



## **PARENT/STUDENT HANDBOOK 2023 - 2024**

### **BCSC VISION STATEMENT**

Together We Empower All Students to Believe in Better

### **BCSC MISSION STATEMENT**

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

### **BIS CORE VALUES**

Safety  
Continuous Improvement

Learning  
Fiscal Responsibility

Integrity  
Community Partnerships



BIS embraces the philosophy that all students can learn. We aim to provide a safe and caring environment and a strong academic program, to ensure every Batesville Intermediate School student is successful. We strive to be consistent and build positive relationships in all we do. We believe when trust is present, we can work together to achieve goals.

### **BIS CREED**

*At Batesville Intermediate School,  
We will be Respectful, Responsible, and Ready to Learn each and every day.*

### **PHONE NUMBERS**

<b>Principal:</b> Dana Cassidy	(812) 934-5701
<b>Assistant Principal:</b> Eric Peetz	(812) 934-5701
<b>Superintendent:</b> Paul Ketcham	(812) 934-2194
<b>Director of Special Education:</b> Hillary Timonera	(812) 934-5701
<b>Director of Transportation:</b> Greg Ehrman	(812) 934-2194
<b>Director of Health Services:</b> Gayla Vonderheide	(812) 934-5175
<b>Counselor:</b> Sarah Stoneking	(812) 934-5701
<b>Technology:</b> Josh Bower	(812) 934-5702
<b>School Resource Officer:</b> Ashley Meyer	(812) 934-5175

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## DAILY SCHEDULE

7:15 am	BIS Cafeteria Door F Opens Car Riders: Enter at Door F Breakfast Program available
7:30 am	School Office opens Bus Drop-off: Enter at Door B Student arrival at BIS - report to homerooms Lunch deposits made
7:35- 7:55 am	Car Rider Door L open (For breakfast, please drop off at Door F)
7:50 am	5-minute Warning Bell
7:55 am	<b>Students considered TARDY</b> – report to the office
<b>Grade 3 Lunch</b> <b>Grade 4 Lunch</b> <b>Grade 5 Lunch</b>	<b>10:45-11:15 am / Recess 11:15 - 11:45 am</b> <b>11:25 - 11:55 am/ Recess 11:55 - 12:25 pm</b> <b>12:10pm - 12:40pm / Recess 12:40pm - 1:10pm</b>
2:45 pm	Afternoon Announcements (if needed)
2:50 pm	Car Rider / Bus Dismissal Car Riders: Exit at Door F Bus Riders: Exit at Door B
3:00 pm	Buses leave BIS/All Walkers dismissed
4:00 pm	School Office closes
<i>School office hours</i>	<i>7:30 am- 4:00 pm</i>
<i>School hours for students</i>	<i>7:55 am.- 2:50 pm</i>
<i>School hours for teachers</i>	<i>7:30 am - 3:00 pm</i>

## ACADEMIC INFORMATION

**ASSIGNMENT BOOK** The assignment book will be issued to each student in grades 3, 4, and 5. However, if a family chooses to utilize one, they are available for purchase at the front office. Assignments are documented on a daily basis. Parents can purchase additional paper assignment books at the BIS Bookstore.

### **The purpose of keeping assignments:**

1. It serves as a place to record classwork and homework assignments each day.
2. It serves as a tool to plan long-term project development.
3. It provides for an effective and regular means of communication between home and school.
4. It allows for self, teacher, and parental monitoring of student participation and progress.

**\*\* It is the student's responsibility to record assignments as they are given by the teacher. \*\***

**GRADING SCALE** Parents are encouraged to check grades regularly through Powerschool. First semester grades are sent home for review. These should be signed by the parent and returned to school as soon as possible. Report cards are mailed home at the end of the school year.

### GRADING SCALE

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

### ALLIED ARTS and SCIENCE/SOCIAL STUDIES GRADING SCALE

O	(5) = Exceeds Expectations
S	(3) = Meets Grade Level Expectations
N	(1) = Approaching Grade Level Expectations

*\*These above letters may "average" to an "S+" or an "S-" for the final semester grade.*

**HOMEWORK** Homework should provide practice, reinforcement, review and enrichment. Homework should encourage the growth of responsibility, involve parents in their child's education, set a pattern for study for the rest of their lives, and teach a child to focus and to use school time wisely. The Batesville Intermediate School staff believes in the following regarding homework:

1. Homework should be meaningful. Homework should not consistently extend to more than an hour per evening.
2. Homework over weekends will be infrequent and tests on Mondays or on the first day back after a vacation will be avoided whenever possible
3. The amount of homework a child has often reflects how the child uses his/her time in class.
4. Parents should "guide" daily homework and not do it for students.

Parents may request homework if a student is absent. **Please call the school office by 9:00 am if you are requesting homework and the teacher will send it to the office for a 3 pm pick up.** Please do not expect the teacher to gather these materials on a short notice because that would mean he/she would have to quit teaching or working with students in order to fulfill your request.

**BOOK RENTAL** Book rental and fees are assessed to every student. The amount covers the cost of the textbooks, instructional materials, agendas, and certain projects. Students are responsible for the damage or loss of textbooks and must pay for their repair or replacement. Forms are available in the office for families who may qualify for textbook assistance.

**ACADEMIC AWARDS** At BIS, we value outstanding academic achievement, effort, and growth. Student certificates and incentives will be distributed at the conclusion of each semester.

**PARENT/TEACHER CONFERENCES** Batesville Intermediate School Parent-Teacher conferences encourage an ongoing dialogue between home and school. BIS schedules flexible conferencing that allows teachers and parents to openly communicate. In certain cases, waiting until the end of the first nine weeks is too late. Some conferences need to take place sooner or more often. Flexible conferencing allows teams of teachers to meet as a group with parents of students needing that type of support.

There are three ways you can prepare for your child's parent-teacher conference. First, discuss school and general concerns with your child prior to the conference. Second, make a list of questions and comments to discuss with the teacher; and third, discuss and ask questions in the student/parent/teacher conference. When discussing school with your child, try to determine specifics such as strengths and weaknesses, favorite and least favorite subjects and areas of concern. Make special note of any challenges with peers or others. Ask specific questions about classroom participation, comprehension, study habits, written communication, reading level, and relationships.

## **EDUCATIONAL PROGRAMS**

**TECHNOLOGY** BIS has a local - area network that connects the entire school building. This LAN uses fiber optics to connect to the WAN (wide-area network), which services the six local schools. BIS is a wireless school. Students learn a variety of skills as they work with word processing, spreadsheets, multimedia and the Internet. Keyboarding lessons are part of the BIS technology curriculum.

**STUDENT DEVICES** Students are issued laptops as a tool for instruction. These are serviced by the BCSC IT Department. Laptops are to be charged each day and are to be ready for classroom use. Insurance is available through the school to cover damages. Students are responsible for their device and care. Students are not to change settings, clear history or change the device in any way. BIS monitors student usage. If students are not appropriate with the device, consequences will be given by the BIS Administration. Parents are expected to monitor their child's use while at home. Students may not always need internet accessibility at home to complete work on the laptop. BCSC has Mifi's that are available for families without Internet in the home. The Mifi's will only work if families live in an area with cell phone service. If you are interested or have questions about Mifi's please contact a building administrator.

All 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.
3. An adult is present.

**SPECIAL EDUCATION** Student programs for specific learning disability, mild cognitive disability, emotional disability, language speech impaired, deaf or hard of hearing and moderate cognitive disability are offered. Teachers or parents may refer students for assessment for these programs.

**HIGH ABILITY** Activities for academically talented students are supported in the classroom to extend learning opportunities. Students may be grouped differently for the academic opportunities that are developed in conjunction with the grade level curriculum.

**MUSIC** Students participate in music class each week. Students learn basic music skills with an emphasis on note reading, singing, and instrument playing. Band and Choir may be offered to students as an extracurricular opportunity, with the potential for added costs.

**ART** Students participate in art class weekly. In art class, students gain experience with a wide variety of art materials and techniques including but not limited to drawing, painting, sculpting, printmaking, and digital art. Each project is focused on building creative thinking and problem solving skills, as well as developing technical ability. Throughout the year, students get opportunities to work both individually and collaboratively, learn from visiting artists, and maintain a digital portfolio of their work. Every student displays an artwork of their choice in the annual Spring Art Show.

**PHYSICAL EDUCATION** Basic skill development, leadership, cooperation, and physical fitness are stressed in the program. Students participate in physical fitness and wellness programs.

**MEDIA CENTER** Weekly classes include both library and technology instruction and time to check out a variety of reading materials. At least one book fair library fundraiser is held during the year. Students are encouraged to use the media center any time classes are not being conducted. Parents are also encouraged to use the media center any time that classes are not being conducted. Parents must check-out books through their BIS student/s' account. Parents should call the front office to see when classes are held in the Library and plan accordingly. During non-instructional times, students and staff have access to the media center.

**COUNSELING** -Counseling lessons are focused on social and emotional learning topics such as emotions, kindness, goal setting, being trustworthy, and being respectful of others.

**DLI** - Batesville Community School Corporation is proud to offer Indiana's only public school Mandarin Dual Language Immersion (DLI) Program. The DLI program provides students with an opportunity to participate in an enriched educational model, which immerses them in two languages and cultures from kindergarten through 8th grade and beyond.

In grade 3, Batesville Intermediate School employs the 50/50 model, with core instruction provided approximately 50% of the day with an English-speaking teacher and 50% of the day with a Mandarin-speaking teacher. Grades 4-5 have a modified model, which allows for a daily Mandarin Literacy class and opportunities in Math, Science, and Social Studies instruction in both Mandarin and English. All Dual-Language Immersion students have opportunities for enrichment, intervention, and speaking opportunities in the Mandarin language through daily Community and RtI times.

In a Dual Language Immersion program, students are taught the same Indiana standards that non-immersion students are taught in any other classroom, but they are learning a second language at the same time. This research-based program model helps students learn and grow in content knowledge and skills as well as literacy and language proficiency.

**STEM** - As part of an Allied Arts rotation, students will be engaged in science, technology, engineering, coding, and math activities.

**RTI** - RTI is an educational acronym that means "response to instruction." All students will have 25 minutes of extra support built into their school day to reteach, practice, or extend their learning to help them grow in their academic achievement.

# ATTENDANCE 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, in extreme cases, drop out of school. 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, another warning letter may be issued to parents. 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) 934-5701 by 9:00 am. The parent or guardian also has the option of sending a Dojo message to “Attendance Secretary Enneking” to report any absences.
2. If a child has a doctor or dentist 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 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 am if you are requesting homework and the teacher will send it to the office for a 3:00 pm 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. Funeral of a friend
3. Public or private school visitation
4. 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 BIS office to get parent and administrative signatures a minimum of 2 school days prior to the absence.**
5. Weather: If school is in session and a bus runs by the student's residence
6. 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 the instructional day at 7:55 am.
2. A student will be counted tardy if he/she arrives in his classroom after 7:55 am. After 11:30 am the student will be counted absent for one-half (1/2) day.
3. If a child arrives any time after 11:30 but 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 days and 8 days
2. An administrator may make contact at 8 or more absences/tardies.
3. At 10 or more absences/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.
4. If absences and 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)
  - Level 1 or Level 2 Friday School
  - After-school detention
  - In-school suspension
  - The Indiana Department of Child Services may be contacted
  - The County Prosecutor's Office may be contacted and a letter may be sent from the respective office
  - 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

### **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 for the day. 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."

## **GENERAL INFORMATION**

**COMMUNICATION** BIS has many ways to inform students and parents of upcoming events, important events, curriculum key points and connections that are being made. Parents and students can view grades on the student PowerSchool account at any time. Phone calls or emails will be made when a concern or praise is in need of mentioning. We encourage parents to do the same. We pledge to keep you informed about your child's social, emotional, and academic progress in a reasonable manner. BIS uses an app called **ClassDojo** as its main way to communicate with parents. Watch for weekly emails via School Messenger, view the BIS/BCSC websites, newspaper articles, local radio programs and other social media for additional school news.

**CLASS DOJO** - Class Dojo is a free behavioral management and messaging system that allows parents to see their child's behaviors in real-time and communicate with the teacher. Teachers will create their classes in Class Dojo. Parents will then receive an invitation to join their child's class. Parents will need to download the Class Dojo App onto their smartphone in order to receive notifications from the teacher, message the teacher, or view positive and negative behaviors that have been earned by the student. Behaviorally, Class Dojo is used to track all Level 1 Discipline Violations which are explained more in depth on page 16 of the handbook. Students are expected to maintain an 80% or higher weekly/bi-weekly positive report on Class Dojo. Our five-day behavior cycles always begin on a Friday and end the following Thursday. If students earn below an 80% through Class Dojo, a print-out will come home explaining all of the behaviors that were logged for the week/bi-weekly. Parents are expected to review their child's discipline report with them and sign and return the report to the teacher within a few days.

**POWERSCHOOL** - Parents are encouraged to keep up-to-date with their child's academic progress while at BIS.

PowerSchool provides a powerful tool that helps increase communication via the Internet. Parents may access their child's grades, attendance, and other important information. Please use the following link, <https://powerschool.batesville.k12.in.us>, or visit the Batesville Intermediate School webpage and click on the Powerschool link at the top of the page. If you had a parent account last year, your login information is the same. If you do not recall your password, you can go to the web site and click on the link for assistance logging in. To set up a new Powerschool account, you will need to create a Parent Account. To do so, you will need the information sent in your July back-to-school packet in order to associate your child with your account.

**CANVAS** - Canvas is the learning management system used in the classroom for teachers to share Announcements, Discussions, Resources, Assignments, and Quizzes with the students. The students can access classroom resources, communicate with teachers, submit assignments, and take online assessments. With a Parent / Observer Account, you can view course information, resources, and events for your student. Teachers utilize Canvas throughout the school day. Canvas is also utilized during eLearning days. Canvas can be accessed by going to <https://batesville.instructure.com>.

**EMERGENCY DRILLS** For the safety and protection of all students, periodic fire, intruder, and disaster drills are conducted. Instructions are posted in each room outlining directions in case of emergency. Students are to follow instructions, move in an orderly and quiet manner, and refrain from talking or running. Unscheduled safety drills will be conducted throughout the year.

### **INCLEMENT WEATHER**

#### **BCSC Inclement Weather Policy (Plan B or School Closing)**

When deviating from the normal schedule, Batesville Community Schools employ three options. School will either be closed for the entire day, placed on "Plan B" which is a 2 hour delay or if school is in session, an early release. There may be occasional situations when notification begins with Plan B, but deteriorating weather conditions subsequently necessitate changing to schools being closed. Unless specifically stated otherwise in a broadcast, a closure or delay for Batesville Community Schools will include Oldenburg Academy and St. Louis School.

Decisions to close or initiate Plan B are generally made in the early morning hours prior to 6 a.m. If needed, a cancellation notice will be forwarded to the news media the night before school.

The radio and TV stations listed below have agreed to broadcast BCSC closure/delay information. We urge residents to closely monitor one of these stations, particularly WRBI (103.9 FM), as they will be promptly updated as conditions dictate. These same stations will also be used whenever weather conditions necessitate early dismissal.

Stations broadcasting BCSC closing/delay information:

**Radio:** WRBI - 103.9 FM      WTRE - 1330 AM  
**TV:** WCPO - CH 9      WLWT - CH 5      WKRC - CH 12      WXIX - CH 19

**Reminder: Discuss early dismissal plans with your child. Listen to WRBI for current information.**

**INSURANCE** Parents are given the opportunity to purchase student accident insurance for their child at a reasonable rate. Forms are available at the beginning of the year. We urge parents to read these forms carefully before making a decision to purchase.

**LOCKERS** Lockers are provided for students within the classroom. The school cannot be responsible for items left in lockers. Lockers are issued to students as a convenience, but the school cannot guarantee the security of the lockers. The classroom teacher makes specific locker assignments.

**LOST AND FOUND** Students who find lost articles should turn them into the office or the lost and found table. Students who have misplaced articles should check the lost and found table. At the end of each semester, all unclaimed items will be donated.

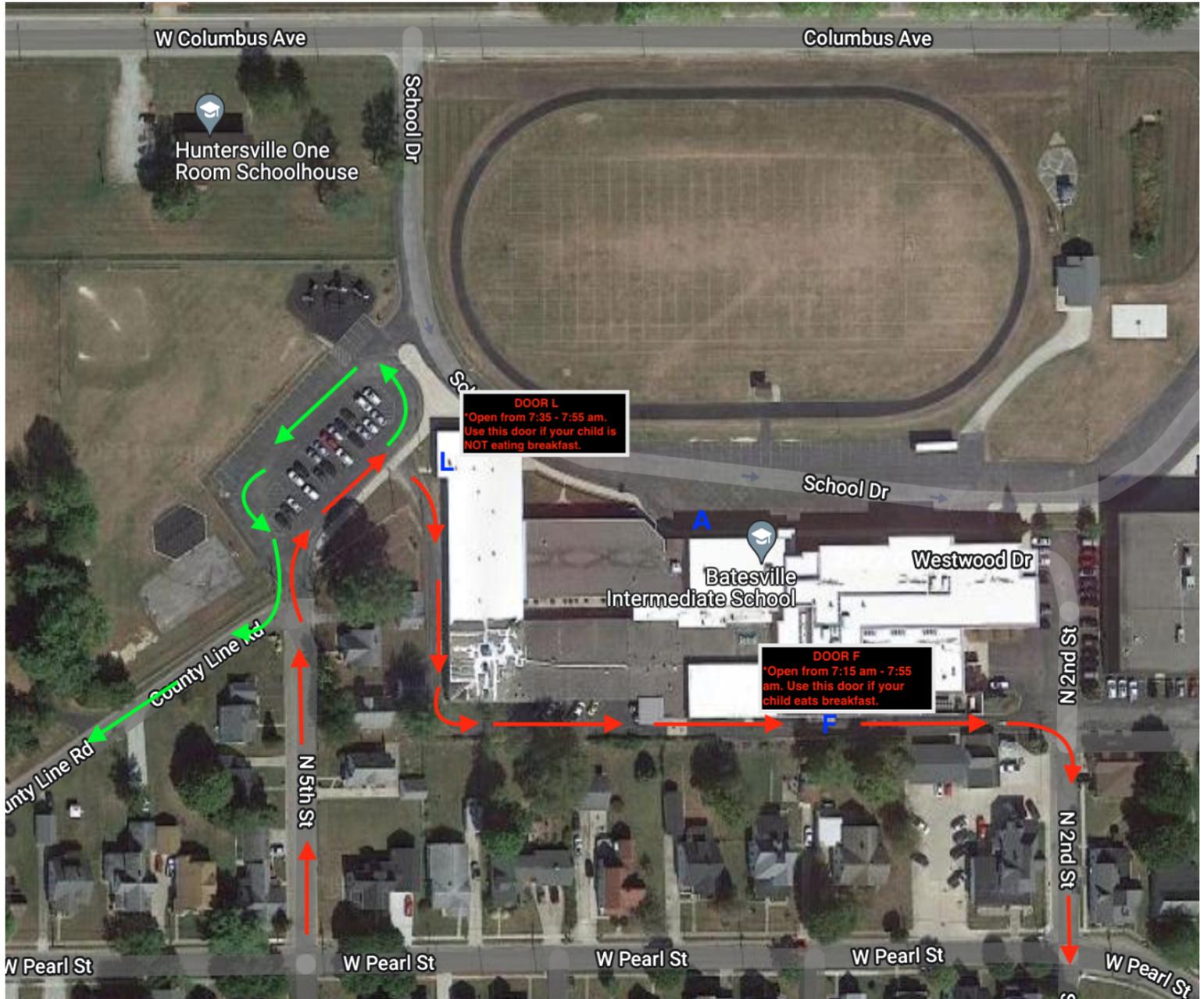
**PARENT-TEACHER ORGANIZATION (PTO)** The Batesville Intermediate School PTO is an organized parent volunteer program. They conduct scheduled meetings. Parents should look for more information coming home at the beginning of the year concerning fundraising, programs, and meetings. A sign-up sheet is distributed at the beginning of the year.

**PERSONAL PROPERTY RESTRICTIONS** Any personal property that will cause disruption in school or on the bus will not be permitted. Electronic devices (cell phones, tablets, Ipads, smartwatches) are to be turned OFF and in student lockers during the school day. Laser lights, baseballs, softballs, bats and rackets are not allowed at school. Should these items be brought to school, they will be taken to the office and the student may pick up at the end of the day or parents may be contacted to claim the property. **The school will not be responsible for personal property.** This includes property brought to school for instructional projects, as well as all other personal property. If an item is considered to be used unsafely or disruptive to learning, then the item will be removed and arrangements will be made for its return to the student.

**STUDENT MORNING DROP-OFF MAP** - Parents may begin dropping their child/children off at Batesville Intermediate School beginning at 7:15 am. Parents will enter onto 5th street from West Pearl Street and drive around to the back of the Intermediate School to door F. Students will be greeted by a staff member as they enter door F.

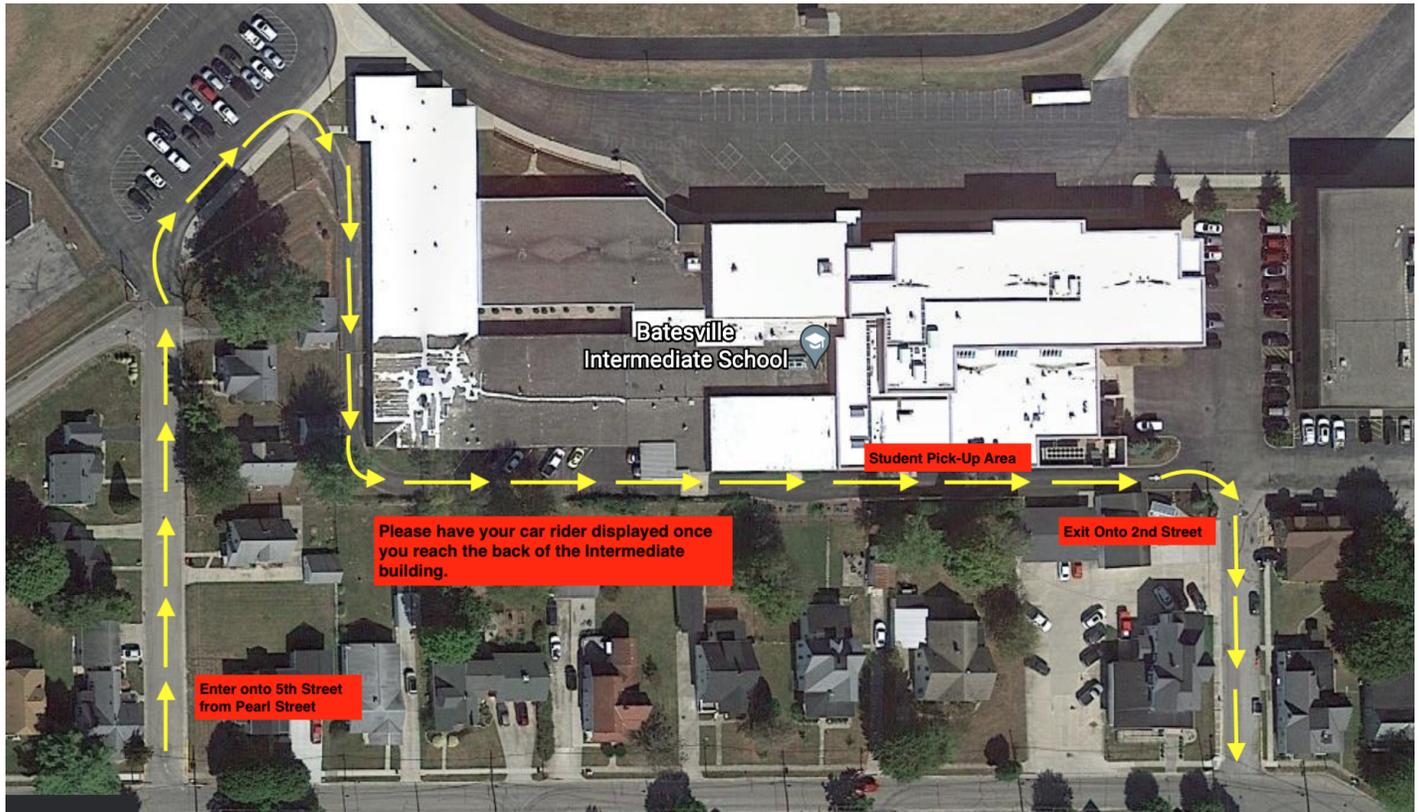
At 7:35 am, students may be dropped off at door L and parents may exit onto County Line Road. However, if your child is eating breakfast then parents are encouraged to drop off at door F until 7:55 am. After 7:55 am, all doors are locked and students must be dropped off at the main office entrance (door A).

Please review and adhere to the drop-off map below.



**CAR RIDER NUMBERS** - During the beginning of the year registration process, all parents will be assigned a car rider number. This car rider number MUST be displayed when parents pick up their child during our end-of-the-day dismissal procedures. Parents will receive more than one copy of their number so that they may distribute it to any other family members who may pick-up their child after school. Please keep your car rider number stored in your car so that it can be easily accessed during our dismissal process, which is shown on the pick-up route map section of the handbook.

**STUDENT AFTERNOON PICK-UP MAP** - Batesville Intermediate School car-rider students will be dismissed from the back of the building (Door F) at 2:50 pm. Parents are discouraged from entering the pick-up line BEFORE 2:15 pm to eliminate traffic congestion. Please have your car rider number displayed as you enter the back of the building so that a staff member can quickly radio in to have your child/children sent out promptly.



**E-LEARNING EXPECTATIONS** - According to our corporation school calendar, eLearning days will be utilized when all in-person snow day make-ups have been exhausted. During an eLearning day, students are still expected to attend school. Their attendance will be virtual. Teachers will utilize Canvas and/or Class Dojo in order to communicate with students and parents. Students will be expected to submit work online to their teacher during the eLearning day. Attendance will be determined by student participation in completing and submitting all of the day's assignments in Canvas. Students who are not submitting their work, participating in online discussions, and/or messaging their teachers in a timely manner will be counted absent for that day. During eLearning days, teachers will have office hours posted. These will be times that students and parents can reach out to their teacher for questions about any eLearning assignments. Students/parents can contact their teachers through Canvas or Class Dojo. If your child is unable to access the Internet in order to complete eLearning assignments, contact Mrs. Cassidy or Mr. Peetz through Class Dojo, or email them directly. Please do not wait until the day of eLearning to let BIS staff know that you do not have Internet access.

**PLAYGROUND** Batesville Intermediate School will follow the guidelines of the American Academy of Pediatrics that a safe and properly supervised recess offers children cognitive, physical, emotional and social benefits; therefore, all children will have 20-30 minutes each day of outdoor activity 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 the spring months. In winter, **we will go outdoors even on cold days,** so it is important for your child to have a hat, gloves, and a 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 and throughout the day. A child needing to stay inside will need a **doctor's excuse if more than 3 days.**

**SCHOOL PICTURES** A professional photographer takes school pictures during the fall and often, again in the spring. A note will be sent home explaining choice options, photo dates, and payment procedures.

**SCHOOL VISITORS** All visitors must report to the office (Entrance A) upon entering the building. This is for student safety and to minimize classroom interruptions. The delivery of lunches, homework, projects, money, coats, etc., will be handled through the office.

Parents may visit while school is in session. To make your visit as meaningful as possible, contact the office and your child's teacher to schedule a time and /or make a lunch reservation. Please call the office by 9 a.m. of the day you plan to come to lunch.

**BIS requires all cell phones on silent or off when entering the school.**

Students are not permitted to bring visitors (friends, out-of-town cousins/guests, etc.) with them during the instructional day.

**SPECIAL OCCASIONS** If you are sending special items to your child (i.e. balloons, flowers, etc.) **be advised that they will be sent down to the classrooms at the end of the day as to not disrupt instruction.** The BIS PTO provides activities and treats for student parties. Please do not send party invitations or food/treats to be distributed at school. Student birthdays are celebrated at BIS with a special announcement and a small gift. Balloons are discouraged on the bus for safety purposes.

**SUPPLIES** A list of supplies students are expected to purchase and bring from home is distributed during registration. The following items may be purchased at school.

Pencils	\$0.25	Erasers	\$0.25	5-Pocket Divider	\$4.00	Assignment Book	\$4.00
Paper	\$0.75	Pencil bag	\$4.00	Composition Notebook	\$1.50		

**TELEPHONES** Students may use the office phone with permission from the office staff in emergency and exceptional situations only. Rearranging after school plans is not a permissible use. Use of the telephone may be denied for forgotten lunch, homework, books, gym shoes, and other similar items. All incoming messages should be made to the office prior to **2:00 p.m.** so students may receive messages before dismissal.

**SCHOOL CULTURE** Batesville Intermediate understands the importance of students being included and a part of their school community, as well as the importance of teaching and modeling leadership skills. We offer several student leadership opportunities.

Additional Behavior Supports: Batesville Community School employs a counselor that is able to provide individual and small-group services, as well as class lessons on a part-time basis. Community Mental Health provides Batesville Intermediate School (BIS) students with School Based Facilitation. The purpose of school based facilitation services is to serve those children who may not otherwise be engaged in traditional services and also to work in conjunction with school personnel to assist BIS youth and families whose mental health issues are having an impact on their functioning and quality of life.

# STUDENT CONDUCT

## **POSITIVE BEHAVIOR SUPPORT SYSTEM**

The purpose of the positive behavior support system is to foster responsibility, independence, positive attitudes, and self-discipline. Students learn appropriate behavior by having a clear understanding of expectations and understanding the limits of one's freedom and actions as they relate to others. It is our hope and belief that all students will learn from their mistakes and find the BIS family willing to encourage and support all students as they make better choices.

The main components of PBIS include:

- Identifying expected behaviors
- Teaching, modeling and practicing what those behaviors look like, sound like, and feel like
- Praising appropriate behavior with private or public acknowledgement, and measuring outcome data to determine successes and barriers to reaching the desired goals.

**EXPECTATIONS** Students are expected to follow rules and procedures at all times in all areas within the school, classrooms, hallways, cafeteria, playground, bus, restrooms, arrival, dismissal, assemblies, field trips, clinic and office.

**POSITIVE RECOGNITION** Students will be recognized for their positive choices and behavior daily:

Each day, students will have opportunities to earn points for demonstrating positive behaviors. Points will be tracked using Class Dojo.

Teachers will reward students who have demonstrated 80% or higher positive behavior.

At the end of each quarter of school, a student may be eligible for a large, school-wide reward/event if that student demonstrates 80% or higher positive behavior for that quarter of school.

In addition to the 80% positive Dojo report, the student must not earn two or more office referrals (See Levels 2, 3 and 4 Discipline Violations on pgs. 16-17) demonstrating negative behaviors or choices during the quarter in order to qualify for the quarterly event.

**FRIDAY SCHOOL**—At Batesville Intermediate School, we expect all students to behave in a manner that does not impede the learning environment for themselves, their peers and/or their teachers. When a student consistently fails to meet the behavioral expectations and is not responding to general consequences, then a Friday School shall be necessary. At Batesville Intermediate School, there are two levels of Friday School.

\*Level 1 Friday School - 3:00 pm to 4:00 pm

\*Level 2 Friday School - 3:00 pm to 5:00 pm

Students will be assigned a Level 1 or Level 2 depending upon the severity and frequency of the behavior. A Friday School will only be assigned by administration. A letter will be sent home with the student the day that he/she earns a Friday School. The letter will state the date that the Friday School must be attended. Parent/guardians will also be contacted via phone call on the day the Friday School is assigned.

Friday School will be held in the Media Center/Library at Batesville Intermediate School every Friday during the school year. Parents may request **one** date change per school year. Moreover, special consideration will be given for unforeseen circumstances, e.g. funerals and emergency medical issues. These requests should be made to BIS Administration. If a child fails to attend the designated Friday School, then alternate forms of discipline will be assigned.

**THREATS TOWARD ADULTS/PEERS** - Threats, joking or not, of any kind will not be tolerated at Batesville Intermediate School. A threat assessment will be administered to a student who threatens another student or teacher. A parent phone call shall be made and the parent/s will receive a verbal summary of the issue. Appropriate consequences will be determined by the Administration to ensure that the health, safety, and welfare of all school staff and students is maintained. Consequences for threats may include a no contact/communication order, a Level 1 Friday School, Level 2 Friday School, an in-school suspension, or an out-of-school suspension.

**DRESS CODE** Students are expected to keep themselves clean, well groomed, and neatly dressed at all times. Dress should be appropriate for the current and projected weather. Classrooms are air conditioned and usually very comfortable even in hot weather. Overly informal dress may reflect on the student's attitude toward learning. Please use common sense and dress appropriately for the weather. We presume parents are aware of their child's dress.

- Shirts/clothing with insignias or advertising alcoholic beverages, tobacco, drugs, profanity, knives, guns, gore, or with questionable printing/concepts/topics on them are not permitted.
- Short shorts, halter-tops, spaghetti or thin strap tank tops, bare midriff tops, and overly revealing clothing are deemed unacceptable. Excessively ripped or torn clothing is not appropriate.
- Flip flop shoes are discouraged on school property to prevent injury.
- Hats, handkerchiefs, and scarves are not to be worn in the building except on a designated hat day.
- Students are not allowed to switch shoes or clothing with anyone at school.
- Clothing that contains messages that can be construed to be inappropriate, in the opinion of the administration, and/or interferes with the educational process of students will be considered inappropriate and, therefore, unacceptable and subject to disciplinary action.
- Any apparel, fashion, or style of clothing which, in the opinion of the administration, interferes with the educational process of students will be considered inappropriate and, therefore, unacceptable and subject to disciplinary action.

\*\*The administration/office may call home for a change of clothing, if the article of clothing is judged to be inappropriate per our policy.

**PERSONAL COMMUNICATION DEVICES** Batesville Intermediate School will follow the Batesville Community School Corporation policy on personal communication devices usage. BCSC policy 5136 prohibits possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function. Students cannot have personal electronic devices in class, recess or any area of the school. Personal electronic devices are not to be turned on during the day. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

**Diversity and Inclusion** All Batesville Intermediate School students will be accepting and understanding of ALL students. All students will be treated with kindness by their peers. Batesville Intermediate School will not tolerate hatred or unkind remarks, joking or not, towards any other student's race/color, religion, and/or disability. This will be categorized as a Level 3 discipline violation (See page 17 of handbook). If the behavior is deemed to be harassing, BIS will follow all guidelines laid out in BCSC policy 5517. Consequences will occur for students who engage in any unwelcome physical, verbal, or nonverbal comments surrounding any student's:

1. Race/color - such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs
2. Religion - clothing, or surnames, and/or involving religious slurs.
3. Disability - such as negative comments about speech patterns, movement, physical impairments or defects/appearances

**INAPPROPRIATE INTERNET SEARCHES** Students are expected to follow all the terms and conditions of the BCSC respectable use policy, which is signed at the beginning of each new school year. This policy can also be found on the BIS website under the “Forms and INFO” tab. BIS Administration receives daily search information that is conducted on student laptops. If an inappropriate search is conducted, or if students are not using their laptop for school-only purposes, then BIS Administration may contact parents and discuss the search with the individual student. Not following the BCSC respectable use policy shall result in consequences. BIS administration understands that there are different levels of inappropriate laptop use and searches.

Student messaging using a school-issued device violates the BCSC respectable use policy. For example, students cannot share a Google Slide or a Google Doc with another student and communicate unless the students are collaborating for a school assignment and have prior approval from their teacher. Also, students cannot use any personal login information on their school-issued device. For example, students cannot log in to a private iMessage account and message other students on their school-issued device.

\*Minor inappropriate searches or inappropriate laptop use, as deemed by administration:

First offense - Warning and parent contact

Second offense - Lunch Detention

Third offense - Level 1 Friday School

Fourth Offense - Level 2 Friday School

Fifth Offense - Loss of laptop for the remainder of the school year

\*Any student searches containing adult-content or cuss words shall result in more severe consequences.

First offense - Lunch Detention

Second Offense - Level 2 Friday School

Third offense - Loss of laptop privileges for a period of time (possibly remainder of school year)

## Level 1 Discipline Violations – Documented in Class Dojo

- Classroom teachers will add classroom-specific positive and negative Dojos to their class account. These expectations shall be discussed, printed, and sent home with students at the beginning of the school year and/or each time a change is created.
- Bi-weekly, all students are expected to achieve 80% or higher positive Dojo reports. The classroom teacher will print a below 80% report to be sent home with the student.
- Students who do not achieve the 80% or higher will be subject to disciplinary action by the classroom teacher.

## Level 2 Discipline Violations (Not all inclusive)

- Academic cheating in any form - (A zero for work may be considered as consequence)
- Failure to tell the truth/deception
- Willful Defiance
- Cussing or any nonverbal communication representing cussing
- Cafeteria Misconduct - (Could also result in cleaning of the cafeteria as consequence)
- Bathroom Misconduct
- Misbehavior for a substitute teacher
- Engaging in negative verbal altercations
- Forgery
- Safety Concerns
- Public Displays of Affection
- Engaging in negative verbal altercations that lead to physical conflict
- Unauthorized recording in the classroom and/or bus
- Throwing objects of any kind
- Minor Destruction of personal and/or school property
- Disrespect of teacher or peers
- Minor, unwarranted physical acts or aggression towards other students and/or staff
- Leaving an area without teacher permission or knowledge
- Excessive pushing and shoving

Consequences for Level 2 violations may result in a lunch detention, Level 1 Friday School, or Level 2 Friday School.

**(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed above may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device.)**

## **Level 3 Discipline Violations (Not all inclusive)**

- Any Level 2 violations that are continuous or become chronic issues
- Materials and Language deemed to be offensive or harassing to other students and/or staff
- Bullying - BCSC Policy 5517.01
- Anti-Harassment - BCSC Policy 5517
- Excessive or extreme defiance
- Major, unwarranted physical acts or aggression towards other students and/or staff
- Flagrant insubordination
- Major destruction of personal and/or school property
- Possession of any object deemed to inappropriate for school - lighters, matches, laser pointers, sharp objects
- Physical Fighting, inciting physical violence, excessive retaliation – Includes, but not limited to, hitting, punching, elbowing, kicking, head butting, grabbing and throwing a student to the ground, tackling a student to the ground, pushing or shoving a student to the ground, biting, tripping, slapping, spitting on someone
- Theft of School or personal property. Restitution will be required if property is damaged or lost.
- Any violations of BCSC policies for code of conduct, discipline, and grounds for suspension and expulsion.
  - BCSC Policy 5500 - Student Code of Conduct
  - BCSC Policy 5600 - Student Discipline
  - BCSC Policy 5610 - Grounds for Suspension and Expulsion

Consequences for Level 3 violations may result in a Level 2 Friday School, in-school suspension, or out-of-school suspension.

**(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed above may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device.)**

## **Level 4 Discipline Violations (Not all inclusive)**

- Arson
- Bomb Threat
- Possession/Use of drugs or alcohol
- Possession of a weapon
- Assault on any staff member
- Creating false alarm that cause a state of panic
- Major vandalism to school property
- Repeated acts of Bullying - BCSC Policy 5517.01
- Repeated acts of Harassment - BCSC Policy 5517
- Any violations of BCSC policies for code of conduct, discipline, and grounds for suspension and expulsion.
  - BCSC Policy 5500 - Student Code of Conduct
  - BCSC Policy 5600 - Student Discipline
  - BCSC Policy 5610 - Grounds for Suspension and Expulsion

Consequences for Level 4 violations may result in an out-of-school suspension and possible expulsion from Batesville Intermediate School.

**(These are guidelines, are not all inclusive, and may be increased as deemed necessary by the administration. Certain guidelines listed above may also pertain to violations, which may occur on a BCSC issued laptop computer and/or a personal electronic device.)**

## **STUDENT ACTIVITIES**

**FIELD TRIPS** Field trips are a privilege and are earned by the student demonstrating responsibility and respect for the rights and needs of others. If a student persistently disrupts and requires additional disciplinary action, demonstrates that he/she will be unable to handle the additional expectations that accompany a field trip, and/or that he/she may not be able to make good choices in a totally unfamiliar setting, then that student will not have the privilege of the field trip. In the event a student does not attend the field trip, an alternative assignment will be offered at school. Students not reporting to school on a field trip day will be counted absent. **After a scheduled field trip, students are to remain until dismissal.**

The Board encourages properly oriented field trips for instructional purposes. These field trips are planned to coordinate with the grade level curriculum and prepare students for classroom activities. Field trips must show instructional intent and exhibit adequate pre-planning that includes specific goals and objectives and effective evaluation to insure optimum use of the students' academic time. All field trips will be properly supervised to insure positive student behavior that will reflect favorably on the goals and objectives of the school. When there is a student admission charge, the value of the activity must be carefully examined in relation to the cost.

The building principal, in accordance with the established procedure for that building, must approve plans for a field trip. The request must be sent to the administrator in adequate time to permit processing prior to the field trip date. Written permission from a child's parent is required before a child is permitted to go on a field trip.

Any field trip request may be affected by extenuating circumstances (availability of buses, fuel, fuel prices, available funds, loss of school time due to weather, etc.).

An appropriate number of chaperones will be dependent upon the location of the field trip and the number of students attending (a ratio of 1 adult per 10 students should be used as a minimum guideline). Chaperones must understand that their main responsibility is the welfare and supervision of the students. Therefore, chaperones should not bring other siblings that can divert their attention from the students. Chaperones are also expected to follow the school corporation policies concerning drugs and alcohol for anyone serving in a supervisory role. If a chaperone is taking a prescription drug that may affect the chaperone's ability to perform at an acceptable level, they are to inform the principal prior to the field trip. After this matter is reviewed, the principal may exclude this person as a chaperone for not only their but the students' safety. **(Parent, legal guardian or custodial parent of the enrolled student is allowed to chaperone. Parents do not find a substitute chaperone, if they cannot attend. The school will make those arrangements, if an additional chaperone is needed.)** Appropriate background checks for all prospective chaperones must be completed at least two days prior to the chaperone attending the field trip. Administration may deny attendance to anyone who, based upon the background check or other factors, they feel would not be an appropriate chaperone.

On most field trips, all students must ride the school bus provided; however, parents will not be required to ride the bus. With higher numbers of chaperones, parents may be asked to drive separately if there is no space on the bus. When students are divided into smaller groups during the field trip a minimum of two adults should accompany each group. Except in an emergency, students should not be under the sole responsibility of one adult, and if such an emergency situation should occur, a school employee should be assigned to any such group.

**YOUNG HOOSIER BOOK CLUB** Students are encouraged to read all twenty books identified on the suggested reading list. At the conclusion of the school year, a celebration will occur for those students who have read all twenty Young Hoosier books.

**BIS READING CHALLENGE** - Students are encouraged to participate in the BIS Reading Challenge. The challenge allows students to select 30 books to read from a variety of genres on their individual reading level. While reading, students earn brag tags and are required to complete Google check-ins for some of the books they complete. Students that complete the challenge are invited to an end of the year celebration, have their name on the announcements and get to display an "I Did It" yard sign at their house for 1 week.

**AFTER SCHOOL PROGRAMS** Students may choose to join and/or participate in different activities, and/or after school programs. These programs and activities are designed to assist their academic growth and extend their abilities and talents.

## **STUDENT SERVICES**

**CAFETERIA/FOOD SERVICES** Batesville Intermediate School offers both a breakfast and lunch program. Breakfast includes milk, juice, and a selection of bread, cereal, or meat item(s). Breakfast is served from 7:15 - 7:55 am. Students may choose to bring their lunches to school. Milk is included with lunch. Healthy drinks may be brought from home. **Soda pop and/or energy drinks will NOT be allowed. "Fast food" lunches or beverages** are not permitted in the cafeteria for students or adults. We are trying to teach students good nutrition as part of our lunch program and these items do not provide a balanced lunch. Students are not permitted to leave school for lunch except in special cases where the parent has made personal arrangements in advance with the approval of the administration.

**If a child is allergic to milk and/or dairy products and wants an alternative drink 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 the state/federal regulations. An allergy form is available from the BIS cafeteria manager by calling the school office at 812-934-5701.**

### **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.

**PEANUT SAFE SCHOOL** Some students are highly allergic to peanuts, peanut butter, peanut oil, peanut flour, or peanut protein. If these children come in contact or ingest any of the above it could be life threatening. Precautions are taken for these students during lunch. We ask that you read all food labels before sending any food to school with your child. Please talk with your child about the importance of not sharing food while at school. If you are asked to send in treats for your child's class please make sure the item is store-bought. Some products do not contain peanuts, but are made in facilities that process peanuts and therefore are cross-contaminated and not safe. Labels contain this type of information. Our goal is to maintain a safe school and classroom environment.

**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. All lice and/or nits must be removed before the child can return to the classroom. It is imperative that the child be treated and all nits removed immediately so that the child can return to school the next day.

**CLINIC** When students become ill during the school day, they should tell their teacher. Teachers will send students to the clinic with a pass if needed. The general guidelines for sending students home ill are: temperature of 100 or more, vomiting, diarrhea, serious injury or extreme pain. If they are too ill to remain at school, the parent or contact listed on the registration will be called and students will be sent home. All schools in the corporation share nurses.

**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.

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

**PROPER PROCEDURE FOR MEDICATION TAKEN AT SCHOOL** - 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 has a disability 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 FDA approved nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "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 office of the school health care clinic, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and 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 unless the prescribed dosage exceeds the permissible dosage for such medication, in which case the maximum permissible dosage will be administered and/or the parent will be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school health care clinic. Except in the case of authorized self-medication, all forms of medication shall be administered by the School 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.

\*Please read more about this policy by going to the corporation website.

**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 and/or an individual who is at least eighteen years of age and designated in writing by the student's parent 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.***

## STUDENT USE OF BICYCLES - BCSC Policy 5514

The School Board regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students in grade 3 and above and in accordance with the rules of the Corporation.

The Board will not be responsible for bicycles which are lost, stolen, or damaged.

The Superintendent shall develop administrative guidelines for the operation and/or parking of bicycles and shall disseminate those guidelines to all students so affected.

The Superintendent shall establish standards for the granting of permits which shall contain the warning that infraction of rules may result in the revocation of the permit.

\*In addition to the policy above, go karts, mini bikes, snowmobiles, off-road, all other all-terrain vehicles, horses, skateboards and rollerblades are not allowed on school property. This includes all footwear with rollers.

**TRANSPORTATION** Bus transportation is provided for all students. Students are expected to ride the bus to which they have been assigned and to get off at their assigned bus stop. Students will not be allowed to ride another bus or go home with a friend without permission from the parent. A note must be given to the teacher giving permission to alter the normal mode of transportation home. **Bus drivers will not allow students to ride an unassigned bus or get off at a different stop without parent approval.**

All students are expected to ride their assigned bus. If it becomes necessary for a parent to pick students up or drop them off at school, drivers should closely follow the one-way signs. **The student drop-off and pick-up zone is located on the west side of the building near the parking lot. All vehicles are expected to exit using the 5th Street exit. There is no drop off in front of the building; this area is for bus use only.**

Bicycle riders and walkers should use extreme caution as they go home. Bike racks will be provided, but it is the student's responsibility to provide a chain and lock. The school is not responsible for bicycles.

### NOTE:

**In the event it becomes necessary for a parent to change a student's mode of transportation after school, please notify the BIS office by 2:00 pm.**

# **BATESVILLE COMMUNITY SCHOOL CORPORATION** **TRANSPORTATION RULES**

## **BCSC 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 a permission slip.

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

1<sup>st</sup> Incident: Driver verbally warns student and/or sends home Bus Conduct Report.

2<sup>nd</sup> Incident: Driver makes parent and school contact in person, by telephone, or by Bus Conduct Report.

3<sup>rd</sup> Incident: Notification to parents, building administration, and Director of Transportation by Bus Conduct Report.

Disciplinary consequences following a 2<sup>nd</sup> or 3<sup>rd</sup> incident may involve a suspension of bus privileges. 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 referral 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 bypassing 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 privately owned school buses used by the corporation.

## **SECTION 504 NOTICES OF PARENT/STUDENT RIGHTS IN IDENTIFICATION/EVALUATION AND PLACEMENT**

In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973, the following Notice of Parent/Student Rights in Identification, Evaluation and Placement shall be utilized in the Batesville Community School Corporation.

The following list of rights are given to insure the parent/guardian's awareness of the regulations about the evaluations of and/or special instruction that may be offered to his/her child. Should the parent/guardian have any questions, contact the superintendent. The parent also has the right to meet with the superintendent or designee and/or the local school board to resolve any objections to either the evaluation or educational placement of the student.

1. Organizations and agencies which the parent/guardian may contact to obtain assistance with evaluation and/or placement questions include, but

are not limited to the following:

A. Federal

Office for Civil Rights. Region V  
401 S. State St. 74  
Chicago, IL 60605-1202  
(312) 353-2480

B. State/Low-Cost/Free Legal and Information Sources

IN Protection and Advocacy  
850 N. Meridian St. Suite 2C  
Indianapolis, IN 46204  
(317) 232 1150 V/TTY  
I-800-622-4845

Div. of Special Education  
IN Department of Education  
Room 229 State House  
Indianapolis, IN 46204-2798  
(317) 232-0570 V/TTY

Indiana Parent Information Network  
4755 Kingsway Dr., Suite 105  
Indianapolis, IN 46205  
(317) 257-8683

C. Local

Batesville Community School Corporation  
ATTN: Director of Special Education  
707 W. Columbus Avenue  
Batesville, IN 47006

**2. The following is a description of the rights granted by the federal law to individuals with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:**

- A. Have your child take part in and receive benefits from public education programs without discrimination because of his/her disability.
- B. Have the school corporation advise you of your rights under federal law.
- C. Receive notice with respect to the identification, evaluation, or placement of your child.
- D. Have your child receive a free, appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school corporation make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- E. Have your child educated in facilities and receive services comparable to those provided to non-disabled services
- F. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA), and or, general education intervention/modifications outside of special under Section 504 of the Rehabilitation Act of 1973

- G. Have evaluation, educational, and placement decisions made based upon a variety of information and sources, and by persons who know the student, evaluation data and placement options.
- H. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the school corporation.
- I. Have your child given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school corporation.
- J. Examine all relative records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- K. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to records.
- L. Be given response from the school corporation to reasonable requests for explanations and interpretations of your child's records.
- M. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school corporation refuses this request for amendment, it shall so notify you within a reasonable time and advise you of the right to a hearing.
- N. File a local grievance

**GRIEVANCE PROCEDURE** Any employee, parent/guardian of a student enrolled in the Batesville Community School Corporation, or student eighteen years of age or older may file a grievance if he/she believes there has been a violation of section 504. Any such grievance must be filed in writing within a reasonable period of time after the alleged violation occurred. The grievant must fully state the facts of the alleged violation and the remedy that is being sought.

Step One:

The grievance shall be submitted to the Section 504 coordinator of the Batesville Community School Corporation, who shall investigate the circumstances of the alleged violation. The section 504 coordinator and/or superintendent shall make a written report of his/her findings of fact and conclusions within ten (10) school days.

Step Two:

If the grievance has not been resolved to the satisfaction of the grievant, he/she may appeal in writing to the school board within five (5) school days of receipt of the report. The school board shall conduct an informal hearing in an open meeting to review the alleged violation. The board shall give each party at least five (5) school days notice of its meeting. The board shall affirm, reverse, or modify the report issued under step 1 within fifteen (15) school days of receipt of the appeal.

- A. Request mediation or an impartial hearing and an appeal of any decisions or actions taken by the school corporation regarding your child's identification, evaluation, educational program, or placement. The costs for these due process procedures will be borne by the school corporation. You and your student may take part in these proceedings and have an attorney represent you. Requests for due process must be made to the superintendent or the Section 504 coordinator. The following details the procedures:
  1. If the parent/guardian disagrees with the placement or with the provisions of a free, appropriate public education for his/her child, the parent/guardian may make a written request for a hearing to the superintendent, indicating the specific reason(s) for the request.
  2. The school corporation may initiate a hearing regarding the identification, evaluation, or educational placement of the student or the provision of a free, appropriate public education to the student. The school corporation shall notify the parent/guardian of the specific reason(s) for the request.
  3. The hearing shall be conducted within twenty (20) instructional days after the request is received, unless the hearing officer grants an extension, and at a time and place reasonably convenient to the parent/guardian. Upon receipt of a request for a hearing, superintendent shall appoint the independent hearing officer. The school corporation shall bear all costs pertaining to the hearing, including the transcription, hearing officer fee, and expenses, but shall not be responsible for the fees and expenses incurred by the parent/guardian except for those detailed below. The parent/guardian involved in a hearing shall be given the right to have the child who is the subject of the hearing present, open the hearing to the public, and be represented by counsel or any other representative.
  4. During the pendency of an administrative or judicial proceeding, unless the school corporation and the parent/guardian of the child agree otherwise, the child involved in the proceeding shall remain in his/her present educational placement. If there is a dispute regarding this present placement, the hearing officer shall order an interim placement. The present educational placement of the child shall include normal grade advancement if the proceedings extend beyond the end of the school year. If the issues involve an application to initial admission to school, the child, with the consent of the parent/guardian, shall be placed in the school until the completion of the proceedings. In the absence of an agreement, the hearing officer shall determine the child's placement during the proceedings.
  5. The child and the parent/guardian shall have the right to legal counsel and/or other representation of their own choosing. The school corporation shall inform the parent/guardian of any free or low-cost services available in the area if the parent/guardian requests the information or if the school corporation initiates a hearing. The school corporation shall bear the burden of proof as to the appropriateness of any placement, transfer, or the denial of same.

6. A tape recording or other verbatim record of the hearing shall be made and transcribed and, upon request, shall be made available to the parent/guardian or representative, at the school corporation's expense. At a reasonable time prior to the hearing during school hours, the parent/guardian or representative shall be given access to all records of the school corporation, and any of its agents or employees, pertaining to the child, including all tests and reports upon which the proposed action may be based. The parent/guardian or representative shall have the right to compel the attendance, to confront, or to cross-examine any witness who may have evidence upon which the proposed action may be based. The parent/guardian or representative and school corporation shall have the right to present evidence and testimony, including expert medical, psychological, or educational testimony. Introduction of any evidence at the hearing that has not been disclosed to both parties at least five (5) days before the hearing is prohibited, subject to the discretion of the hearing office. Within fifteen (15) instructional days after the hearing, the hearing officer shall render a decision in writing. Such decision shall include findings of fact, conclusions of law, and orders, if necessary, which will be binding on all parties. The dated decision shall be sent by mail to the parent/guardian and the superintendent of the school corporation and shall contain notice of the right to appeal the decision. The decision shall be implemented no later than twenty (20) instructional days following the date of the decision, unless review is sought by either party. Should the parent/guardian be represented by legal counsel and ultimately prevail on the issues at administrative and/or judicial proceedings, the parent/guardian may be entitled to payment of all or part of the attorney fees and other costs incurred by the parent/guardian.
- B. Request a review (appeal) of the hearing should you not prevail. The following details the procedure:
1. A petition to review (appeal) the decision of the hearing officer may be made by any party to the hearing. The request must be in writing, filed with the superintendent and the opposing party, be specific as to the objections, and be filed within twenty (20) instructional days of the date the hearing officer's decision is received. The school corporation is responsible for the appointment of an independent appeals officer to conduct an impartial review of the record as a whole and may, at his/her election, conduct the review with or without oral argument. Such review shall be conducted within twenty (20) instructional days of the receipt of the petition to review, unless either party requests an extension of time. The appeals officer shall ensure that a transcript of the review is prepared and made available to any party upon request.
  2. Any party disagreeing with the decision of the appeals officer may appeal to a civil court with jurisdiction.
  3. A parent/guardian represented by legal counsel during the proceedings of a due process hearing, appeal, or civil action may be entitled to reimbursement of legal fees if the parent ultimately prevails. Determination of the prevailing party may be made by a court with jurisdiction.

***The person in this school corporation who is responsible for assuring that the school corporation is in compliance with Section 504 is the superintendent.***

## **Education Records - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Each parent 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. Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy. 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 postsecondary 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, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, student work displayed at the discretion of the teacher with no grade visible, 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.

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 filing BCSC FORM 6.0-19 (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than 14 calendar days from the beginning of the school year.

## **STUDENT USE OF EXTERNAL THUMB DRIVES ON CORPORATION COMPUTERS**

A "thumb drive" or "flash drive" is a piece of hardware that connects to a computer by use of a USB port. Students can store data on a thumb drive and carry this storage device from place to place. Thumb drives can be used on district computers with the following restrictions:

\*Thumb drives can only be used for saving and retrieving files.

\*Programs cannot be run from the thumb drive.

\*No software can be installed or run from, or to support, the thumb drive.

\*Students are responsible for the content on the thumb drive. Students must be aware that BCSC Administration and the Information Technology (IT) Department reserve the right to search the thumb drive given reasonable suspicion of the existence of inappropriate content.

\*If it becomes necessary that BCSC administration revoke a student's thumb drive privileges, then the student will be in violation of the Acceptable Use Policy and will be held accountable under its rules.

**SERVICE OF EXTERNAL THUMB DRIVES ON CORPORATION COMPUTER** The BCSC IT Department does not service thumb drives. If a student's thumb drive malfunctions or stops working, there is nothing that will be done internally to repair it. It is imperative to follow the manufacturer's recommendations when using it.

**NONDISCRIMINATION POLICY** - Batesville Community School Corporation will not intentionally discriminate on the basis of race, color, religion, sex, national origin, handicap, or age, in its programs or employment policies as required by the Indiana Civil Rights Act; Public Law 218; Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504.

**ADDITIONAL BCSC POLICIES & INDIANA CODE that Batesville Intermediate School follows.**

The following policies can be accessed at <https://batesvilleinschools.com/>. Click on the “About” tab. Under the “About” tab, you will find the “Policy Manual” and can search for policies.

The Batesville Community School Corporation Compliance Officer is Greg Ehrman. Mr. Ehrman can be contacted at (812) 934-2194.

- Emergency Health Needs [BCSC Policy 5330]
- Respectable Use Policy [BIS Website under “Forms and Info” Tab]
- Asbestos Notification [BCSC Policy 8430]
- Drug and Alcohol Policy [BCSC Policy 5530]
- Search & Seizure - Locker Policy & Rules - [BCSC Policy 5771]
- Sexual Harassment Policy [BCSC Policy 5517]
- Bullying [BCSC Policy 5517.01]
- Grounds for Suspension and Expulsion [BCSC Policy 5610]
- In addition to the aforementioned policies, students will receive a copy of the student due process law regarding the grounds for suspension and expulsion as defined in IC 20-8.1-5.
- Driver Privilege Revocation Law (PL 121-1989)
- Student Code of Conduct - [BCSC Policy 5500]
- Student Discipline - [BCSC Policy 5600]