



## 2024-2025 Parent/Student Handbook

### Batesville Community School Corporation Vision

Together We Empower All Students to Believe in Better

### Mission

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

### BPS Motto

Be Responsible. Be Respectful. Be Safe.

### Phone Numbers

**Principal:** Brad Stoneking (812) 934-4509

**Assistant Principal:** Suzanne Kunkel (812) 934-4509

**School Counselor:** Claire Porter (812) 934-4509

**School Resource Officer:** Austin Gross (812) 934-4384

**Superintendent:** Paul Ketcham (812) 934-2194

**Director of Special Education:** Hillary Timonera (812) 934-5701

**Director of Transportation:** Greg Ehrman (812) 934-2194

**Director of Operations:** Tim Hunter (812) 934-2194

**Director of Health & Wellness:** Carli Weiler (812) 934-5175

### Daily Schedule

7:30 - 8:00 a.m. Buses Arrive/Breakfast

8:00 a.m. School Day Begins

3:00 p.m. Dismissal

4:00 p.m. Office & Front Doors Closed

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

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## **BPS PROGRAMS**

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

- Listen to stories being read aloud
- Learn proper book care, the parts of a book, and about different genres of books
- Be introduced to different areas of the library and library organization
- Engage in lessons covering the digital citizenship and computer science standards
- Participate in special activities such as guest readers, author/illustrator visits, and book fairs
- Learn to use technological resources for academic purposes
- Participate in Young Hoosier Book Award voting
- Reinforce skills being taught in the classroom

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

**Speech and Language** - Speech-Language Pathologists meet regularly with BPS students Pre-School - 2nd grade who have been identified as having speech and language delays that negatively affect a student's academic performance. If you feel your child might qualify for speech services and he/she is not presently being serviced, please consult with your child's teacher. Speech-Language Pathologists may complete brief classroom screens at the request of the parent and/or teacher. Signed parent permission is received prior to the screening.

**Hearing** - A hearing screening will be conducted for first grade students. Results will be reported to the school nurse. Screenings can be completed at other grade levels upon request. Please contact your child's teacher if you have concerns.

**High Ability Program** - 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.

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

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

**Title I** - Title I is a federal program that provides supplementary funding to improve academic achievement for students who qualify for services based on academic performance. Throughout the school year, all K-2 BPS students are tested using mClass standardized assessments. Students who score below expected levels qualify for Title I services and receive additional reading instruction four times a week.

## **SPECIAL EDUCATION**

**Special Education** - Student programs for developmental delay, specific learning disability, mild cognitive disability, moderate cognitive disability, emotional disability, speech / language impairment, visual impairment and deaf or hard of hearing are offered. The Batesville Community School Corporation conducts all special education evaluations and testing as part of the Batesville Community School Corporation Special Education Department. Data is reviewed to determine if a referral for a special education program should be discussed. After individual testing through BCSC, placement in a special education program is determined by criteria set in State and Federal guidelines and only with parental permission.

**Developmental Preschool** - BPS has a developmental preschool class, which meets for approximately 2 ½ hours per day following the corporation school calendar. Morning Developmental Preschool is not offered when BCSC observes a two-hour delay schedule. Enrollment for this program is based on children who are three to five years of age and have been evaluated for developmental delays. Children must be tested and qualify according to State standards. If you think your child may be a candidate for this program, please contact Suzanne Kunkel, Assistant Principal.

**Section 504** - Section 504 of the Rehabilitation Act of 1973 is a plan developed to ensure that a child who has a disability identified under the law and is attending an elementary or secondary educational institution receives accommodations that will ensure their academic success and access to the learning environment.

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

**Family Educational Rights and Privacy Act (FERPA)**- The Family Educational Rights and Privacy Act also specifies rights related to educational records. Each parent and student, age eighteen (18) or older, has the right to inspect and review the student's education records.

### PTO

The Primary School has an active Parent Teacher Organization (PTO). The primary function of this organized parent volunteer program is to provide better understanding between parents and teachers. They conduct scheduled meetings one time per month. They sponsor field trips, fund reading programs, do volunteer work within the classrooms and assist with many special programs. Parents are encouraged to join the PTO and become active in its functions.

### SCHOOL PICTURES/PICTURE MEDIA PUBLICATION

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). Batesville Primary School discourages visitors from taking pictures and posting those pictures on the internet, social media, and other forms of communication. Batesville Primary School does not assume responsibility for visitors and the pictures that they take. We do ask that specific student information not be shared with individuals outside of Batesville Primary School.

### STUDENT ACADEMIC PROGRESS

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

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, Handwriting, Citizenship, Work Habits**

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

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

To access the PowerSchool Parent website, go to [powerschool.batesville.k12.in.us](http://powerschool.batesville.k12.in.us) and log in. Username and password will be distributed to parents at the beginning of the school year. Please contact the office if you need your username and password.

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

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

## **KEY STUDENT INFORMATION**

### **Enrollment**

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

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

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

**Transfer pupils shall furnish the school with the following:**

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

### **Transfer Students**

If you are interested in transferring to Batesville Primary School, 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 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 Batesville Primary School, your child's education is of utmost importance. We realize that there are times in life when

family situations change. Those times are difficult for you and your child. If your family is experiencing change, it is beneficial to inform your child's teacher with a general statement for 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 a child. A school shall grant the non-custodial parent the same access to the child's education record that the school grants to the custodial parent unless a court order provides otherwise. Upon request, 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.

### **Reporting Abuse/Neglect**

All staff members are obligated by Indiana State Law to report any concern of abuse or neglect to the Division of Child Services. Reporting in good faith frees the staff member from any liability if the report proves to be unfounded.

### **Immunization**

Parents of all children enrolled in school must furnish the school with a written statement of the child's immunizations. All required immunizations need to be up-to-date no later than the child's first day of school unless such a statement is submitted for file.

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

1. The school gives the parents of the child a waiver;
2. The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances, and that the required immunizations will not be completed before the first day of school. In such case, the parent must furnish this written statement and a time schedule approved by a physician or local health department for the completion of the remainder of the immunizations; or
3. If a parent objects to their child undergoing immunizations on religious grounds, the parent must state **in writing** their objection(s) yearly, sign it and give it to the principal/school nurse.

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

### **Student Dress**

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

Flip flop shoes can become a safety hazard and are not allowed on the playground equipment. Shoes utilizing wheels are not allowed. Suitable clothing and shoes should be worn to match the weather. Please use common sense when dressing your child for school and keep in mind that the BPS playground tends to be very windy and is generally colder than other places around town. The school will set specific parameters when determining if students will go outside or stay inside for recess on cold weather days.

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

### **Telephone Use**

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

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

### **Birthday Parties**

Birthdays are celebrated once a month with a special school-wide birthday lunch for anyone whose birthday/summer half-birthday occurs during that month. Since we have these celebrations, we do not permit individual birthday parties or student birthday treats at school. It is not the school's position to manage external personal events like birthday parties. Birthday party invitations may be permitted only for individual homerooms if all students in that homeroom receive an

invitation. The school is legally not permitted to share demographic and contact information of students or parents with any other families. **Birthday flowers and balloons will not be sent to a student's room until the end of the day. If you send any of these items to your child you will need to make arrangements for him/her to be a car rider that day. These items cannot be taken on the school bus.**

### **Positive Behavior Intervention Supports:**

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

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

### **The main components of PBIS include:**

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

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

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

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

Teachers will share and review the school expectations multiple times throughout the year, emphasizing what it looks like to be responsible, respectful and safe at specific places throughout the school. If a child is struggling to practice appropriate school expectations to be responsible, respectful and safe, that student may be given a Red Dojo, which does not earn a Dojo Point. If a student receives 3 or more Red Dojo's in one day, that student will walk for 5 minutes at the next noon recess. Students that have repeated misbehavior or have any major issues during the week, the office will be notified for an "office referral" and the situation will be communicated to parents via dojo.

## **SCHOOL BREAKFAST / LUNCH PROGRAM**

Breakfast and lunch programs are offered for Batesville Primary School children. The breakfast serving time is from 7:35 - 8:00 a.m. Thirty minute lunch times are in grade level order beginning at 10:45a.m. Children who qualify for free or reduced priced school lunches also qualify for free or reduced priced breakfast meals.

Our school lunch program is computerized. Parents may send cash or check payment to deposit at school or they may enroll their child in electronic payments in "Meal Magic" accessible from the school website (Meal Magic Family Portal) The automated Meal Magic system will notify parents of any outstanding negative balance or low balance in the student's lunch / meal account. It works like a checking account; the child deposits a sum of money and it is recorded on his/her computer account. The child fills out a deposit slip and will be given a carbon copy to take home. Each child will do a finger scan for their breakfast and / or lunch meal. This finger scan is done at the end of the serving line in the cafeteria when the child wants to make a purchase and the amount of the meal or the item is automatically deducted from his/her account. The scan is associated with the Meal Magic system and is only connected to the Meal Magic system for as long as the student remains in the Batesville Community Schools. Lunch money can be sent to school by the week, the month, or a "lump sum" check (as an example, a check for \$ 25.00). It will also be possible for a family to write one check for all of their children rather than having to send in separate amounts. This should make the process easier for both parents and school.

When a child's account is below \$10.00, the child will be given a paper notice showing how much money is left in the account. These notices are printed and sent home weekly.

### **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) which include snack milk and a snack extra entrees.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal, as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service director or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated Meal Magic system will notify parents every week of any outstanding negative balance or low balance in the student's lunch/meal account. The food service director or other school personnel will also send home letters each month to parents of students who carry negative balances greater than \$25.
- All accounts must be settled at the end of the school year. Letters or email notification will be sent home approximately 14 days before the end of the school year to students who have any negative balances. Negative balances of more than \$50 not paid in full within ten days of the conclusion of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
- Within 10 days of a student graduating or withdrawing from the Corporation with a balance of \$5 or more left in their lunch/meal food service account, a request may be made to transfer the funds to another student or to receive a refund. If no request is received within 10 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the Cafeteria Operating Fund.

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

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

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

Due to confined seating, our lunches are considered closed and we will not be able to accept visitors during lunch times. The only exception that will be made is for grade level or school-wide programs or if we ask visitors to come in to assist with the supervision of students. This process also minimizes distractions assisting our staff with adequate supervision in order to keep all students safe during times while eating. Our recesses are considered closed to all visitors in order to create the safest and most manageable environment for our students and staff.

*Please Note:* Do not send or bring in **fast food lunches** or **carbonated beverages** to be eaten in the cafeteria. No soft drinks are allowed in the cafeteria at lunchtime. Please do not pack a soft drink in your child's lunch. We are



trying to teach the children good nutrition as part of our lunch program and these items do not provide a balanced lunch.

#### Free & Reduced Breakfast/Lunch

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

Morning or afternoon milk/juice and any extra items at lunchtime are additional charges and must be paid for by the parents.

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

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

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

#### **Breakfast on a Two-Hour Delay Day**

There will be a simple breakfast on delay days.

#### **Breakfast and Late Buses**

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

## **STUDENT TRANSPORTATION**

### **School Bus Transportation Rules:**

#### Our Philosophy:

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

#### Our Bus Rules:

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

Under normal circumstances, if a student chooses to break a rule, the progressive discipline policy below will be followed: 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 assistant principal, and Director of Transportation by Bus Conduct Report.

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

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

### **Serious Violations:**

Some types of inappropriate behavior will require by-passing the progressive discipline procedure described above and result in an automatic suspension of bus privileges. Serious violations include, but are not limited to, the following:

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

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

### **Bus Transportation Information**

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

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

**A note from parents must be given to the teacher and the bus driver before your child will be allowed to change buses or bus stops. Please include the name and address for where your child is going so the bus driver can be certain to know where to have your child get off the bus. If a parent is picking up a child who normally rides a bus, please send a note to the teacher. Otherwise, we'll put the child on the bus to go home in the usual manner. Young children often forget directions or get confused, so a note ensures safe delivery of your child.** Sometimes the decision to pick up a child occurs just moments before dismissal. Please check in at the office and the receptionist will contact the classroom; DO NOT go to the classroom without permission from the office. If the students have already "headed" for the buses, the receptionist will page the student to the office for pick-up. Bus supervisors are instructed not to allow a child to leave a bus line to go with any adult. Please check in at the office to have students leave the bus line for parent pick-up.

The school buses are equipped with audio / video monitoring devices. The purpose of such monitoring is the pursuit of safety, security and discipline on the buses.

### **Late Buses**

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

### **Bus Concerns**

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

### **Student Drop-Off**

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

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

At arrival and at the end of the school day, please pick up your child in the front of the school. For safety, we do not permit children to cross the flow of traffic to meet a parent in the parking lot. All children, unless accompanied by a parent

or other responsible adult, must exit and enter the vehicles at the curb. We ask that you follow the flow of traffic and **pull all the way forward to the end of the sidewalk** as the vehicle in front of you allows so that we can get as many cars as possible along the curb and not have gaps. By not stopping in front of the steps, you are assisting with a timelier release of students and helping to get cars off the highway.

## **HEALTH ISSUES**

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

### **Too sick for school?**

**FEVER:** temperature of 100 degrees or more

Students may not return to school until their temperature is under 100 degrees without medicine for the last 24 hours.

**VOMITING:** vomiting within 24 hours

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

**EYES:** thick mucus or pus draining from the eye or pink eye (conjunctivitis)

No return until 24 hours after beginning antibiotic eye drops

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

**SKIN:** unknown rashes or skin lesions (open sores)

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

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

### **Medication**

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

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

### **Proper Procedure for Medication Taken at School:**

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

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

well-being of the student.

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

given and the time this medication was last given. There are two ways a student may receive medication:

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

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

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

**Release of Medication:**

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

**Possession and Self-Administration of Medication permitted:**

According to state law IC 20-33-8-13 students with certain acute or chronic diseases can carry and self-administer their own medications. This is permitted only if the medication must be given on an emergency basis, and if a parent files an annual authorization, which includes a written statement from a physician stating that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication, the student has been instructed in how to self-administer the medication and the nature of the disease or medical condition requires emergency administration of the medication. The authorization and statement described must be filed annually with the student's principal or school nurse. If you have a question regarding a specific medical/medicine situation, please contact the school nurse. **First Aid:** All children are to come to the office with minor ailments &/or injuries. If any questions exist, the office will contact the parents. If parent contact is not possible, we will contact the persons listed under emergency on the registration sheet. Appropriate first aid steps will be taken to insure the well-being of the child.

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

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

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

## **Student Insurance**

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

## **RECESS INFORMATION**

### **Playground**

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

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

### **Playground Usage**

During school hours including Latchkey Afterschool Childcare hours, the playground is for BPS students only – not for the public. Visitors and parents are not permitted on the playground during school hours unless it is for an administrative approved reason. Preschool siblings are not allowed to play with the BPS students during recess times for safety reasons.

### **Toys**

Children are **NOT permitted** to bring toys, non-school electronic devices, trading cards, etc. to school with the exception of reward days or special class activity days. When permissible, items should be marked with the child's name. **The school is not responsible for damage to items.** Please do not send valuable items to school because they sometimes get lost or broken during recess. If an item is lost at school, the child should report the loss to the office and/or check the Lost & Found table.

## **DISCIPLINE AND SUPERVISION**

Students will be supervised by faculty and staff members throughout the school day. Children entering school come from a variety of home environments. In order to provide an environment conducive to learning and safety, all students should follow the school and classroom discipline plans. During the first week of school each teacher will discuss classroom expectations with his/her students. In order to accomplish the basic goals of education, teachers will expect students to know and follow all norms and rules to the best of their ability.

Class Dojo is an online behavior management system that encourages positive student behaviors. Children earn Dojo Points based on their choices throughout the day. Students will be recognized and earn Green Dojo points for their positive choices and behavior daily.

Teachers share and review the school expectations multiple times throughout the year, emphasizing what it looks like to be responsible, respectful and safe at specific places throughout the school. If a child is struggling to practice appropriate school expectations to be responsible, respectful and safe, that student may be given a Red Dojo, which does not earn a Dojo Point. If a student receives 3 or more Red Dojo's in one day, that student will walk for 5 minutes at the next recess. Students that have repeated misbehavior or have any major issues during the week, the office will be notified for an "office referral" and the situation will be communicated to parents via dojo. If behavior issues continue after several office referrals, other alternatives will be visited as possible options, such as a noon detention, after school detention, or creation of a behavior improvement plan for the individual student. Habitual Behavior - May result in in-school suspension or out of school suspension depending on the severity of the offense.

### **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 BCSC website. BPS administration receives daily

search information that is conducted on student iPads. If an inappropriate search is conducted, or if the student is not using the iPad for school-only purposes, then BPS administration may contact parents (by phone or Dojo message) and discuss the search of the device with the individual student. Not following the BCSC respectable use policy shall result in consequences. BPS administration understands that there are different levels of inappropriate iPad use and searches.

**Minor searches:**

First Offense – Warning.

Second Offense – Loss of iPad use for one day.

Third Offense and beyond – Loss of iPad use for 3 days and beyond determined appropriate by administration.

**Major searches** – (any search containing adult content or inappropriate language shall result in more severe consequences)

First offense – Noon detention

Second Offense – Noon detention and Loss of iPad use for one day

Third Offense – After school detention and Loss of iPad use for 3 days

Fourth Offense and beyond – After school detention and Loss of iPad use for a length of time determined appropriate by administration.

**Personal Communication Devices**

Batesville Primary 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. 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 and smartwatches (e.g., iPhone, Android devices, Apple devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

**Exclusions -- Handguns, Firearms and Deadly Weapons**

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

**White Out and Other Inhalants**

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

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

**VISITORS**

**CLASSROOM PARTIES/VOLUNTEERS/VISITORS**

Classroom parties at BPS are earned in order for a student to participate. If a student persistently disrupts and requires additional disciplinary action, he/she may be removed from participating in the classroom party. This includes, but is not limited to, Halloween Parties, Christmas Parties, 100th Day Parties, Valentine's Day Parties, or any other classroom event or party. Each grade level teaching team will ultimately decide if parties will be open to parents/guardians. Oftentimes, grade level teachers decide to have parties with no volunteers in order to create more flexibility regarding dates, times and activities. Generally speaking, the maximum number of volunteers for each individual party may not exceed four (4) per

classroom. Only the parent/guardian of a child may attend a party. All volunteers who are parents/guardians will be asked to work the party, help supervise students and assist with all activities. Volunteers are utilized for assisting the classroom teacher and are not necessarily participating in the party with their child. All pre-approved volunteers will be required to check-in at the front doors with office personnel prior to going to the classroom. Those who are not pre-approved will not be permitted to attend parties/events. Volunteers who are parents/guardians are not permitted to bring children to the party who are not school age. No food items are permitted to be brought in by students or families for any parties. Parents/guardians serving as volunteers will not be permitted to sign-out their students early from school following the party.

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

### **FIELD TRIPS/VOLUNTEERS**

Field trips at BPS are a privilege and are earned in order for a student to participate. 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 if he/she will more than likely not be able to make appropriate choices in an unfamiliar setting, then that student may not have the privilege of attending the field trip and will remain at school for that day. Instruction will be completed at school. Each grade level teaching team will ultimately decide if they will need to take volunteers on field trips. The maximum number of volunteers for each individual field trip will depend on the specific event and the supervision needs. Only the parent/guardian of a child may attend a field trip. All volunteers must complete an online background check through our corporation approved vendor at their own expense before serving as a chaperone on a field trip. The administration reserves the right to deny attendance to anyone they determine based on the background check or other considerations. Teachers will send letters and permission slips with a date due. Permission will not be granted after the due date. Volunteers who are parents/guardians are not permitted to bring children to the field trip who are not school age. All pre-approved volunteers may be required to check-in at the front doors with office personnel prior to going to the classroom or may have to sign-off on their name. Those who are not pre-approved will not be permitted to attend parties/events. Parents/guardians serving as volunteers will not be permitted to sign-out their students early from school following the party.

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

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

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

#### **Outside Visitors**

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

### **SCHOOL CLOSING AND SCHOOL DELAYS**

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

**Two Hour Delay:**

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

**Starting Time 10:00 AM**

**Lunch Regular schedule**

**Dismissal 3:00 PM**

**Morning Developmental Preschool Not in Attendance**

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

### **RETURNED CHECKS**

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

### **NONDISCRIMINATION**

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

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

### **SEARCH AND SEIZURE**

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

### **EDUCATIONAL RECORDS**

Parents have a right to examine their child's confidential records under the BCSC policy 6.0-19.

### **SEXUAL HARASSMENT**

Please read the Batesville Community Schools' Sexual Harassment policy (5517 - **ANTI-HARASSMENT**) on our corporation website. If you have questions and if you feel a violation has occurred, please contact the principal/assistant principal.

**Anti-Harassment Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation. They are hereinafter referred to as the "Compliance Officers".

Greg Ehrman  
Director of Transportation  
812-934-2194  
gehrman@batesville.k12.in.us



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

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

The Compliance Officers will be available during regular school/work hours to discuss concerns related to "unlawful harassment" (see definition on page 1), to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment (see definition on page 1) of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Corporation intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or his/her designee to conduct an investigation following all the

## **COMPLAINTS AND/OR SUGGESTIONS**

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

## **APPENDIX**

### **APPENDIX I** BATESVILLE PRIMARY SCHOOL PBIS Adopted 2013

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

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

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

The main components of PBIS include:

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

We will use an app called Class Dojo to communicate.

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

Students will be recognized and earn Green Dojo points for their positive choices and behavior daily. At the end of the

week, their accumulated Class Dojo Points will be transferred to Bulldog Bucks and the children will have the opportunity to spend their earnings at the PBIS Store every other Friday. Items to choose from are fun coupons, as well as items such as pencils, stickers, books, notepads, etc.

## **Batesville Primary School Student Behavior Expectations**

Voice Levels:

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

### **BE RESPONSIBLE**

Hallway – Level 0

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

Bathroom – Level 1

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

Playground – Level 3

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

Indoor Recess – Level 2

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

Cafeteria – Level 2

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

Bus Line – Level 2

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

Assemblies – Varied

- Be a good listener.
- Follow adult directions.

Announcements – Level 2

- Use quiet conversation voice when speaking.

Buses – Level 2

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

Car Dismissal – Level 2

- Follow adult directions.

Classroom – Varied

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

iPad Expectations – Varied

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

## **BE RESPECTFUL**

### Hallway–Level 0

- Walk Silently.
- Greatadultspolitely.
- Use kind words.

### Bathroom – Level 1

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

### Playground – Level 3

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

### Indoor Recess – Level 2

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

### Cafeteria – Level 2

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

### Bus Line – Level 2

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

### Assemblies – Varied

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

### Announcements–Level 2

- Say The Pledge Respectfully.
- Use kind words.

### Buses – Level 2

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

### Car Dismissal – Level 2

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

### Classroom – Varied

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

### iPad Expectations – Varied

- Keep your iPad clean.
- Tell your teacher when the battery charge is less than 30%.

## **BE SAFE**

### Hallway – Level 0

- Keep hands, feet, and body to yourself.

### Bathroom – Level 2

- Keep water off the floor.

### Playground – Level 3

- Run only in grass.
- Walk in all other areas.
- Use equipment correctly.

- Stay away from unfamiliar people and animals.

#### Indoor Recess – Level 2

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

#### Cafeteria – Level 2

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

#### Bus Line – Level 2

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

#### Assemblies – Varied

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

#### Announcements – Level 2

- Walk to and from classroom/office.

#### Buses – Level 2

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

#### Car Dismissal – Level 2

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

#### Classroom – Varied

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

#### iPad Expectations – Varied

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

**POSITIVE BEHAVIOR REWARDS** - To recognize children for being responsible, respectful and safe, there will be monthly rewards and/or quarterly rewards. Students who have not demonstrated severe behaviors, have not earned multiple office referrals, detentions, in or out of school suspensions or bus suspensions will be able to participate in the reward opportunities throughout the school year.

#### **HABITUAL BEHAVIOR**

Habitual Behavior - May result in in-school suspension or out of school suspension depending on the severity of the offense. Students that are habitual offenders will need to conference with the teacher, the school principal and/or assistant principal and the parents to analyze why the same behaviors keep occurring. The team of conference participants will work out a plan to help correct this behavior and break the pattern of inappropriate actions.

#### **SEVERE BEHAVIOR**

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

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

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

Consequences are as follows:

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

**2nd offense and beyond** - Conference with parent(s), child, principal, and/or teachers and appropriate action will be taken (possible behavior intervention plan).

Appropriate action may include one or more of the following:

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

### **ILLEGAL POSSESSION**

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

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

### **REPEAT OFFENDERS:**

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

## **APPENDIX II STUDENT DISCIPLINE**

Batesville Community School Corporation Policy 5600

Revised: 8-19-96

Updated 7-18-05

Updated 6-9-17

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

- A. the best discipline is self-imposed;
- B. students should learn to assume responsibility for their own behavior and the consequences of their actions.

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

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;

- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

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

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

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

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

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

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

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

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

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

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

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made. I.C. 20-33-8-1 et seq.

**APPENDIX III  
BATESVILLE PRIMARY SCHOOL  
ATTENDANCE AND TARDY POLICY**

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

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

All absences that are not considered unlimited days will be classified as “limited 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 eight 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 plan which notifies all parties of the consequences of any further absences from school. Section E below may be followed once the student reaches his/her 10th absence or tardy.

**Student/Parent Responsibilities**

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

**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 & 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) ●
  - 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 ●
 If the plan 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 x**

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."