



BATESVILLE

PRIMARY SCHOOL

2026 - 2027 Parent/Student Handbook

Batesville Community School Corporation Vision

Together We Empower All Students to Believe in Better

Bulldog Ready Mission Statement

Together with our community, BCSC is committed to providing an engaging and relevant learning environment based on a strong foundation of academic knowledge, transferable skills, and real-world experiences. Batesville Bulldogs embody confidence, empathy, and resiliency to ensure 21st Century success.

BPS MOTTO

Be Responsible • Be Respectful • Be Safe

SCHOOL CONTACT INFORMATION

Main Office: (812) 934-4509

Principal: Mrs. Kindra Moore

Assistant Principal: Mr. Patrick Maschino

School Counselor: Mrs. Claire Porter

Central Office: (812) 934-2194

DAILY SCHEDULE

7:30 - 8:00 AM: Arrive / Breakfast

8:00 AM: School Begins

3:00 PM: Dismissal

4:00 PM: Office and Front Doors Close

All visitors must check in at the front office.

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Student Behavior & Support System

Batesville Primary School (BPS) uses a consistent system of teaching, support, and accountability to help students learn and demonstrate positive behavior.

Additional disciplinary procedures and due process are governed by Batesville Community School Corporation Board Policy 5600 (see Appendix I).

When students have difficulty meeting expectations, responses and consequences may include:

- Reteaching and redirection
- Increased supervision or support
- Parent/guardian communication
- Office referral and administrative involvement
- Loss of privileges (such as participation in activities or events)
- Development of a behavior support plan
- In-school or out-of-school suspension, when necessary to maintain safety
- Suspension or expulsion from school or as directed by Board Policy 5610

Our Approach to Behavior

At BPS, we believe that behavior, just like academics, is taught, practiced, and supported.

We use PBIS (Positive Behavior Interventions and Supports) as our schoolwide approach to behavior. PBIS is a proactive framework that helps students learn and practice positive behaviors through consistent expectations, teaching, and reinforcement. The purpose of the positive behavior support system is to foster responsibility, independence, positive attitudes, and self-discipline.

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.

Our goal is to create a safe, respectful, and responsible learning environment where all students can grow socially, emotionally, and academically.

Our expectations are rooted in our school motto:

Be Responsible • Be Respectful • Be Safe

And guided by our Bulldog Ready attributes:

Confidence · Empathy · Resilience · Integrity · Authenticity · Leadership · Drive

ClassDojo

BPS uses ClassDojo to communicate with families and reinforce student behaviors. 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 7 of the handbook.

Behavior 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.

How Behavior is Taught & Supported

At BPS, behavior is taught and supported just like academic skills.

At BPS, we:

- Teach and model expected behaviors
- Provide opportunities for students to practice
- Reinforce positive choices
- Support students when they need help meeting expectations

Expectations are reviewed regularly throughout the school year.

Bullying

For more details, please refer to BCSC Bylaws and Policy 5517.01

Behavior Categories & Responses

BPS uses the following categories to guide responses when behavior escalates:

Category 1 - Minor / Classroom-Managed Behavior

These behaviors will be documented in ClassDojo.

Examples may include:

- Not following directions
- Refusing to complete work
- Calling out / interrupting
- Off-task behavior
- Minor disruptions
- Difficulty with routines
- Unauthorized use of personal communication devices

(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 iPad and/or a personal communication device.)

Category 2 - Repeated or Escalating Behavior (Not All Inclusive)

Student behavior becomes more disruptive and may impact others.

Examples may include:

- Repeated Level 1 behaviors
- Refusing to follow directions
- Disrupting the learning environment
- Making unsafe choices (non-aggressive)
- Using inappropriate language

(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 iPad and/or a personal communication device.)

Category 3 - Unsafe or Aggressive Behavior (Not All Inclusive)

Examples may include:

- Hitting, kicking, biting, and/or spitting
- Throwing objects
- Attempting to harm others
- Climbing or unsafe use of furniture
- Actions that create immediate safety concerns
- Leaving a supervised area without permission or knowledge

(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 iPad and/or a personal communication device.)

Category 4 - Severe or Ongoing Safety Concern (Not All Inclusive)

Examples may include:

- Continuing or repeating unsafe behavior despite interventions
- Inability to regain control
- Repeating Level 3 behaviors in the same incident
- Extending or intense escalation

(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 iPad and/or a personal communication device.)

Parent/Guardian Communication

BPS values strong communication with families, and we believe that strong-home communication is essential. 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. BPS uses an app called **ClassDojo** as its main way to communicate with parents. Watch for weekly emails via School Messenger, view the BPS/BCSC websites, and other social media for additional school news.

Individualized Support

Some students may require additional support to meet behavioral expectations.

In these cases, BPS may:

- Schedule a problem-solving conference
- Provide targeted interventions
- Adjust supports based on student needs
- Provide check-ins and structured support systems
- Develop an individual behavior support plan

Ongoing Behavior Concerns

When behavior concerns continue over time, additional steps may be taken.

These may include:

- Increased communication with families
- Loss of privileges (such as participation in activities, celebrations, field trips, or events)
- Development of more intense supports
- In-school or out-of-school suspension, when necessary for safety

School Discretion

BPS reserves the right to adjust responses and supports based on:

- The severity of the behavior
- The impact on safety
- The individual needs of the student

Additional Information

For detailed disciplinary procedures and due process, please refer to Batesville Community School Corporation Board Policy 5600 (Appendix I).

Our Commitment

At BPS, we are committed to:

- Teaching expected behaviors clearly
- Responding consistently and fairly
- Supporting every child's growth
- Maintaining a safe and respectful environment

Because every student deserves the opportunity to be: **Bulldog Ready**

School Expectations & Daily Life

Recess

Recess is an important part of the school day and supports students' physical, social, and emotional development. Students are expected to participate in outdoor recess when weather permits. Please ensure your child is dressed appropriately for the weather each day. During colder months, students should have a coat, hat, and gloves. In changing weather, students should bring a jacket or sweatshirt. Please label all items with your child's name. Students may remain indoors for recess only with a doctor's note if the restriction extends beyond three consecutive days.

For more information, please refer to BCSC K–5 Recess & Outdoor PE Activity Guidelines (Appendix IV).

Playground Use

During school hours, including any after school programs or childcare, the playground is reserved for Batesville Primary School students only. Visitors and parents are not permitted on the playground during school hours unless approved by administration. For safety reasons, non-school-aged siblings are not permitted to participate in recess activities.

Appropriate Use of School Technology

Students are expected to follow the BCSC Technology Handbook Respectable Use Policy, as found on the BCSC website, when using school-issued devices. Misuse of technology will be addressed using the school's Student Behavior & Support System and may result in loss of device privileges and additional consequences as determined by administration.

For detailed expectations, please see iPad Guidelines (Appendix II).

Dress Code

Students should come to school dressed in a way that is safe, comfortable, and appropriate for learning and school activities.

Appropriate Dress Includes:

- Clothing that allows students to participate safely in classroom activities, recess, and physical education
- Shoes that are secure and safe for movement (tennis shoes are strongly recommended)
- Flip flop shoes are discouraged on school property to prevent injury.

Clothing is Considered Inappropriate if it:

- Displays inappropriate language, images, or messages (including violence, alcohol, drugs, and/or anything not suitable for a school setting)
- 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.
- Is excessively revealing or does not provide appropriate coverage
- Creates a distraction to the learning environment

- Interferes with a student's ability to safely participate in school activities

Change of Clothes

It is recommended that all students keep a change of clothes at school.

Accidents and spills can happen during the school day, not just in the restroom. Having an extra set of clothing (pants, shirt, and underwear) helps ensure students can quickly return to learning comfortably. Clothing should be labeled with the student's name and appropriate for the current season.

Themed and Spirit Days

BPS may host themed or spirit days throughout the school year.

Participation is optional; however, all themed outfits must still follow school dress code expectations.

Guidelines for Themed Days:

- Costumes or themed clothing must be safe and allow for normal school activities
- Students must be able to walk, sit, and participate comfortably throughout the day
- Face paint should be minimal and not interfere with learning
- Accessories should not be distracting or unsafe
- Masks and/or any other facial covering are NOT permitted.
- Bloody and/or gory clothing or costumes are NOT permitted.
- Fake weapons, knives, swords, and/or guns are NOT permitted.

Toys / Personal Items

Students should not bring toys, trading cards, or non-school electronic devices to school unless it is part of a designated classroom activity or reward day. When items are permitted, they should be clearly labeled with the student's name. The school is not responsible for lost or damaged items. We strongly encourage families not to send valuable items to school. Lost items should be reported to the office and/or checked in the Lost & Found area.

Lost & Found

Lost items should be checked in the school's Lost & Found area. To help return items to students, families are encouraged to label coats, lunch boxes, water bottles, and other personal belongings with the student's name. Unclaimed items will be donated periodically throughout the school year.

Personal Communication Devices

BPS follows BCSC Policy 5136 regarding personal communication devices. Students are not permitted to use personal communication devices during the school day unless approved by school administration or otherwise permitted by law. For the purposes of this policy, personal communication devices include cell phones, smartwatches, tablets, e-readers, and other web-enabled devices.

BPS Personal Device Expectations:

- Personal communication devices must remain powered off and stored in the student's backpack or locker during the school day.
- Devices may not be used in classrooms, hallways, recess, the cafeteria, or other school areas unless specifically authorized.

- Unauthorized use of a personal communication device may result in disciplinary action in accordance with the school's Student Behavior & Support System and BCSC policy.
- The school is not responsible for lost, stolen, or damaged personal communication devices.

Communication During the School Day

Students may use the office telephone in cases of emergency. After-school arrangements should be made at home before the school day begins. All other phone use will be approved or denied by school administration.

Weapons & Dangerous Items

The possession or use of handguns, firearms, and/or other deadly weapons on school property or on a school bus is strictly prohibited. A deadly weapon includes any object, device, or substance that is capable of causing serious bodily injury. Violations of this policy will be reported to law enforcement and handled in accordance with BCSC policy and state law.

Illegal Possession

Students found in possession of prohibited substances (such as tobacco, alcohol, and/or illegal drugs) will be referred to administration. Parents/guardians will be contacted, and disciplinary action will follow in accordance with BPS and BCSC policy.

Celebrations, Parties, & Fieldtrips

Birthdays

BPS celebrates birthdays monthly with a school-wide birthday lunch for students whose birthday (or summer half-birthday) falls within that month.

Because of this:

- Individual birthday parties and birthday treats are not permitted at school
- The school does not manage or organize outside birthday events

Birthday invitations may be distributed only if every student in the homeroom receives one. The school is not permitted to share student or family contact information. Please do not send homemade treats to be distributed at school. Flowers and/or balloons will be held in the office and sent home at the end of the day. These items may not be taken on the school bus. Families must arrange transportation if sending these items.

Classroom Parties

Classroom parties are considered a privilege and are based on student behavior. Students who demonstrate ongoing behavior concerns may be removed from participation.

This applies to events including:

- Halloween
- Christmas
- 100th Day
- Valentine's Day
- Other classroom celebrations

Field Trips

Field trips are a privilege and may be based on student behavior. Students who demonstrate ongoing behavior concerns or who may be unable to meet expectations in an off-campus setting may not attend. Instruction will be provided at school.

School Visitors & Volunteers

Visitors to School

All visitors must:

- Enter through the main office
- Sign in and wear a visitor badge

To minimize disruption:

- Items (lunches, homework, etc.) should be dropped off at the office
- Parents are not permitted to go directly to classrooms

Volunteers

The school reserves the right to deny participation based on background check results or other considerations.

All volunteers must:

- Be pre-approved
 - Background checks are required through the corporation-approved vendor
- Check in at the office upon arrival
- Help assist and supervise students

Volunteers need to be aware that:

- Participation of volunteers is determined by the grade level teaching team
- Only parents/guardians may volunteer

Volunteers may not:

- Bring non-school-aged children
- Sign out their student early following a party, event, or field trip

Party Volunteers:

- Some parties may be held without volunteers
- A maximum of four (4) volunteers per classroom may be allowed

No food items may be brought in by students or families for classroom parties.

Field Trip Volunteers:

- Volunteer numbers depend on the needs of the trip
- Permission slips must be submitted by the deadline. Late submissions will not be accepted.

Photos During School Events & Field Trips

Some students do not have permission to be photographed.

Visitors:

- Should only take pictures of their own child

- Should not post images of other students on social media

BPS is not responsible for photos taken or shared by visitors.

Civility Policy

BCSC promotes respectful and appropriate communication among students, staff, families, and the public. Disruptive, hostile, or aggressive behavior is not acceptable and may result in restricted access to school events or activities.

Academic Information

Report Cards & Progress Reports

BPS uses standards-based progress reporting in Kindergarten and 1st Grade, and traditional report cards in 2nd Grade. All progress reports and report cards are maintained as part of the student's educational record.

Kindergarten & 1st Grade:

Kindergarten and 1st grade students use standards-based progress reports.

Progress reports are sent home at the end of each nine-week grading period. Parents/guardians are expected to review, sign, and return the progress report to school. After review, the teacher will return the signed progress report to the family.

The final progress report for the school year will be mailed home at the conclusion of the school year.

2nd Grade:

Second grade students receive traditional letter grades.

Student grades and academic progress may also be viewed through PowerSchool.

Report cards are sent home at the end of the first semester. Parents/guardians are expected to review, sign, and return the report card to school. After review, the teacher will return the signed report card to the family.

Final report cards are mailed home at the conclusion of the school year.

2nd Grade Grading Scale:

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

Allied Arts Grading Scale

Students receive grades in first and second grade in physical education, art, and music.

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

Homework

Homework may be assigned to reinforce classroom learning and build responsibility.

As a general guideline, students in Kindergarten, 1st Grade, and 2nd Grade may expect:

- Approximately 15-20 minutes of homework daily

Families can support learning by:

- Providing a quiet place to work
- Establishing a consistent homework routine
- Encouraging students to complete assignments independently whenever possible

Students are responsible for bringing home necessary materials and completing assignments.

PowerSchool

BCSC uses PowerSchool, an online student information system that allows families to monitor student progress and information.

Through PowerSchool, families may access:

- Grades and progress information for 2nd Grade
- Attendance records
- Additional student information

PowerSchool may be accessed through the BCSC website or the PowerSchool mobile app. Login information is provided at the beginning of the school year. Families needing assistance should contact the BPS office.

Families are encouraged to regularly review student progress and communicate with teachers as needed.

Educational Records

Parents/guardians have the right to review their child's educational records in accordance with BCSC policy and the Family Educational Rights and Privacy Act (FERPA). Questions regarding educational records should be directed to the school office.

Programs & Services

Educational Programs

BPS offers a variety of programs and services to support the academic, social, and emotional development of all students.

Student Devices

BPS is a 1:1 learning environment. Each student is provided with an iPad to support learning, creativity, and communication. Students are expected to use their device responsibly and follow all school expectations. Device use is monitored to support a safe and appropriate learning environment.

Information regarding eLearning expectations and procedures will be communicated by BCSC and BPS as needed.

For detailed expectations, please see Appendix II - iPad Guidelines.

Library Media Center

Students visit the library on a regular basis to:

- Listen to stories and participate in discussions
- Learn about books and how to care for them
- Develop early research and digital literacy skills

Students may check out books and are responsible for their care. Lost or damaged materials may result in a replacement fee.

Art, Music, and Physical Education

Students participate in weekly specials classes that support creativity, movement, and overall development

- **Art:** Students explore a variety of materials and creative processes.
- **Music:** Students learn foundational music skills through singing and instruments
- **Physical Education:** Focus on physical fitness, teamwork, and skill development

Dual Language Immersion (DLI)

BPS offers a Mandarin Dual Language Immersion program. Students in this program receive instruction in both English and Mandarin, developing language skills and cultural understanding.

Title I

Title I provides additional academic support for students based on performance data. Students may receive targeted instruction in small groups to support growth in key academic areas.

High Ability

Students identified for High Ability services may receive additional opportunities to extend and enrich learning within the classroom.

Student Support Services

Nondiscrimination

It is the policy of the BCSC 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.

Special Education

Special education services are available for students who qualify under state and federal guidelines.

Services may include support for:

- Learning disabilities
- Speech/language needs
- Visual impairment
- Deaf or hard of hearing
- Developmental delays
- Emotional or behavioral needs

Evaluations and placement are determined through a formal process with parent involvement and consent.

Section 504

Section 504 provides accommodations for students with identified needs to ensure access to the learning environment. Families may contact the school for more information about eligibility and support.

Speech & Language

Speech and language services are available for students who demonstrate communication needs that impact learning. Screenings and services require parent permission.

Counseling Services

School counseling supports students' social and emotional development

Topics may include:

- Emotional regulation
- Friendship skills
- Goal setting
- Problem-solving

Developmental Preschool

BPS offers a developmental preschool program for children ages 3-5 who are not yet eligible for kindergarten. The program serves children who have been evaluated and meet eligibility criteria for special education services. If you believe your child may qualify for this program, please contact the BCSC special education office at (812) 934-4509.

Family Rights & Access

Parents have the right to:

- Request information about services

- Participate in meetings regarding their child
- Review educational records

Additional information regarding parent rights is available upon request.

Health & Medical Information

When Students Should Stay Home

Students should remain home when they are ill to help protect the health and safety of others.

Students should NOT attend school if they:

- Have a fever of 100°F or higher
- Have vomited or had diarrhea within the past 24 hours
- Have symptoms that prevent participation in school activities
- Have been diagnosed with a contagious condition requiring exclusion from school

Students must be fever-free for 24 hours without medication before returning to school.

Parents/guardians should contact the BPS Office to report any absences at (812) 934-4509.

Parents/guardians should notify the school nurse of communicable illnesses or medical concerns.

Health Services

The school nurse supports student health needs during the school day.

Parents/guardians should notify the school at (812) 934-4509 of:

- Medical conditions
- Allergies
- Health concerns
- Changes in emergency contact information

Medication at School

Whenever possible, medication should be given at home.

Medication may only be administered at school when:

- It is necessary during school hours
- Required forms and permissions are completed

Medication Requirements

Medication forms must be updated each school year.

Prescription medication:

- Must be in the original container
- Must include a pharmacy label or physician order
- Must be accompanied by required school forms

Over-the-counter medication:

- Must be in the original packaging
- Must include written parent permission
- Cannot exceed labeled dosage without physician authorization

All medication:

- Must be brought directly to the office or clinic by an adult
- Must remain in the clinic unless otherwise authorized by law

Self-Administration of Medication

Students with qualifying medical needs may carry and self-administer emergency medication when proper physician authorization and parent permission are on file, in accordance with Indiana law.

Please contact the school nurse with questions regarding self-administration procedures.

Immunizations

Indiana law requires all students to have current immunization records on file unless a valid exemption or waiver is provided.

Students who do not meet immunization requirements may be excluded from school until documentation is received.

Families with questions regarding immunizations should contact the school nurse.

Head Lice Guidelines

If live lice or nits are identified, parents/guardians will be contacted.

The school nurse can provide information and support regarding treatment and procedures.

Students may return to school after:

- Appropriate treatment has been completed
- The school confirms that lice/nits have been addressed according to school guidelines

Medical Emergencies & Health Concerns

It is important that emergency contact information remains current throughout the school year.

In the event of illness or injury at school:

- Parents/guardians will be contacted as needed
- Emergency contacts may be called if parents cannot be reached

Student Insurance

Student insurance information is available at the beginning of each school year for families who wish to participate.

Student Transportation

Bus Transportation Information

BCSC provides bus transportation for students living within the district.

To help maintain a safe environment for all students:

- Bus drivers are responsible for maintaining appropriate student behavior and safety
- The front 3-5 rows of the bus are designated seating for Primary School students
- If younger students wish to sit with an older sibling, the older sibling must also sit in the designated Primary School seating area

Families should notify the bus driver if sibling seating arrangements are requested.

BCSC buses may use audio/video monitoring systems to support student safety, security, and discipline.

Transportation Changes

Changing Buses or Bus Stops

A written note from the parent/guardian must be provided to both the teacher and the bus driver before a student will be permitted to:

- Change buses
- Change bus stops

The note should include:

- The student's destination
- The name/address of where the student will be going

This helps ensure safe and accurate transportation arrangements.

Last-Minute Transportation Changes

Sometimes transportation changes occur near dismissal time.

In these situations:

- Parents/guardians must check in through the office
- Families should not go directly to the classroom without office approval
- If students have already reported to bus lines, office staff will page the student for pickup

For student safety:

- Bus supervisors will not release students directly from the bus line to an adult without office approval

Bus Rules & Expectations

At BPS, we believe all students can ride the bus safely and respectfully.

Bus behavior is supported through the school's Student Behavior & Support System.

Bus Rules

Students are expected to:

1. Follow directions given by the driver
2. Remain seated and keep all body parts inside the bus
3. Keep hands, feet, and objects to themselves
4. Use appropriate language and behavior
5. Keep the bus clean and free from food, drinks, and gum
6. Provide written parent permission for bus or stop changes

7. Follow guest rider expectations and procedures

Guest riders may be permitted with advance notice and driver approval.

Bus Discipline Procedures

When students do not follow expectations, progressive discipline procedures may be used.

Possible Steps May Include:

- Verbal warning
- Bus Conduct Report
- Parent/guardian communication
- Administrative involvement
- Suspension of bus privileges

Loss of bus privileges may range from:

- 1 day
- 3 days
- 5 days

Depending on the severity or frequency of concerns.

Repeated or serious concerns may result in extended loss of transportation privileges.

Indiana bus drivers may suspend a student from the bus for one day. School administration may assign additional consequences or longer suspensions.

Serious Violations

Some behaviors may result in immediate suspension of bus privileges and may bypass progressive discipline procedures.

Examples may include:

- Physical harm to another student
- Threatening or harming the bus driver
- Property damage
- Willful insubordination

Late Buses

Breakfast will still be available for students arriving on late buses. Students may receive breakfast items that can be taken to the classroom to help minimize lost instructional time. Students will not be counted as tardy.

Bus Concerns

If families have questions or concerns regarding transportation, please contact the following individuals in order:

1. Bus Driver

2. Assistant Principal
3. Director of Transportation - (812) 934-2194

Car Transportation Information

Student Pick-Up & Drop-Off

Families should use only the front drive off State Road 46 for student drop-off and pick-up.

The west parking lot near the high school is reserved for:

- Bus drop-off
- Staff parking

Additional traffic in this area creates safety concerns for students and staff.

Car Rider Safety Procedures

To support safe arrival and dismissal:

- Students should not be dropped off before 7:30 a.m. unless supervised programs are available
- Students should enter and exit vehicles from the curbside only
- Students should not cross traffic independently in the parking lot
- Families should follow the established traffic flow and staff directions.

To help traffic move efficiently:

- Pull vehicles forward as space becomes available
- Avoid stopping directly in front of the entrance steps whenever possible

These procedures help improve traffic flow and support student safety.

School Breakfast & Lunch Program

Meal Service Information

Breakfast and lunch are available daily for BPS students.

Serving Times

- Breakfast: 7:35-8:00 a.m.
- Lunch: Begins at 10:45 a.m. in grade-level order

On two-hour delay days, a simplified breakfast menu may be served. Breakfast will also be available for students arriving on late buses.

Meal Accounts, Payments & Costs

BPS uses a computerized meal account system.

Families may:

- Send cash or check payments to school
- Make electronic payments through the corporation-approved online payment system, Meal Magic Family Portal, located on the BCSC website

Meal account balances are monitored electronically, and families may receive notifications regarding low or negative balances. Notices may also be printed weekly and sent home with students.

All cafeteria purchases should be prepaid whenever possible.

Students with negative meal balances:

- May still receive a school meal
- May not charge additional “à la carte” items, including extra snacks or drinks

Families will be notified regarding low or negative balances. Outstanding balances may result in additional collection procedures in accordance with corporation guidelines.

All meal accounts should be settled by the end of the school year.

Meal and milk prices may change throughout the school year. Families will be notified of updated pricing through back-to-school information and school communication.

BPS cafeteria meals are designed to provide balanced and nutritious options for students.

- Preschool and Kindergarten students receive all menu items as part of their meal, and are encouraged to try a variety of foods
- White and chocolate milk are available daily
- Students bringing lunch from home may purchase milk
- Additional milk, juice, or approved snack items may be available for purchase
- First and second grade students may also have a daily box lunch option available

Free & Reduced Breakfast/Lunch

Free or reduced-price meals are available for families who qualify under federal guidelines.

Applications are available:

- During enrollment
- In back-to-school materials
- Through the school office at any time during the school year
- Online during registration

Eligibility begins only after official approval has been communicated.

Families are responsible for meal charges accumulated prior to approval.

Families must notify the school if household income changes significantly during the school year, as required by state and federal guidelines. Additionally, the state requires that the school make a periodic verification of the information given on the form.

Additional milk, juice, snack items, or other “à la carte” purchases are separate charges and are not included as part of the free or reduced meal benefits.

Lunch Expectations & Visitors

Due to limited seating and supervision needs, lunch periods are generally closed to visitors.

Exceptions may be made for:

- School programs
- Grade-level events
- Approved volunteers assisting with supervision

To support student safety and minimize disruptions:

- Fast food meals should not be brought into the cafeteria
- Carbonated beverages and soft drinks are not permitted during lunch

Families are encouraged to send balanced and nutritious meals when packing lunches from home.

Food Allergy Substitutions

If a student requires a meal substitution due to a food allergy or medical condition, written documentation from a physician may be required in accordance with state and federal regulations.

Please contact the school nurse or cafeteria staff with questions regarding meal accommodations or substitute products.

School Operations

Closings & Delays

School officials will make the decision concerning closing as early as possible. Decisions are made one day at a time. Families should monitor 103.9 WRBI or visit www.wrbi.com for official information regarding school closings and delays.

Two Hour Delay:

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

- Starting Time - 10:00 a.m.
- Lunch - Regular schedule
- Dismissal - 3:00 p.m.
- 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.

Safety Drills

BPS conducts required safety drills throughout the school year in accordance with Indiana law and BCSC procedures. Drills may include fire, severe weather, evacuation, armed intruder drills, and other school safety exercises. Students are expected to follow staff directions during all drills to help maintain a safe environment.

The purpose of safety drills is to help students and staff prepare for emergencies and respond appropriately in a variety of situations. To support student safety and preparedness, some drills may be announced in advance while others may occur without prior notice.

Batesville Community School Corporation will conduct an Armed Intruder Drill (IC 20-34-3-20) within the first ninety (90) days of school. This drill does not use sensory components or activities during the course of the exercise.

PTO

BPS has an active Parent Teacher Organization (PTO) that supports students, staff, and school programs throughout the year. The PTO sponsors activities such as:

- Field trips
- Reading programs
- Volunteer opportunities
- Special school events and activities

The PTO also provides opportunities for families and staff to work together in support of the school community. Parents/guardians are encouraged to join the PTO and participate in its activities and events.

Pictures

Individual student pictures will be taken early in the school year. 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). BPS discourages visitors from taking pictures and posting those pictures on the internet, social media, and other forms of communication. BPS 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 BPS.

Asbestos Notification

BPS is free of asbestos materials, and there is no threat to the environment. Additional information is available on the corporation website.

Enrollment & Student Records

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 and September and desire to have early entrance into kindergarten for their child should contact school to discuss the Early Entrance Policy with the school administration.

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

- Birth Certificate
- Home address, telephone number, emergency numbers, etc.
- Health information including up-to-date immunization records
- Custody information: copy of divorce papers for verification

Transfer pupils shall furnish the school with the following:

- Present address, telephone number, emergency numbers, etc.
- Birth date, birth certificate (if this is the first time to enroll in our district)
- Report card, transfer letter, or other school form indicating previous enrollment (if applicable)
- Health care information including present immunization status
- Custody information; copy of divorce papers for verification

Transfer Students:

If you are interested in transferring to BPS, parents should contact our district office to schedule a meeting for information and enrollment forms. Forms must be completed and submitted by 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, and return all books and property belonging to the school
3. Complete a Withdrawal Form and report new home address and name / location of new school, if available.

Address or Telephone Number Change

If a student's address or telephone number is changed during the school year, parents must notify the school office immediately to be able to locate you in the event of an emergency.

Custodial / Non-Custodial Parent

At BPS, 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 and your child. If your family is experiencing change, it is beneficial to inform your child's teacher with a general statement of awareness of possible changes with your child.

In a custody situation, it is very important to provide a copy of the court records stating the custody of the 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, BPS will 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, a copy of that decree is required to be provided to the school office.

Policies & Legal Information

Reporting Abuse & Neglect

Under Indiana law, school staff members are required to report suspected abuse or neglect to the Indiana Department of Child Services (DCS). Reports made in good faith are protected under state law.

Search & Seizure

BCSC reserves the right to search student property, lockers, desks, and other school-related areas when there is reasonable concern regarding safety, prohibited items, or violations of school rules or laws. Searches will be conducted in accordance with corporation policy and applicable law.

Directory Information

Pursuant to BCSC Policy 8330, Batesville Community School Corporation (BCSC) intends to make available, upon request, certain information known as "directory information." The Board designates the following as student directory information: a student's name; date of birth; photograph; major field of study; grade level; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; and scholarships.

Directory information, including student photographs, may be used by the Corporation in school publications, yearbooks, recognition programs, the Corporation website, and official Corporation social media accounts, as well as released to outside organizations as permitted by law and Board policy.

Parents and eligible students may refuse to allow the Corporation to disclose any or all directory information by providing written notification to the School Office. Requests to withhold directory information must be submitted in writing and will remain in effect until the end of the school year.

Anti-Harassment / Sexual Harassment

BCSC is committed to providing a safe and respectful learning environment free from harassment and discrimination.

Harassment, including sexual harassment, is prohibited and will be addressed in accordance with corporation policy and state/federal law.

Students, families, or staff members who believe harassment or discrimination has occurred should report concerns to school administration or a corporation compliance officer.

Additional information regarding Anti-Harassment Policy 5517 is available on the BCSC website.

Anti-Harassment Compliance Officer

Greg Ehrman

Director of Transportation

(812) 934-2194

gehrman@batesville.k12.in.us

Returned Checks

A returned check fee may be charged for checks returned due to insufficient funds.

Questions, Concerns, & Complaints

Families are encouraged to communicate directly with the staff member involved whenever possible. If concerns are not resolved, parents/guardians may contact school administration for additional assistance.

Questions not addressed in this handbook may also be directed to the BPS office.

Appendices

Appendix I - BCSC Policy 5600 - 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. confirm 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 of 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 of older, will be provided a form which is to be signed and returned to the school principal confirming that that 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 II - iPad Guidelines

Purpose of Student Devices

Batesville Primary School is a 1:1 learning environment. Each student is provided with an iPad to support learning, creativity, and communication. Student devices are intended for educational use and are an important part of the learning experience at BPS.

Student Responsibilities

Students are expected to:

- Bring their iPad to school each day, fully charged
- Use the iPad for school-related purposes only
- Follow all directions given by school staff
- Take care of the device and handle it responsibly
- Keep food and drinks away from the device
- Report any damage or concerns to a staff member immediately

Appropriate Use

Students will:

- Use approved apps, websites, and programs for learning
- Stay on assigned tasks during instructional time
- Respect the privacy and work of others
- Communicate appropriately when using digital tools

Inappropriate Use

Examples of inappropriate use include, but are not limited to:

- Accessing non-educational or inappropriate content
- Searching for or viewing unsafe or prohibited material
- Using the device to distract from learning
- Recording, photographing, or sharing others without permission
- Attempting to change settings, bypass filters, or misuse the device
- Damaging or misusing the device

Monitoring and Safety

BPS monitors student device use to help ensure a safe and appropriate learning environment.

Students should understand that:

- Device activity may be reviewed by school staff
- Internet use is filtered and monitored
- School rules apply to all digital activity

Consequences for Misuse

Misuse of a school-issued device will be addressed using the school's Student Behavior & Support System.

Responses may include:

- Reteaching and redirection
- Temporary loss of device privileges

- Parent/guardian communication
- Additional consequences as determined by administration

More serious or repeated misuse may result in increased consequences.

Care and Responsibility

Students are responsible for the care of their device.

- Devices should be kept in a safe location when not in use
- Students should carry the device carefully with two hands
- Devices should not be left unattended

Families may be responsible for damage caused by misuse or neglect, as determined by school policy.

Use at Home (if applicable)

When devices are sent home:

- Students are expected to follow the same rules as at school
- Parents/guardians are encouraged to monitor device use
- Devices should be used only for school-related purposes

Partnership with Families

We believe that responsible technology use is a shared responsibility.

Families can support by:

- Talking with their child about appropriate use
- Monitoring device use at home
- Reinforcing school expectations

Additional Information

For more detailed information regarding acceptable use, families may refer to Batesville Community School Corporation policies and resources available on the corporation website.

Appendix III - 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, 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. Also, at 5 days absent, contact will be made with parents/guardians to verbally discuss their child's attendance. 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) 934-4509 by 9:00 am.
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 BPS 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 8:05 am.
2. A student will be counted tardy if he/she arrives in his classroom after 8:05 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. At 5 days absent, contact will be made with parents/guardians to discuss their child's attendance.
3. An administrator may make contact at 8 or more absences/tardies.
4. 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.
5. 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)
 - Noon detention
 - 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

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."

Appendix IV - BCSC K-5 Recess & Outdoor PE Activity Guidelines



BATESVILLE
COMMUNITY
SCHOOL CORPORATION

P.O. Box 121, 626 North Huntersville Road, Batesville, IN 47006 batesvilleinschools.com T: 812-934-2194 F: 812-933-0833

For all weather guidelines, BCSC will reference the Indiana Department of Health Daily Weather Watch for Early Childhood & K-12 Education to base their decision on indoor/outdoor activities including recess.

These guidelines can be found at https://www.in.gov/health/files/23_-Weather-Watch.pdf

Hot Weather Guidelines (Utilize The Weather Channel App first, then <https://weather.com>)

1. Watch for signs of overheating or heat exhaustion (30 minutes for recess is an acceptable time, but require students to drink water before and after recess).
2. Plan for less vigorous physical activity after mid-day.
3. Generally speaking, we will follow the chart below based on the Heat Index. We will monitor the temperature and humidity, and make adjustments as needed:
 - a. We will start monitoring when the Heat Index reaches the yellow color (caution) below. May go out if the Heat Index is 94 or below. Indoor recess will most likely occur once the Heat Index reaches 95 or higher. Depending on wind, cloud cover, and humidity, there may be some discretion between “feels like” 95-97. During these temperatures, the Principal or Assistant Principal will determine if outdoor activities can occur. We will never go outside for long periods for any strenuous activity when the temperature “feels like” 98 or above. This decision will occur in real-time as morning recesses may be fine.
 - b. Playground equipment will be monitored to ensure equipment is not extremely hot to the touch.
 - c. We will also monitor Heat Advisors issued.

Heat Index Chart (in Fahrenheit %)

Air Temperature (F)	40	45	50	55	60	65	70	75	80	85	90	95	100
	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100
	90	91	93	95	97	100	103	105	109	113	117	122	127
	94	97	100	103	106	110	114	119	124	129	135		
	100	109	114	118	124	129	130						
104	119	124	131	137									

Relative Humidity (Percent)

Cold Weather Guidelines (Utilize The Weather Channel App first, then <https://weather.com>)

1. Students should always wear proper headwear, gloves, and proper jackets.coats.
2. Generally speaking, we will follow the plan below based on temperature, feedback, and flexibility:
 - a. 26 degrees and above (actual temperature) or “feels like” 26 degrees or above - Full outdoor recess. *Please monitor students and the wind.*
 - b. “Feels like” 20 degrees or “feels like” 25 degrees - Indoor recess. During these temperatures, the Principal or Assistant Principal will determine if outdoor activities can occur.
 - c. “Feels like” 19 degrees or below - Indoor recess, no exceptions.
 - d. If there is any ice, snow, or severe inclement weather, we will be indoors.

Wind-Chill Factor Chart (in Fahrenheit)

Air Temperature		Calm	5	10	15	20	25	30	35	40
	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43
Wind speed in mph										