising appropriate behavior and looking to improve barriers to reach desired goals

We will use an app called Class Dojo to communicate.

Class Dojo is an online behavior management system that encourages positive student behaviors. Children earn Dojo Points based on their choices throughout the day. Students and parents will be informed through the daily Class Dojo point system that is accessible on the student's iPad, computers, tablets and smartphones.

Students will be recognized and earn Green Dojo points for their positive choices and behavior daily. At the end of the week, their accumulated Class Dojo Points will be transferred to Bulldog Bucks and the children will have the opportunity

to spend their earnings at the PBIS Store every Friday. Items to choose from are fun coupons, as well as items such as pencils, stickers, books, notepads, etc.

Children will be taught the school expectations multiple times throughout the year and these practices are reviewed after school breaks. The teaching emphasizes what it looks like to be responsible, respectful and safe at specific places throughout the school. If a child is struggling to practice appropriate school expectations to be responsible, respectful and safe, that student may be given a Red Dojo, which does not earn a Dojo Point. If a student receives 3 or more Red Dojo's in one day, that student will walk for 5 minutes at the next noon recess. Students that walk 3 or more times in one week and / or has any major issues during the week, the office will be notified for an administrator referral and the situation will be communicated to teacher and parents. Those students will be assigned a "Reteach" with an adult, where they will discuss behavior and ideas for improvement.

Batesville Primary School Student Behavior Expectations

Voice Levels:

- Level 0: Silent
- Level 1: Whisper
- Level 2: Quiet Conversation
- Level 3: Outside Voice

BE RESPONSIBLE

Hallway – Level 0

- Walk facing forward with hands at your side.
- Walk in a straight line.
- Go directly to your destination.

Bathroom – Level 1

- Wait your turn.
- Wash your hands.
- Throw paper towels in the trash.

Playground – Level 3

- Follow playground rules.
- Take care of the equipment.
- Freeze on 1st whistle, walk to line, and be silent on 2nd whistle.

Indoor Recess – Level 2

- Follow classroom/gym rules.
- Take care of the toys/equipment.
- Clean up before moving on to the next toy or activity.

Cafeteria – Level 2

- Keep hands, feet and body to yourself.
- Clean up your area.
- Raise hand when you need help.

Bus Line – Level 2

- Keep hands, feet and body to yourself.
- Keep objects in your backpack.
- Go directly to your destination.

Assemblies – Varied

- Be a good listener.
- Follow adult directions.

Announcements – Level 2

- Use quiet conversation voice when speaking.

Buses – Level 2

- Follow bus rules.

- Keep hands, feet and body to yourself.
- Keep objects in your backpack.

Car Dismissal – Level 2

- Follow adult directions.
- Watch for your car and tell an adult when your car is at the sidewalk.

Classroom – Varied

- Take care of classroom materials.
- Be a good listener. Keep hands, feet and body to self.

iPad Expectations – Varied

- Bring iPad to school daily.
- Have clean hands.
- Tell you teacher if you are having iPad trouble

BE RESPECTFUL

Hallway – Level 0

- Walk silently.
- Great adults politely.
- Use kind words.

Bathroom – Level 1

- Be quick.
- Whisper.
- Flush toilet.
- Give privacy.
- Use kind words.

Playground – Level 3

- Share and take turns.
- Keep hands, feet and body to yourself.
- Use kind words.

Indoor Recess – Level 2

- Share and take turns.
- Keep hands, feet and body to yourself.
- Use kind words.

Cafeteria – Level 2

- Be silent in the serving line and when returning tray.
- Use good table manners.
- Use kind words.

Bus Line – Level 2

- Quiet conversation with your neighbor.
- Use kind words.

Assemblies – Varied

- Keep hands, feet, and body to yourself.
- Applaud at appropriate times.
- Keep feet quiet.
- Use kind words.

Announcements – Level 2

- Say the pledge respectfully.
- Use kind words.

Buses – Level 2

- Quiet conversation with your neighbor.
- Use kind words.

Car Dismissal – Level 2

- Quiet conversation with your neighbor.
- Use kind words.

Classroom – Varied

- Follow directions promptly.
- Use kind words.
- Raise your hand to be called on.

iPad Expectations – Varied

- Keep you iPad clean.
- Tell you teacher when the battery charge is less that 30%.

BE SAFE

Hallway – Level 0

- Keep hands, feet, and body to yourself.

Bathroom – Level 2

- Keep water off the floor.

Playground – Level 3

- Run only in grass.
- Walk in all other areas.
- Use equipment correctly.
- Stay away from unfamiliar people and animals.

Indoor Recess – Level 2

- Use toys/equipment correctly.
- Walk in the classroom/move safely in the gym.

Cafeteria – Level 2

- Stay seated.
- Face forward until dismissed.
- Walk
- Use quiet conversation while eating.

Bus Line – Level 2

- Stay seated (sit on you pockets) while waiting in line.

Assemblies – Varied

- Stay in your own space.
- Sit on your pockets.

Announcements – Level 2

- Walk to and from classroom/office.

Buses – Level 2

- Remain seated until bus has come to a complete stop.
- Sit in the seat facing forward.
- Sit on your pockets.

Car Dismissal – Level 2

- Stay behind blue line until car stops.
- Walk.
- Keep hands, feet and body to yourself.
- Follow adult direction to exit the building.

Classroom – Varied

- Walk.
- Sit at desk/table correctly.
- Use classroom materials appropriately.

iPad Expectations – Varied

- Remain seated when using the iPad.
- Walk with the iPad.
- Keep your iPad in a safe place.

HABITUAL BEHAVIOR

Students that are habitual offenders will then need to conference with the teacher, the school principal and/or assistant principal and the parents to analyze why the same behaviors keep occurring and the team of conference participants will work out a plan to help correct this behavior and break the pattern of inappropriate actions.

SEVERE BEHAVIOR

If a child bodily hurts another, defaces property, uses foul language or gestures, threatens, bullies another (physically or verbally), fights, or is the cause of harassment in any way, it is considered a severe behavior. 'Bullying' is defined as follows: any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

There is to be no tackle or touch football, fighting, "play" fighting, rough soccer, wrestling, or other forms of "roughhouse" while in any activity at school. A fighting offense is considered severe behavior.

A child may not bring or have objects at school, which might injure himself/herself or another child, such as knives, guns, sharp objects, etc.

Consequences are as follows:

1st offense - Go to the principal /associate principal and appropriate actions will be taken.

2nd offense - Conference, if necessary, with parent(s), child, principal, and/or teachers and appropriate action will be taken.

Appropriate action may include one or more of the following:

- removal of rewards, classroom parties, field trips, etc.
- after-school detention
- restitution work
- counseling with student or group of students
- removal from school
- in school suspension
- suspension or expulsion from school or as directed by Board Policy 5610

ILLEGAL POSSESSION

If a child is in possession of or is using any type of tobacco, alcohol, and/or illegal drugs, he/she will go to the principal and a conference with the parent(s) will be scheduled. Other disciplinary action, possibly suspension from school, will follow according to school corporation policy.

In addition, it is illegal to possess a beeper or a gun on school property. Disciplinary action will follow these offenses as well.

REPEAT OFFENDERS:

The principal/associate principal may take additional appropriate action for those children who repeatedly do not follow the school-wide or classroom rules. A separate, individual discipline plan may be designed for this child. However, since our primary goal is to help students make appropriate choices about their behavior, the principal/associate principal may adjust these criteria in order to reinforce positive progress rather than punishment. The potential removal of rewards, field trips, classroom parties and holiday parties are events that are privileges for students and participation is not required if student behavior over time is not appropriate.

APPENDIX II
STUDENT DISCIPLINE

Batesville Community School Corporation Policy 5600

Revised: 8-19-96

Updated 7-18-05

Updated 6-9-17

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that:

- A. the best discipline is self-imposed;

- B. students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;

- B. respect the person and property of others;

- C. preserve the degree of order necessary to the educational program in which they are engaged;

- D. respect the rights of others;

- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;

- B. do not discriminate among students;

- C. do not demean students;

- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;

- B. help the student learn to take responsibility for his/her actions;

- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct. Parents, and students who are eighteen (18) years or older, will be provided a form which is to be signed and returned to the school principal confirming that the Code of Conduct has been read and is understood. Failure to return the form shall have no effect on the utilization of the disciplinary actions contained in the Code with that student.

The Superintendent will appoint a committee of staff members, students, and/or parents to review rules of student conduct annually and to advise on alterations and modifications.

The Superintendent will report to the Board annually the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students:

- A. in all situations and in all places where such students are within the jurisdiction of this Board;
- B. when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

I.C. 20-33-8-1 et seq.

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APPENDIX III BATESVILLE PRIMARY SCHOOL ATTENDANCE AND TARDY POLICY

A good attendance record is important not only to the student, but also to the school. Students with a poor attendance record often lose interest in school, tend to feel left out, and are commonly school drop-outs. Evidence indicates that grades and class records of prospective employees are of concern to business and industry. These guidelines have been implemented in order to attain a dual purpose: To (1) provide daily interaction in the classroom and (2) help the student achieve a high level of academic performance. A very high correlation exists between school attendance and productive learning.

Each student is allowed a maximum of ten (10) days absent from school per year. Each student is allowed a maximum of ten (10) tardies per school year. There are absences that will not count toward the 10-day limit (unlimited days), listed in Part A below. There are no "free days" in this attendance policy as each absence is either excused or unexcused.

All absences that are not considered unlimited days will be classified as "limit days" toward the ten (10) day total. When a student reaches five (5) absences or tardies that count toward the 10-day limit, a warning letter may be issued to the parents. On the eighth absence or tardy, a warning letter may be sent or delivered by a school resource officer. On the tenth absence or tardy, the parent may be required to sign an attendance contract which notifies all parties of the consequences of any further absences from school. Section E below may be followed once the student reaches his/her 10th absence or tardy.

Student/Parent Responsibilities

1. When a student is absent, the parent or guardian must call the school office (812) 934-4509 by 9:00 a.m.
2. If a child has a doctor or dentist's appointment during the school day, the parent must pick up the child at the office. Parents or any other authorized adult **must sign the student out at the office**. No child will be allowed to wait for a parent outside the school building.
3. Students who return to school during the school day from an appointment or an absence must stop at the office and check in with the receptionist.
4. Students are required to make up all work missed. All coursework/testing during an absence must be completed

within one (1) school day for each day of absence. Any work assigned by a teacher before an absence is due on the day the student returns to school, unless the teacher extends the due date. Parents may request homework assignments if their child will be absent for a lengthy period of time. **Please call the school office by 9:00 a.m. if you are requesting homework and the teacher will send it to the office for a 3:00 p.m. pick up.**

A. Excused absences NOT counted in the 10-day limit

1. Personal illness requiring a physician's statement. Statement must indicate the complete time / date(s) being excused by a physician.
2. Death and funerals of members of the household and/or immediate family. Five (5) non-counting days are allotted for a student due to the death of father, mother, guardian, brother, sister, grandparent, or stepsibling.
3. One day of absence will be allowed due to the death of any other blood relative. Additional days of absence for out-of-state funerals will be considered on an individual basis by the administration.
4. School-sponsored/authorized activities
5. Religious Observation (required): Must be verified by a note from the parent.
6. Court Appearance: Court appearance verified by subpoena, summons, or written notice from an officer of the Court will be excused.
7. No regular school bus pick-up at residence due to inclement weather or bus breakdown.
8. Students that attend the State Legislature as a page or work at local election polls. Properly signed authorization must be presented. NOTE: Students are credited with days of attendance for these absences by State statute. However, the school requires students to make up work missed.
9. School related injury (for the day missed only).
10. Any student who becomes incapacitated or suffers from a chronic illness must have a parent or legal guardian file with the school corporation the "Indiana Department of Education Certificate of Child's Incapacity". After school and corporation approval of this request, days absent from school will not count against the 10-day limit.
11. Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student or school.

B. Excused absences that count toward the 10-day limit

1. Personal illness not under a physician's care - A parent-excused absence
2. Driver's test
3. Funeral of a friend
4. Public or private secondary school visitation
5. Any family trip or vacation that is pre-approved with the school administration will count toward the 10-day limit (maximum of five (5) vacation days may be used at a time). **NOTE: Parents are to pick up needed approval paperwork from the BPS office to get parent and administrative signatures a minimum of 2 school days prior to the absence.**
6. Weather: If school is in session and a bus runs by the student's residence
7. Administrative consideration may be given for other extenuating circumstances

C. Unexcused absences

Any absence that falls outside the guidelines of an excused absence previously listed will be considered unexcused and will count toward the 10-day limit. This includes family trips or vacations that are not pre-arranged with the school administration. Unexcused absences are all absences that do not include written or oral communication from the parent or guardian or fall outside the guidelines of an excused absence.

NOTE: For any absence deemed to be TRUANCY (missing any or all of a school day for reasons not approved by the parents and administration), no credit will be awarded for any academic work missed.

D. Tardies: It is important for children to be punctual.

1. Students are expected to be in their classroom ready to begin work at 8:00 AM.
2. A student will be counted tardy if he/she arrives in his classroom after 8:00 AM. After 11:30 AM the student will be counted absent for one-half (1/2) day.
3. In the afternoon if a child arrives any time after 11:30 and before 3:00 the child will be counted present for one-half (1/2) day.
4. Students arriving on a late bus will not be counted tardy.

E. Communication Process and Consequences for Excessive Absences and Tardies (Over 10 tardies and/or absences)

1. Letters may be sent at 5 absences and/or tardies and 8 absences and/or tardies

2. Phone calls may be made at 5 or more absences and/or tardies from building-level administration
3. A school resource officer may make contact at 8 or more absences and/or tardies
4. At 10 or more absences and/or tardies, a face-to-face parent meeting may be required. At this meeting, the family may sign an attendance plan. At this meeting, the family and administration may create an attendance plan with certain parameters for the family and student to follow.
5. If absences and/or tardies continue after the student has been placed on an attendance plan, consequences may include, but not be limited to, the following:
 - Removing classroom parties or other rewards (make-up work would be completed during this time)
 - After-school detention
 - In-school suspension
 - The Indiana Department of Child Services may be contacted
 - The County Prosecutor's Office may be contacted which may result in legal action based on Indiana Truancy laws.
 - If the contract is violated or attendance does not improve, the student may receive out of school suspension or expulsion from school or as directed by Board Policy 5610

Outstanding Attendance

Students will not be eligible for an outstanding attendance certificate if they are absent from school.

These days are excluded from the attendance award.

- approved funerals
- religious reasons
- court subpoena
- if bus service does not run due to inclement weather for bus breakdown

Early Checkout

Parents are urged to make dental, medical, and other appointments after school hours. If it becomes necessary for a student to check out during the day, parents must report to the office to sign the child out. Office personnel will call students from class. Students must have parent or guardian permission before early checkout will be permitted. No student will be allowed to check himself/herself out.

Habitual Absence

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 31-40.

APPENDIX IV **CIVILITY POLICY**

Batesville Community School Corporation Policy

7.0-27

Adopted 10-25-99

Members of the Batesville Community School Corporation staff will treat parents and other members of the public with respect and expect the same in return. The Corporation is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/corporation grounds.

This policy promotes mutual respect, civility and orderly conduct among Corporation employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

In the interest of presenting Corporation employees as positive role models to the children of this Corporation, as well as the community, the Batesville Community School Corporation encourages positive communication and discourages volatile, hostile or aggressive actions. The Corporation seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt normal school/office operations; threatens the health and safety of students or staff; willfully causes property damages; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the Building Principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly.

If corrective action is not taken by the abusing party, the Corporation employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on Corporation premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under such paragraph 1 or 2 circumstances, the Building Principal or designee shall inform the person that he/she will be subject to prosecution, if he/she reenters any district facility within thirty (30) days after being directed to leave, or within seven (7) days if the person is a parent/guardian of a student attending that school.

If an individual refuses to leave upon request or returns before the applicable period of time, the Building Principal or designee may notify law enforcement officials. An Incident Report should be completed for the situations as set forth in paragraphs 1 and 2.

Safety and Security

The Superintendent or designee will ensure that a safety and/or crisis intervention techniques program is provided in order to raise awareness on how to deal with these situations if and when they occur.

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report.

Employees and supervisors should complete an Incident Report and report to law enforcement, any attack, assault or threat made against them on School/Corporation premises or School /Corporation sponsored activities.

An employee, whose person or property is injured or damaged by willful misconduct of a student, may ask the Corporation to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provision, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident.

APPENDIX V **ANTI-HARASSMENT POLICY**

Batesville Community School Corporation Policy
5517

Adopted 5-11-92

Updated 3-25-99

Updated 6-9-17

General Policy Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or

which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;

- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;

- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the School Corporation community into a student's personal space and personal life;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
- K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or

benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students, members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. Any administrator, supervisor, or other School Corporation official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the principal or his/her designee will report the act of bullying and/or harassment to the Compliance Officer who shall investigate the allegation in accordance with this policy.

Anti-Harassment Compliance Officer

The following individual serves as "Anti-Harassment Compliance Officer" for the Corporation, hereinafter referred to as the "Compliance Officer".

Melissa Burton

Assistant Superintendent

Batesville Community School Corporation

P.O. Box 121

626 N. Huntersville Road

Batesville, IN 47006

812-934-2194

The names, titles, and contact information for the Compliance Officer will be published annually:

- A. in the parent and staff handbooks
- B. on the School Corporation's web site
- C. on each individual school's web site

The Compliance Officer will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student. Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officer within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the School Corporation community against a student will be formally investigated. The Compliance Officer are assigned to accept complaints of unlawful harassment directly from any member of the School Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School Corporation community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Investigation and Complaint Procedure (see Form 5517 F1)

Any employee or other member of the School Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR), the Indiana Civil Rights Commission (ICRC) or Equal Employment Opportunity Commission (EEOC).

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the Corporation community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of harassment involving a Corporation employee, any adult member of the School Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to the Compliance Officer; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to the Compliance Officer who will either facilitate an information resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officer or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

The Compliance Officer or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy [8310](#), Policy 8320 and Policy [8330](#)).

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the

informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the School Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR).

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process as described herein, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. Contemporaneously, the Compliance Officer or a designee will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations; and
- D. consideration of any documentation or other information, presented by the Complainant, Respondent, or any other witnesses that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be

used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

A Complainant or respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board of School Trustees within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

If either the Complainant or the Respondent is not satisfied with the Board's decision, either party will have an additional sixty (60) days to appeal the decision to the United States Department of Education Office of Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC).

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School Corporation will respect the privacy of the Complainant, the Respondent (that is the individual(s) against whom the complaint is filed), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or her designee will instruct all members of the School Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

The Compliance Officer shall maintain all public records created as a part of an investigation of a complaint of harassment in accordance with the Board's records retention policy. Any records that are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of Federal law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior sanction has been imposed against a member of the Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Remediation

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)

20 U.S.C. 1681 et seq., Title IX of the Education Amendments Act of 1972

29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967

29 U.S.C. 794, Rehabilitation Act of 1973, as amended

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000d et seq., Titles VI and VII of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq.

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 1983

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

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APPENDIX VI **DRUG PREVENTION**

Batesville Community School Corporation Policy 5530

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;

- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:

1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 4. promotes positive emotional health, self-esteem, and respect for one's body;
 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State's Department of Education;
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
- The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;

- J. provide for a student assistance program which includes guidelines for prevention activities and programs, for referrals of students to outside treatment providers, and for cooperative follow-up after treatment has been provided;
- K. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

I.C. 20-30-5-11

I.C. 35-41-1-26.3

I.C. 35-48-2-4

20 U.S.C. 3171 et seq., Drug-Free Schools and Communities Act of 1986

20 U.S.C. 3224A

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APPENDIX VII

NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

Batesville Community School Corporation Form 6.0-19

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy # 6.0-19, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the student's name, address, parent home and work telephone number, **photograph and videotaped images**, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed.
8. **Denial of Release of Certain Information: A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by giving written notice to the building principal no later than 14 calendar days from the beginning of the school year or from the date of enrollment. The notice must state the child's name, grade, the specific directory information that is not to be released, the signature of the parent/guardian or adult student and the dated signed.**

APPENDIX VIII
SEARCH and SEIZURE

Batesville Community School Corporation Policy 5771

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment. In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with

the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

The Superintendent shall promptly record in writing the following information for each search pursuant to this policy:

- A. the information upon which the search was based
- B. the time, date, location, students, or places searched, and persons present
- C. a description of any item seized and its disposition
- D. the time and date of notice to the parent or guardian in the case of the search of the person of a student

The Superintendent shall prepare administrative guidelines to implement this policy.

I.C. 20-33-8-32

U.S. Constitution, 4th Amendment

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APPENDIX IX
USE OF AUDIO-VIDEO MONITORING SYSTEMS

Batesville Community School Corporation Policy Manual 9.0-11-4

Under the authority of Title 575 Indiana Administrative Code 1-7-20, Optional Equipment, the State School Bus Committee has approved the installation of audio-video monitoring systems on school buses provided that:

1. the system is installed with permission of the governing body, and
2. each system must be designed and installed in such a way as to prevent injuries to drivers and passengers in the event of a sudden stop.

The Batesville Community School Corporation Board of School Trustees has granted permission for the use of audio-video monitoring systems on corporation and privately-owned school buses used by the corporation.

Bus videotapes are generally considered law enforcement records and not educational records. The purpose of such

tapes is the pursuit of safety, security and discipline on the buses. However, they may become educational records when viewed by an authorized school official in a situation where the tape directly relates to a particular student, i.e. discipline or injury per Educational Rights and Privacy Act of 1974. An authorized school official is defined as a Board of School Trustees member, Superintendent, supervisor, principal, driver, coach, or other persons approved by the Board of School Trustees.

All buses that may employ an audio-video monitoring system shall display a sign near the front of the bus reading "Video Camera May Be in Operation".

In the event that a videocassette-monitoring device is used on a school bus, the following guidelines will be used to view said tape:

1. The Director of transportation and / or building administrator may choose to view the tape for disciplinary purposes. If said tape is not viewed, it will be erased within ten school days. Erasure may consist of demagnetization or simply recording over previous content.
2. The building administrator may choose to show a tape to students involved in a particular school bus incident.
3. The building administrator may choose to permit the parents of children involved in a school bus incident to view the tape. However, if a parent requests to see the tape, they may only view that portion of the tape that involves their child.
4. The building administrator, upon reviewing a tape, may choose to discipline a student for his/her actions on a school bus even though the action was not seen or reported previously by the bus driver.
5. In devices employing 8mm recording tape, the director of transportation and / or building administrator may cause the content of the 8 mm tape to be transferred to a VHS tape for future reference.
6. On occasion it may become necessary for a bus driver to view a tape. In these instances, a copy of the tape in question may be taken from the transportation office for this purpose for a period of time not to exceed twenty-four (24) hours. During this period, viewing of the tape by persons other than the driver is prohibited.
7. The original copy of a tape believed to contain evidence for the proof of misconduct shall retain in the office of the director of transportation until such time as the matter is resolved. During that period, it may be removed from that location only for viewing in a legal setting.
8. The changing and / or removal of videotapes from corporation –owned school bus audio-video systems shall be performed only by the Director of transportation or his designee.
9. Upon written permission of the superintendent of Schools, certain videotaped activities may be used for training purposes. Videotape that is a part of any pending disciplinary process or litigation shall not be used for training purposes.

Adopted 3-19-01

APPENDIX X
Acceptable Computer/Network Use, Internet Safety Policy, and iPad Guidelines
Batesville Community School Corporation

Introduction

The purpose for the Respectable Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners with ranging abilities, backgrounds and populations in the Batesville Community School Corporation (BCSC). BCSC offers students and staff access to electronic devices and the Internet as an element of the instructional program. The Respectable Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion in the classroom, in the schools, and district administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to work for success in the workplace, and to improve the operations of the school district.

BCSC recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, BCSC has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. BCSC provides access to the school's Internet services from every mobile device connected to the network.

The purpose of BCSC provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student and staff use must be in support of and consistent with the

educational objectives of BCSC. **Access is a privilege, not a right and entails responsibility.** BCSC will take reasonable precautions (including filtering) to provide Internet security and ensure that Internet access is consistent with the educational objectives of the school corporation.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, BCSC cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to an adult.

Information and Services Disclaimers

BCSC makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. BCSC will not be responsible for any damage users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. BCSC will not be responsible for the accuracy, nature or quality of information gathered through the provided Internet access. BCSC will not be responsible for unauthorized financial obligations resulting from the provided access to the Internet.

Utilization:

All use of technology services shall be consistent with the mission, goals, policies, and priorities of BCSC. These rules are to be followed to prevent the loss of network/computer/Internet privileges. All users are responsible for their actions and the consequences if violated.

21st Century and Digital Web 2.0 Tools:

In order for schools within the Batesville Community School Corporation to provide your child with the most effective tools for learning, our district utilizes several computer and iPad applications and web-based services managed and operated not only by BCSC, but also by third parties. Under federal law entitled *Children's Online Privacy Protection Act (COPPA)*, these third parties must provide parental notification before collecting information from children under the age of 13.

The law permits schools to consent to the use of the web sites or applications on behalf of the students, thereby eliminating the need for individual parental/guardian consent. For your reference, a complete and regularly updated list of programs can be found on the BCSC Technology Website: <http://batesvilleinschools.com/wp-content/uploads/2013/07/BCSC-COPPA-App-web-site-list-16.pdf>

While the most restrictive COPPA regulations apply to children 13 years of old and younger, we are strongly interested in protecting the privacy of our students. Therefore, we are sharing this information with parents of students in all grade levels K-12. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

Students will...

- a. Conduct themselves in a responsible, safe, ethical, and legal manner while using the network. Report any threatening or inappropriate behavior to the appropriate authorities.
- b. Use polite and appropriate language in all communications inside and outside of the school community, including emails, instant messages, digital images/videos or web postings. Recognizing that personal information posted online is both public and permanent and could tarnish their digital reputation.
- c. Refrain from using any form of digital communication to insult, harass, intimidate or bully anyone.
- d. Accept that BCSC administration has the right to access all files and folders at any time, as well as monitor electronic resources (laptops, desktop computers, cameras, iPads, etc.) activity during school hours.
- e. Be provided access to the network services throughout each school via a wireless network. No unauthorized network access is permitted. The use of personal devices will not be permitted on the Batesville Community School Corporation's network.
- f. Be provided the necessary login and email accounts to access the Internet and other 21st Century Web 2.0 tools.
- g. Keep their password and login information private by not providing this information to others.
- h. Not access other peoples' accounts or electronic device. Do not open, copy, change, delete or damage files or folders of others without their permission.
- i. Bring mobile device to school each day in working order with the battery fully charged.

- j. Backup academic files on a regular basis either in the cloud or on a personal external storage device.
- k. Mute their electronic device sound to avoid disruptions during class and at school.
- l. Keep their mobile device in a safe place, such as their school locker, when not in use. This includes during after school activities as well as during the school day.
- m. Take responsibility for and report any damages when using all school-owned electronic resources (laptops, iPad, cameras, microphones, software, etc.). This includes keeping food and drink away from all personal and school-owned electronic equipment.
- n. Refrain from using personal electronic devices during classroom hours (cell phones, iPods, PSPs, etc.), unless given permission by the teacher.
- o. Use only school-approved and legally obtained software. The student also will refrain from upgrading the Operating System (Making illegal copies of music, games, movies, etc. is not acceptable). They will refrain from sharing/downloading non-academic files over the school's network.
- p. Refrain from using the electronic device for advertising or otherwise promoting the interests of any commercial, religious, political or other non-district agency or organization except as permitted through board approved agreements, school board policies or Superintendent.
- q. Properly cite all information, images, music and videos used for school or personal purposes.
- r. Conserve and protect natural resources by only printing when necessary.
- s. Refrain for accessing filtered sites by using alternate access sites or processes.
- t. Refrain from sending, sharing, viewing, searching, or possessing pictures, text messages, emails, or other material that may be considered inappropriate by others.

User Agreement

- a. All students and staff who access the Internet through BCSC will complete and sign the attached BCSC Respectable Use Policy Agreement.
- b. All students and staff understand that the BCSC network and email accounts are owned by BCSC and are not private. BCSC has the right to access information at any time.
- c. All District-Owned devices and carrying cases are the property of BCSC, and are provided for educational purposes only. Any damage, loss, or theft must be reported to BCSC personnel immediately. In addition, you will be held responsible for re-imbursement for any damage or theft that occurs through an act of negligence which may occur at school or away from school. Students who are loaned school equipment and/or devices agree to be bound by the terms and conditions of the Responsible Use Policy.
- d. The signatures on the attached agreement are legally binding and indicate the party (parties) who signed has/have read the terms and conditions carefully and understand their significance.

BPS Student/Parent iPad Guidelines

Students Should Not

- 1. Leave iPad unattended
- 2. Apply liquid to the screen or openings
- 3. Eat or drink around the iPad
- 4. Place in a book bag that contains food, liquids, heavy, or sharp objects.
- 5. Throw or slide the iPad or anything containing it
- 6. Expose the iPad to extreme heat or cold
- 7. Use sharp objects around the iPad
- 8. Remove the iPad case
- 9. Place weight on the iPad
- 10. Remove the identification label
- 11. Lend the iPad to another person
- 12. Place stickers, writing, painting, or any other forms of personalization on the iPad or case
- 13. Put any passcode on the device
- 14. Move or delete any Apps
- 15. Take photos or videos of people without permission
- 16. Delete any iPad profiles

Parents Will

- 17. Set and enforce rules
- 18. Encourage iPad use in a common area

19. Limit time on the iPad/Internet
20. Have a daily charging routine
21. Monitor the contents taken from the iPad camera.
22. Supervise iPad use at home.
23. Monitor Social Media

iPad Care

24. Restart the iPad weekly
25. Charge nightly
 - a. Students may receive disciplinary action for not bringing the iPad or not having it fully charged.
26. Keep the screen clean
 - a. Use a soft, lint free cloth. Avoid getting moisture in the openings.
 - b. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives.
27. Visit the Helpdesk with problems
 - a. Do Not attempt to gain access to the internal electronics or repair your iPad.
 - b. If your iPad fails to work or is damaged, report the problem to the Technology Helpdesk as soon as possible.
 - c. iPad repair/replacement options will be determined by the BCSC Technology Dept.
 - d. You may be issued a temporary loaner until your iPad is working properly or replaced.
28. Location Services
 - a. Each iPad has the ability to be remotely located.
 - b. Modifying, disabling or attempting to disable the location service is a violation of the Respectable Use Policy and grounds for disciplinary action.
29. The Lockscreen and wallpaper are to be set with the student's picture. Please do not change this

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

APPENDIX XI **PEST CONTROL POLICY**

Batesville Community School Corporation

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

The Corporation will:

- A. annually inform parents and staff members of the Corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the staff and/or student handbook;
- B. provide the name and phone number of the person to contact for information regarding pest control;
- C. establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice;
- D. provide notice of planned pesticide applications to parents and employees who have requested advance notice;
- E. maintain written record for ninety (90) days of any pesticide applications.

The Corporation will provide notice to those in the registry at least two (2) school days prior to the date and time the pesticide application is to occur unless an emergency is declared. The notice will include the date and time of the

pesticide application, the general area where the pesticide is to be applied and the telephone number to contact for more information.

In case of emergency pesticide applications, because of immediate threat to the public health, the school shall give written notice as soon as possible.

The Corporation may provide for training of school employees to become certified pest control applicators. Financial support for such training may be provided by the Corporation subject to budgetary constraints of the Corporation.

The Superintendent shall prepare administrative guidelines for the implementation of this policy.

ISBA, IAPSS, IASBO, Memorandum Dtd. 6/13/2000

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If you have any questions related to the pest control programs in the schools, call Tim Hunter at 812-934-2194.

APPENDIX XII MEDICINES

(Administration of Medication at School)

Batesville Community School Corporation Policy 5330

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs that are FDA approved. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the clinic of the school that the child attends, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription.

Both must also authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication

Before any non-prescribed medication (FDA approved) or treatment may be administered, the Board shall require the prior written consent of the parent (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school that the child attends. Except in the case of authorized self-medication, all forms of medication shall be administered by the Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Students who may require administration of an emergency medication may have such medication stored in the office of the school that the child attends and administered in accord with this policy. However, if authorization (Form 5330 F3) for self-medication has been provided by the parent and physician which complies with the requirements of Policy 5330.01 - Self-Administered Medication, then the student may retain possession of the self-administered medications.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school functions with a student in grades 9-12, if the student's parent provides written permission for the student to receive the medication.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

I.C. 20-33-8-12

I.C. 20-34-3-18

I.C. 34-30-12

511 IAC 7-21-8

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APPENDIX XIII
BATESVILLE COMMUNITY SCHOOL CORPORATION
TOBACCO-FREE BUILDING AND GROUNDS
 Batesville Community School Corporation
 Policy 5512

In order to protect students who choose to use tobacco from an environment that might be harmful to them, the School Board prohibits the use and/or possession of tobacco by students in school buildings, on school grounds, on school buses, or participating in any school-related event.

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. The administration of each school building will take appropriate action in cases involving students who use tobacco in violation of this policy.

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APPENDIX XIV
FIELD TRIPS
 Batesville Community School Corporation
 Policy 2340

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from Corporation premises, which is under the supervision of a professional staff member and an integral part of a course of study. Other Corporation-sponsored trips shall be defined as any planned student-travel activity which is approved as part of the Corporation's total educational program.

The Board shall approve those field trips and other Corporation-sponsored trips which take students out of State and/or keep students out of the Corporation overnight or longer.

The Superintendent shall approve all other such trips.

Students may be charged reasonable fees for field trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all Corporation-sponsored trips remain under the supervision of this Board and are subject to the Corporation's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the Corporation who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this Corporation for such trips within the facilities or on the school grounds of the Corporation without Board permission. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the Corporation's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other Corporation-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the Corporation on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Pursuant to State law, school buses may be used if the trip does not involve more than 200 miles out of state.

I.C. 20-27-9-3

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