

# 2014-2015

## MT. HEALTHY ELEMENTARY SCHOOL STUDENT HANDBOOK

### Vision Statement

Mt. Healthy Elementary School provides a safe learning environment in which each student develops intellectually, socially, physically, and emotionally to his or her fullest potential. Within this learning environment, each student becomes a responsible, contributing member of society.



**MT. HEALTHY ELEMENTARY SCHOOL**  
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## **BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION MISSION STATEMENT**

Deeper Learning is our individualized approach for preparing all learners to succeed in a competitive global economy and democratic society and to tackle the complex issues they will encounter.

## **BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION VISION STATEMENT**

BCSC demonstrates a community commitment to deeper learning for one...and all.

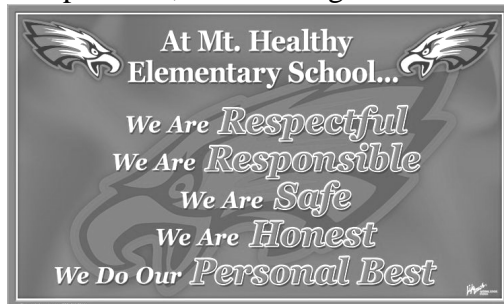
## **BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION HIGH EXPECTATION OBJECTIVES**

BCSC will ensure a balanced, intentional and forward looking approach to meet the following objectives:

- ▶ Enable achievement of core academic knowledge and varied levels of critical thinking
- ▶ Advance a deep community commitment to all learners' health, personal and academic success
- ▶ Provide multiple pathways that intellectually engage all learners
- ▶ Promote and support modern, collaborative learning environments
- ▶ Foster multiple perspectives to develop global citizens
- ▶ Provide a welcoming and diverse learning culture of respect, fairness and trust
- ▶ Cultivate a commitment to a life-long learning process for all

## **MT. HEALTHY ELEMENTARY SCHOOL VISION STATEMENT**

Mt. Healthy Elementary School provides a safe learning environment in which each student develops intellectually, socially, physically, and emotionally to his or her fullest potential. Within this learning environment, each student becomes a responsible, contributing member of society.



## **GOALS**

- Students who take the ISTEP+ test will meet or exceed the Indiana performance standard in all areas
- Mt. Healthy will meet all performance, participation, and attendance targets for overall student population and subgroups to attain AYP status
- Differences in student achievement are not apparent when academic performance indicators are disaggregated by ethnicity, gender, or socio-economic status and special education based on percent passing ISTEP+ LA/Math/Science
- Mt. Healthy will be recognized as an “A” school in the state of Indiana
- Procure resources from community, foundation, state, or other grants
- Spend supplemental funds allocated to Mt. Healthy Elementary School to support our school’s strategic plan
- Mt. Healthy will maintain a positive, safe, and healthy school environment
- Increase percentage of students with learning differences passing ISTEP+ LA/Math/Science
- Enhance, Improve, and Increase student performance in academics and behavior

## ARRIVAL/DISMISSAL:

- Early arrivals are to stay at the front entrance until 7:55 a.m. Students are not supervised prior to 7:40 a.m.; the parent assumes responsibility if the student arrives at school before 7:40 a.m.
- Upon entering the building, students should report to their homeroom.
- **Students are considered tardy if the student is not in his classroom by 8:10 a.m.**
- BCSC offers a before and after-school supervision and enrichment program called i-Care at Mt. Healthy. This is a fee-based service with a limited number of scholarships available. I-Care may be provided in the morning between 6:30 AM and the beginning of school. I-Care will be provided after school until 6:00 PM. Call Kate Garrity at (418-0924) for additional information about services and charges.
- A note is to be written to your child's teacher if your child
  - Is NOT to ride his/her bus in the afternoon.
  - Is riding a different bus in the afternoon.
  - Is being picked up by parent/someone else or any change in routine.  
This note needs to be signed by the teacher and by the office staff.
- Teachers will lead students to the bus. Students must walk all the way to the bus. Students will not re-enter the school after dismissal.
- School Bus Rules are given to students riding buses the first day of each school year. Parents are asked to review these rules with their children. Consequences for continual violation of the rules will result in the student being denied bus-riding privileges.
- If you choose to drive your child to or from school, please observe the following guidelines:
  - All flowing car traffic is to be at the east end of the building by the gym and kindergarten area.
  - Morning drop-off 7:55 a.m.
  - Afternoon pick-up 2:45 p.m.
  - **You must park in the parking lot and not in front of the doors**
- If you have a transportation concern, please contact the Transportation Department at (812) 376-4246.
- In case of severe or inclement weather, parents will be notified of school closings by any of the several local radio stations. Should severe conditions develop during the school day, instructions concerning early dismissal will also be given over the local radio stations. If early dismissal is required, the school must have a phone number where someone may be reached, and your child must know where to go upon dismissal.

## CHANGE OF DISMISSAL PLANS:

All arrangements for after school must be made before the student arrives at school. Students are not allowed to use the phone for making after school arrangements. Students must go to their home after school unless there is a note from their parent/guardian stating that other arrangements have been made. Changes in the student's usual form of transportation must be in writing and signed by the parent/guardian. The note must be specific. EX: Johnny will be a car rider with Sally Smith...not be Johnny will go home with Sally. This note must be taken to the office to be stamped. If there is no note, the child will be dismissed from school in the usual manner. Parents should only call school in **emergency situations**. These emergency calls must be received before 2:00 p.m.

## ATTENDANCE:

Regular attendance is a very important factor in establishing a good educational foundation. Our goal at Mt. Healthy Elementary is to have a 97% or better attendance percentage for the entire year. **Prompt arrival is a must, and students should be in their classrooms ready to learn by 8:10 every morning.** Students arriving to the classroom after that time will be counted tardy.

Work missed through absence is difficult to make-up. There is no substitution for the actual participation in daily classroom discussion and work. A student will have the same number of days to complete missed work as the number of days of the excused absence.

We do not want children who are ill in the classroom. Fever, vomiting, and certain skin eruptions are illnesses that the State Board of Health does not permit in school. In cases of headaches and stomachaches, parents are asked to treat such symptoms at home before school and to send the student on to school. If other symptoms develop, the nurse will contact parents/guardians.

A summary of some of the most important school corporation attendance policies and procedures is printed here for you:

1. **Contact the school at 342-2463 before 9:00 AM on the day of any absence. If a phone call cannot be made, please send a note telling the reason for the absence on the day your child returns to school.**
2. If a parent wishes a child to be excused from school for “highly extenuating circumstances” or for participation in a non-school sponsored state, multi-state, or national competition, please obtain a special request form from the office. This request should be submitted two days before the absence.
3. If a child misses more than 5 days of school in a semester because of illness, a doctor’s statement will need to be provided to the school after any future absences.
4. Parents should pick up assignments during the period of a student’s absence. Assignments will be made available after 2:00 in the school office upon parent request. Students do not receive academic credit for work missed during an unexcused absence, but the work must be done so students will understand and be able to do the next assignments.
5. Medical and dental appointments during the school day must be confirmed by a doctor’s or dentist’s written excuse and returned to the school office.

**The Indiana State Law requires that schools initiate appropriate legal action for truancy and educational neglect.** Continued problems with absences, late arrivals, and early departures will be referred to the Bartholomew Consolidated School Corporation attendance officer and/or the Welfare Department for investigation.

### **HIGHLY EXTENUATING CIRCUMSTANCES**

In the event that your child must be away from school for any other reason than illness, you must fill out a highly extenuating circumstances form, which is available in the school office. Each form is reviewed, by the principal, for approval. Absences due to family vacations will not be approved. The attendance will indicate “Unexcused/Vacation.”

### **TARDIES**

It is imperative that children arrive at school on time. Important opening instructions concerning the day’s activities are presented early in the day. Tardiness disrupts your child’s education and the education of other students. Please help him/her avoid this problem. If a student arrives after the **8:10** a.m. tardy bell, he/she will be counted tardy and may be required to obtain a tardy slip from the office to be presented to the student’s teacher. Parents should notify the school by phone or written note when a child is late.

### **ATTEND**

ATTEND is a coalition of schools, law enforcement agencies, community organizations, community organizations, and service agencies in Bartholomew County. Their task is to respond to violations of BCSC’s attendance policy and the Indiana Compulsory Attendance Law (I.C. 20-8.1-3).

## EMERGENCY SCHOOL CLOSING

### **DO NOT CALL SCHOOL – CHECK THE BCSC WEBSITE:** [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us)

For the safety of the children during inclement weather, schools may be closed, dismiss early or have a two-hour delay in starting. Families should be prepared for any of these situations. The school will send home a form to complete regarding your emergency plan. These forms should be returned to your child's teacher.

**Children and staff must know the alternative plan for your child in case of an emergency school closing.** Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWVY (104.9 FM) AND WRZQ (107.3 FM). Parents are asked to listen to the radio for announcements; **do not call the school**. In case of a two-hour delay, school will begin at **10:10 a.m.** To receive a text alert, sign up via the link on BCSC's main website: e-alert subscription.

In the first quarter of school, an "Emergency Dismissal Plan" sheet will be sent home with each student. This is for a rare occasion that school may be released early. Please think about what your child would do should school be dismissed early. This may or may not be different than a usual dismissal day for your child. The sheet is to be filled out and returned to the teacher to keep on file for the school year. THANK YOU in advance for helping us do what is best for each student!

## **BUS SCHEDULES**

Check the BCSC website for latest bus information: [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us) Inclement weather such as snow, icy roads or other Local Weather Alerts may delay all buses. When this is the case, you can expect delays on most routes. If the reason for the delay is due to a serious problem while your child is on the bus, you will receive a phone call.

## **BEHAVIORAL EXPECTATIONS:**

### **PERSONAL APPEARANCE**

Students' dress and appearance are the responsibility of the parents. **It is not the school's intention to interfere with the prerogatives of students or parents yet, in the learning environment, it is understood that modesty, health, comfort, and the avoidance of distracting influences are vital.**

- ❖ Clothing should fit the students appropriately;
  - Shorts should be no shorter than fingertip length (mid-thigh);
  - Shorts or Pants with words on the seat are not permitted
  - Midriff or spaghetti strap shirts should not be worn;
  - Straps on tank tops should be 1 inch or wider;
  - Pants should fit around the waist and not bag excessively; Parents will be called to bring properly fitting clothes.
  - Pajamas are not permitted except on "special clothing days"
  - Painted or colored hair is strongly discouraged. This disrupts the learning environment.
- ❖ No clothing is allowed which promotes drugs, alcohol, tobacco, wrestling, or that is obscene in language or graphics;
- ❖ Hats and caps are permitted, but they must be worn outside the building except on "special clothing days";
- ❖ Gym shoes with built-in roller skates cannot be worn.

Students and parents are encouraged to listen to the weather forecast each morning and dress appropriately. Students do play outside all year except when it is extremely cold or wet. Students should dress appropriately for outside play

## **WHAT TO LEAVE AT HOME**

Anything not needed to promote the educational process, should be left at home; **iPods, MP3 players, CD's, cell phones, cameras, skateboards, electronic music devices, pets, knives, matches, lighters, electronic games, guns, card collections, etc.** Toys should not be brought to school without prior teacher permission.

Students are not to bring **candy or gum** to school. **Fireworks, tobacco products, alcohol and illegal drugs** violate state and local laws. Possession of said items, under any circumstances, will result in serious penalties. **Electronic paging devices or cellular telephones** used on school grounds during school hours in a situation not related to a school purpose or an educational function may also be grounds for suspension or expulsion from school. **Mt. Healthy is not responsible for lost or stolen items.**

## **TREATS AT SCHOOL**

For the safety and welfare of all children, treats for birthdays that are brought to school should be store purchased and individually wrapped. **Please contact your child's teacher before sending any treats to school.** The Food Services make available a birthday party package and pizza party package should you want to use this. You may call our cafeteria to find out details.

## **PETS**

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care and supervision of the animal.

## **CLUBS**

Students are not allowed to be involved in a group, club, or gang that uses or urges others to use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct that would disrupt the school. Also, students are not permitted to start clubs without an adult mentor/supervisor.

## **WEAPONS**

Students are not allowed to possess, handle, display, or use any object, which may be considered a weapon or used as a weapon.

## **BUS RULES**

Students living within the bus area must submit a note from their parent/guardian if they will not be using bus transportation. The supervisor of transportation can be reached at 376-4246 and is available to handle your concerns or questions regarding bus transportation.

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.

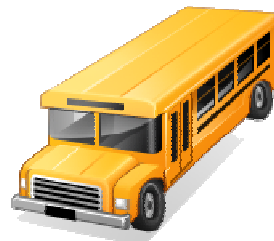
### **Before Bus Arrives**

1. Leave home on time each day.
2. If there are no sidewalks, walk facing traffic.
3. Arrive at bus stop 5 minutes prior to pick up time.
4. Wait off the roadway, not in the street.
5. Respect private property.

### **Boarding the Bus**

1. Wait for the bus to come to a full stop.
2. Be polite and take your turn getting on the bus.
3. Use the handrails.

### **Conduct on the Bus**



1. Go to straight to assigned seat and stay seated. Do not move around the bus while the bus is in motion. (Driver has the right to assign seats as he/she deems necessary.)
2. Do not distract the driver unless it is an emergency. (Drivers need to keep minds on driving and eyes on the road.)
3. Loud, profane language or yelling is not permitted. (Talk quietly so the driver can hear traffic sounds.)
4. Keep arms, feet and personal items out of the aisles, to yourself, and inside the bus.
5. Eating, drinks, and gum are not permitted.
6. Do not open or close windows without driver's permission.
7. Carry-on bags or personal items should not infringe on the space of others.
8. All toys, games, balls, or personal items should be kept inside a contained bag and are not for use on a bus. Electronic devices should not be taken on the bus.
9. Use of alcohol, drugs of any kind, tobacco, matches, or lighters is not permitted.
10. Firearms or weapons of any kind are not permitted.
11. Do not litter or deface the bus in any way.
12. Do not tamper with any safety device or any other equipment on the bus.
13. Rude, discourteous, or annoying behavior is not permitted.
14. Physical or verbal abuse of another student will not be tolerated.
15. Any behavior that is deemed to be a danger in relation to safety, well-being, or respect for others will not be tolerated.

**Leaving the Bus**

1. Do not leave your seat until the bus comes to a complete stop.
2. Take your turn and don't crowd in front of others.
3. Use the handrails and watch your step.
4. Follow the directions of the driver when crossing the street, at all transfer points.

**In accordance with Indiana Law, RIDING THE BUS IS A PRIVILEGE! Failure to follow the rules may result in suspension of transportation privileges.**

**School Bus Disciplinary Action Guideline:**

- |                        |   |
|------------------------|---|
| <b>Warning:</b>        | Driver will talk with student to try to resolve the issue.  |
| <b>First Offense:</b>  | Driver will talk with student and assign student to another seat. If the student's behavior warrants, the driver may suspend riding privileges for one day. |
| <b>Second Offense:</b> | The driver will notify the principal who may take action to suspend the pupil from riding the bus for up to ten days.                                       |
| <b>Third Offense:</b>  | The bus driver will notify the principal who will take action to suspend the student from riding the school bus for the remainder of the school year.       |

The above is a guideline; severe issues may result in immediate suspension of bus privileges.



**DISCIPLINE PLAN:**

**MT. HEALTHY ELEMENTARY POSITIVE BEHAVIOR SUPPORT**

	<b>ARRIVAL</b>	<b>DISMISSAL</b>	<b>CAFETERIA</b>	<b>OUTDOOR RECESS</b>	<b>RESTROOMS/DRINKING FOUNTAINS</b>	<b>CONVOCATIONS</b>
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>- Level 0-1 voice</li> <li>- Use hands and feet for helping, not hurting</li> </ul>	<ul style="list-style-type: none"> <li>- Level 0-1 voice</li> <li>- Listen for dismissal instructions</li> <li>- Follow hallway procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Level 0-2 voice</li> <li>- Only eat and touch your own food</li> <li>- Say "please" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>- Speak nicely using school appropriate language</li> <li>- Solve conflicts with peaceful words</li> <li>- Include others</li> </ul>	<ul style="list-style-type: none"> <li>- Level 0-1 voice</li> <li>- Flush the toilet/urinal after use</li> <li>- Use 1 pump of soap and 3 pumps of paper</li> <li>- Turn off water after use</li> <li>- Drink to a count of 3, then give others their turn</li> </ul>	<ul style="list-style-type: none"> <li>- Use Level 0 voice during the program</li> <li>- Face the speaker</li> <li>- Applaud when it is time</li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>- Breakfast (check with faculty on this)</li> <li>- Hang up coats and backpacks</li> <li>- If using restroom, follow restroom Procedures</li> <li>- Tell your teacher if there is a change in your transportation home</li> </ul>	<ul style="list-style-type: none"> <li>- Have all belongings with you when dismissed</li> <li>- Remind teacher of any changes in your transportation home</li> </ul>	<ul style="list-style-type: none"> <li>- Use restroom and wash hands before entering Café</li> <li>- Stay in seat once seated until dismissed</li> <li>- Raise hand and wait quietly if you need help</li> </ul>	<ul style="list-style-type: none"> <li>- Follow game rules</li> <li>- Use hands for helping, not hurting</li> <li>- Line up when whistle is blown</li> <li>- Enter building using a Level 0 voice</li> </ul>	<ul style="list-style-type: none"> <li>- Do your business, then leave</li> <li>- Give others privacy</li> <li>- Put trash in the trash can</li> <li>- Follow hallway and line procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated on your bottom</li> <li>- Use level 0/1 voice when entering and exiting the gym/STEPS area</li> <li>- Follow adult directions</li> <li>- Participate only when directed</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>- Walk on the right side of the stairs</li> <li>- Walk to coat area</li> <li>- Use hands and feet for helping, not hurting</li> </ul>	<ul style="list-style-type: none"> <li>- Walk on the right side of the stairs</li> <li>- Follow hallway procedures</li> <li>- Walk directly to your bus, car or after school activity</li> </ul>	<ul style="list-style-type: none"> <li>- Remain in line order to get lunch</li> <li>- Walk to throw away trash and put tray in window</li> </ul>	<ul style="list-style-type: none"> <li>- Follow playground rules</li> <li>- Use equipment correctly</li> <li>- Stay in assigned playground area</li> </ul>	<ul style="list-style-type: none"> <li>- Use hands and feet for helping, not hurting</li> <li>- Wash and dry hands</li> </ul>	<ul style="list-style-type: none"> <li>- Use hands and feet for helping, not hurting</li> <li>- Walk in the hallway, STEPS area and gym</li> </ul>
<b>PERSONAL BEST</b>	<ul style="list-style-type: none"> <li>- Put items where they belong (in coat area)</li> <li>- Take all needed materials to your classroom</li> </ul>	<ul style="list-style-type: none"> <li>- Be at your designated area on time</li> </ul>	<ul style="list-style-type: none"> <li>- Keep your area clean (table and floor)</li> <li>- Push in your chair when leaving café</li> </ul>	<ul style="list-style-type: none"> <li>- Share equipment</li> <li>- Show good sportsmanship (Congratulate others if they win, help others who are just learning to play the game and settle disputes peacefully)</li> </ul>	<ul style="list-style-type: none"> <li>- Follow rules and procedures even when you are alone</li> </ul>	<ul style="list-style-type: none"> <li>- Use active listening during the program</li> </ul>
<b>HONESTY</b>	<ul style="list-style-type: none"> <li>- Tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>- Take home only what belongs to you</li> <li>- Tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>- Take only the food given to you by staff</li> </ul>	<ul style="list-style-type: none"> <li>- Follow game rules</li> </ul>	<ul style="list-style-type: none"> <li>- Report any problems to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>- Tell an adult if you see a problem</li> </ul>

**MT. HEALTHY ELEMENTARY POSITIVE BEHAVIOR SUPPORT  
BEHAVIOR MATRIX**

	<b>I-CARE</b>	<b>LIBRARY</b>	<b>NURSE'S OFFICE</b>	<b>OFFICE AREA</b>	<b>HALLWAY</b>	<b>COMPUTER STATIONS</b>
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Level 1-2 voice</li> <li>- Raise your hand to ask for help</li> <li>- Be kind to others</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Level 0 voice while seated</li> <li>- Level 1 voice at other times</li> <li>- Use hands and feet for helping, not hurting</li> <li>- Share the computers</li> </ul>	<ul style="list-style-type: none"> <li>- Level 0 voice in hallway</li> <li>- Wait patiently until your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Level 0 voice in hallway on the way to the office</li> <li>- Wait patiently for office staff to address your concern/need</li> <li>- Politely make request to office staff (use "please" &amp; "thank you")</li> </ul>	<ul style="list-style-type: none"> <li>- Level 0-2 voice, depending on the situation</li> <li>- Keep area free of trash</li> <li>- Respect the personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>- Follow adult directions</li> <li>- Level 0-1 voice</li> <li>- Take care of equipment</li> </ul>
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>- Stay in seat once seated until you have permission to get up</li> <li>- Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Return or renew books each week</li> <li>- Use shelf markers to mark the book's space</li> </ul>	<ul style="list-style-type: none"> <li>- Take green card or pass with you</li> <li>- Be on time to take your medications</li> <li>- Return to class immediately when dismissed</li> </ul>	<ul style="list-style-type: none"> <li>- If a discipline issue, provide office staff with office referral paper</li> <li>- If an errand, promptly go to and return from office</li> <li>- Place item for office staff in basket</li> <li>- Sit in seat and quietly wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Stay with your group</li> <li>- Leave all materials in the hallway untouched</li> </ul>	<ul style="list-style-type: none"> <li>- Only go to teacher directed websites</li> <li>- Inform adult if there is a problem with equipment</li> <li>- Return equipment to proper place</li> <li>- Ask for help when needed</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>- Follow school rules for hallways and playground</li> </ul>	<ul style="list-style-type: none"> <li>- Keep all 4 chair legs on floor at all times</li> <li>- Use shelf markers only for intended use</li> </ul>	<ul style="list-style-type: none"> <li>- Follow hallway procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Follow hallway procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Walk in the hallway</li> <li>- Walk on the right side of the hallway</li> </ul>	<ul style="list-style-type: none"> <li>- Stay at your computer</li> <li>- Use equipment as it was meant to be used</li> <li>- Keep cords off of floor</li> </ul>
<b>PERSONAL BEST</b>	<ul style="list-style-type: none"> <li>- Do your best on homework and projects</li> <li>- Ask for help instead of quitting</li> <li>- Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>- Keep area clean</li> <li>- Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>- Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>- Follow rules and procedures even when you are alone</li> </ul>	<ul style="list-style-type: none"> <li>- Follow rules and procedures even when you are alone</li> </ul>	<ul style="list-style-type: none"> <li>- Keep area clean</li> <li>- Push in chairs</li> <li>- Share equipment</li> <li>- Do your best on projects</li> </ul>
<b>HONESTY</b>	<ul style="list-style-type: none"> <li>- Do your own work</li> </ul>	<ul style="list-style-type: none"> <li>- Keep all materials in the library that have not been checked out by librarian</li> </ul>	<ul style="list-style-type: none"> <li>- Be truthful to nurse</li> </ul>	<ul style="list-style-type: none"> <li>- Be truthful to office staff</li> </ul>	<ul style="list-style-type: none"> <li>- Tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>- Return all equipment to its proper place</li> <li>- Inform adult of any misuse of computer privileges</li> </ul>

**MT. HEALTHY ELEMENTARY SCHOOL POSITIVE BEHAVIOR SUPPORT  
INFRACTION PLAN**

**LEVEL 1**

Behaviors that:  
 Primarily impact the student  
 Do not require administrator involvement  
 Do not significantly interfere with the educational environment  
 Do not appear chronic

Behaviors may include:	Consequences may include:
Not prepared Not following directions Off task Not doing class work Damaging materials Sleeping Not in designated area	Timeout in room Note home Moving seat Loss of privileges Doesn't earn school-wide reward Problem solving discussion Reteach/practice expectation

**LEVEL 2**

Behaviors that:  
 Interfere with the educational environment  
 Put others at risk or harm  
 May require administrator involvement  
 Are chronic Level 1 behaviors

Behaviors may include:	Consequences may include:
Disrespect to adults or peers (talking back, gestures, etc) Leaving assigned area without permission Talking Inappropriate language/noises Throwing things Cheating Lying Vandalism/Destruction/Minor theft Not keeping hands, feet, and other objects to yourself	Parent Contacted Problem solving worksheet Send discipline note home Lunch detention Loss of privileges Apologize (must be sincere-know child) Time out in another teacher's room Restitution Reteach/practice expectation

**LEVEL 3**

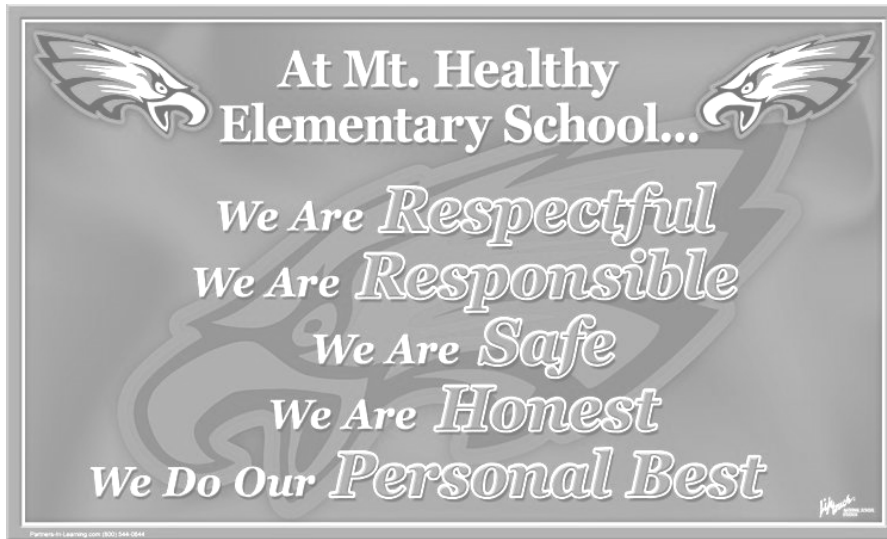
Behaviors that:  
 Violate BCSC policies  
 Violate Indiana State Statutes  
 Are Chronic Level 2 Behaviors  
 Require administrative involvement

Behaviors may include:	Consequences may include:
Actions that cause physical harm Having or using Weapons Having or using Drugs Major theft/Major vandalism Bullying Inappropriate abusive or discriminatory language Leaving the building without permission Verbal/nonverbal intimidation Sexual harassment Spitting Other behaviors that may be deemed unsafe/illegal	Parent contacted & discipline note home Parent/student/principal conference ISS (In school suspension) OSS (Out of school suspension – last resort) Parents come sit by child in class Parent escort at school events Loss of privilege (not allowed to attend after school act.) Loss of field trip Possible referral to Systems of Care Restitution Report filed with Sheriff's Dept. Report to police liaison

## REINFORCEMENT PLAN

**Purpose:** To encourage students to develop and demonstrate the Eagle Expectations.

**Eagle Expectations:** Respect, Responsibility, Safety, Personal Best, and Honesty



Any staff member can recognize a student for demonstrating one of the Eagle expectations with an Eagle Slip. The Eagle slip program is a way to reward our students and get them excited about being positive role models and good citizens.

<p>MT. HEALTHY EAGLE SLIP</p> <p>STUDENT _____</p> <p><input type="checkbox"/> I was <u>honest</u>.</p> <p><input type="checkbox"/> I did <u>my personal best</u>.</p> <p><input type="checkbox"/> I was <u>safe</u>.</p> <p><input type="checkbox"/> I was <u>responsible</u>.</p> <p><input type="checkbox"/> I was <u>respectful</u>.</p> <p>HOMEROOM _____</p>	<p style="text-align: right;"></p> <p>MT. HEALTHY EAGLE SLIP</p> <p>STUDENT _____ DATE _____</p> <p><input type="checkbox"/> I was <u>honest</u>.</p> <p><input type="checkbox"/> I did <u>my personal best</u>.</p> <p><input type="checkbox"/> I was <u>safe</u>.</p> <p><input type="checkbox"/> I was <u>responsible</u>.</p> <p><input type="checkbox"/> I was <u>respectful</u>.</p> <p style="text-align: right;">FROM _____</p>
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How the Reinforcement Plan works:

1. Every morning during announcements, an Eagle Expectation will be discussed and an Eagle Expectation will be chosen to target for the weekly drawing.
2. Explain the reinforcement plan to students and that they can earn an Eagle slip for demonstrating one of the core values in the hallway, classroom, lunchroom, etc. Teachers, administrators, and ancillary staff can give students a drawing entry.
3. Explain that when students receive an Eagle slip for demonstrating an Eagle Expectation, it can be used for entering the school drawing. Review the information the students fill out on the drawing slip. Only Eagle slips that are completely filled out will be eligible for the drawing.
4. At this point the student can drop the Eagle slip in the teacher’s box. The teacher will then conduct their classroom drawing for their representative to come down on Thursday morning.

The Mt. Healthy Positive Behavior Support Committee conducts the weekly drawing every Thursday morning. Winners are announced Thursday morning; the student can come choose a prize from the Eagle’s Nest of treasures. Eagle slips will remain in the drawing box for one month. Therefore, they will have four chances to win.

## **FERPA:**

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent of reliable student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S/ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

#### **Family Policy Compliance Office**

U.S. Department of Education

**400 Maryland Avenue, SW**

Washington, DC 20202-4605

## **Disclosure of Student Directory Information**

FERPA allows disclosure of appropriately designated “directory information” without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student’s name, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and school attending.

BCSC shall limit the purpose of releasing directory information. BCSC can allow, within their discretion, release of directory information from your child’s education records only to BCSC school or community publications, media or organizations that report or produce articles or information regarding the following: school events; yearbook; graduation; senior projects; academic honor roll, awards, scholarships, achievements and accomplishments or other recognition lists; athletic, performing arts and other school club information, activities, and accomplishments. Directory information can also be released to a student’s health care provider/office.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. (Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c)).

If you do not want BCSC to disclose any or all of the above listed directory information from a student’s education records without your prior written consent, you may opt out by notifying the principal (or appropriate school official) of the school the student is attending, in writing by August 31 of each school year, of the specific directory information that should not be disclosed.

## **Student Hazing & Bullying (overview)**

Policy 5516

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at anytime. Hazing shall be defined as performing any act of initiation into any class, group, or organization that causes or creates a substantial risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual shall not lessen the hazing prohibition. Bullying means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another student with intent to harass, ridicule, humiliate, intimidate or harm the other student. While outside of the school setting, students using electronic means of communication (texting, social networking, e-mailing, etc) to bully or harass other students are subject to disciplinary action if the students’ actions cause a substantial disruption or disturbance in the operation of the school.

## **Anti-Harassment (Overview)**

Policy 5517

All students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting harassment issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e. sexual harassment, bullying, etc.)/ Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. – Copies of policy 5517 can be obtained in the main office.

## **Non-Discrimination Policy**

Policy 3122

Bartholomew Consolidated School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Dr. Linda DeClue, Assistant Superintendent, 1200 Central Avenue, Columbus, IN 47201 - 812-376-4392

## Non-Discrimination and Access to Equal Educational Opportunity

Policy 2260

The following person has been designated to handle inquiries regarding the non-discrimination policies of the corporation or to address any complaint of discrimination:

Civil Rights Compliance Officer  
Assistant Superintendent of Human Resources  
1200 Central Avenue  
Columbus, IN 47201  
Telephone No. 812-376-4472

## EPA

The United States EPA AHERA regulations require that BCSC provide an annual notification to all staff, students, and their legal guardians of the availability of the Management Plans (ref: 40 CFR 763.80) concerning inspections, surveillances, and response actions that are planned or in progress. These reports are available by contacting the school office.

## **HEALTH SERVICES AND SAFETY:**

### **HEALTH INFORMATION**

Our school nurse indicates that an individual's quality of health determines, in part, his/her interest in learning and ability to learn. It is only with the cooperation of parents and guardians to ensure good health that each individual student reaches his/her optimum potential for learning. Here are some suggestions to assure your child a healthy, productive school year.

1. Have your child adequately immunized. (Phone your local Health Department for up-to-date information).
2. Utilize your school nurse as a resource person. She is familiar with county and state programs.
3. Notify the school nurse of any changes in your child's health or any existing diseases or conditions.
4. Follow up promptly on any health referrals. If financially impossible, contact the school nurse for help.

### **HEALTH SERVICES**

1. A student becoming ill at school should inform the teacher. Where situations warrant, parents will be notified and are expected to arrange for their child's care.
2. Any student receiving an injury should report the injury to a teacher. In case of serious injury, the parents or legal guardian will be notified. If the school is unable to locate a parent, the child will be taken for treatment according to the request made on the information card.
3. If a student runs an elevated temperature of 100 degrees or above; the student should not return to school until fever free for twenty-four (24) hours **without medication**. If a student has two (2) or more episodes of diarrhea or vomiting within twenty-four (24) hours they need to be kept home until symptoms are gone. If a student would develop reddened eyes with thick, yellow drainage, he/she should be seen by a doctor and may return to school after twenty-four (24) hours with a doctor's statement or clear eyes.4. Medical/dental appointments during the school day must be confirmed by your doctor on a specific form that your child returns to the school office.
5. Routine health screenings of vision, hearing, height/weight, blood pressure, scoliosis and dental will be conducted during the school year.
6. Proof of any immunizations must be brought to the school nurse.
7. **WHEN TO KEEP A CHILD HOME AND REASONS WE SEND CHILDREN HOME:**

\* Temperature of 100 degrees or more

- \* Inflamed eye with drainage
- \* Persistent cough
- \* Severe pain
- \* Vomiting and/or diarrhea
- \* Open, draining sores
- \* Lice (See page 17)

8. Students with head lice may not return to school until they have been treated and **seen by the nurse. Bus transportation will be refused until student is rechecked by the nurse.**
9. If your child is diagnosed with strep throat, impetigo, conjunctivitis, fifth's disease, chicken pox or any other communicable condition, please report this to the school nurse as soon as possible.

## SCHOOL CLINIC

Our school nurse is here to serve your child and family. Please feel free to contact her regarding health problems or concerns, or for assistance obtaining necessary medical treatment. Our Nurse's Office provides MINOR FIRST AID ONLY. Therefore, if your child is injured or becomes ill and should go home or to the doctor, we will call you. IT IS ESSENTIAL THAT WE HAVE A CURRENT PHONE NUMBER AND ADDRESS OF WHERE YOU CAN BE REACHED DURING THE SCHOOL DAY. It is essential that your child be picked up from school within one (1) hour of being called.

## ILLNESS AND INJURY

1. Students should inform teachers if they become ill at school. Where situations warrant (fever > 100, vomiting, live head lice, continuous pain in head, stomach, or ear, contagious pink eye, or serious injury such as those that require a visit to the emergency room) parents of the child will be notified and are expected to arrange for their child's pickup and care. **It is very important that the school always has the current telephone number where the parent/guardian can be reached.**
2. Any student receiving an injury should report to his/her teacher immediately. In case the school is unable to locate a parent, the child will be taken for treatment according to the request made on the information sheet

## MEDICINES

### **ALL MEDICATION MUST BE BROUGHT TO THE NURSE'S OFFICE!**

Indiana Law **REQUIRES** a written order from a physician for prescription medication to be given at school. The medication, amount to be given, the hour to be given and the period of time it needs to continue **MUST** be stated on the note.

Written permission from the parent/guardian is also **required** for Rx medications or over-the-counter medications to be given at school.

If a student has symptoms that require an over-the-counter medication (cough syrup, Tylenol, lotions, creams, etc.) to be given when necessary, the nurse needs a note from the parent telling what the medication is and how the medication is to be given. **Cough drops are not permitted at school.** They are a potential choking hazard. All medications are kept locked in the medicine cabinet in the nurse's office, excluding inhalers. Noon medicines are not given on early dismissal days.

ALL medication must be in **properly labeled containers** when brought to school. Medications must be brought to school by a parent or guardian. Students may not bring medications to school on the bus.

Students are not permitted to transport prescription or over-the-counter drugs to or from school. Contact the school nurse or principal if this creates a hardship. A parent and doctor's statement must accompany prescription drugs. Forms are available at the doctor's offices in Columbus and at school. Over-the-counter drugs **must** be in their **original container** and **must** be accompanied by a parent note indicating the name of the medicine, the dosage, and the time to be given. Forms are also available at the school.



## HEALTH SERVICES

A nurse is available to all students during the school day for first aid and emergency care, to assist in the management of care for chronic health conditions and as a healthcare resource. Please update the school nurse during the school year if your child has any health changes. If your child is diagnosed with a communicable disease like chicken pox, strep throat, impetigo, conjunctivitis or fifth's disease please report it to the school nurse as soon as possible.

- 1. Immunizations (Policy #5320):** Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations.  
A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP): <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parents and/or doctor signature every year.

- 2. Emergency Care.** Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.

- 3. Illness:** Students experiencing illnesses at school notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.

### **Criteria for sending a student home or when to keep the student at home:**

- Temperature of 100 degrees or more
- Vomiting and/or diarrhea
- Inflamed eye with drainage
- Severe pain
- Persistent cough
- Open, draining sores

Return to school when fever free for 24 hours without medication or when vomiting/diarrhea has stopped. A student that develops reddened eyes with thick, yellow drainage may return after being seen by a physician and may return when eyes are clear after 24 hours with a note from the physician.

- 4. Disease Management:** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc should notify the nurse each year at the beginning of school. The nurse, parent/guardian and student should meet to create an individualized health plan for the school year. Supplies can be kept for the student in the nurse's office.

- 5. Medication (Policy #5330):** In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to pupils. All medication must be registered and stored in the Nurses office. If the nurse is to administer medicine to a student, the following procedures will be observed:

- An order from the physician is required for prescription medications to be given at school.
- Medication should be in the original and properly labeled container.
- Written permission from a parent/guardian is required for an over the counter medication to be given at school.
- Prescription or non-prescription medications must be renewed each school year.
- Any medications not picked up at the end of the school year will be destroyed.
- Medications cannot be transported on the bus. Please drop them off at the nurse's office.
- A physician order is required for a student to self carry medication.
- Cough drops are not permitted in elementary school due to the potential risk of choking.

- 6. Lice:** The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.
- A. Any student found to be infested with head lice will be sent home for treatment:
1. The treatment shall consist of the use of a commercial product of the parent's own choosing;
  2. The treatment may require a doctor's prescription for chronic infestation
- B. The following day the student should return to school with the parent/guardian to be checked by the school nurse in case the student does not pass the examination and needs to return home for further treatment.**
- C. The school nurse will check the heads of treated children to insure that the parents are attempting to remove all the nits. This will continue **every day until they are nit free.**
- D. The student will be allowed only 3 days of excused absence for each infestation and this total is not to exceed 6 days in a school year.
- 7. Health Screenings:** The state-mandated screenings are below. Parents are notified by letter of the hearing and vision failures in order for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.
- | <b>Service:</b>                             | <b>Administered by:</b>               |
|---|---------------------------------------|
| Speech & Hearing Test<br>(Grades 1, 4)      | School Nurse/Speech/Hearing Therapist |
| Vision Test<br>(Grades 1, 3, 5)             | School Nurse/Optometrists             |
| Height & Weight<br>(Grades K-6)             | School Nurse                          |
| Blood Pressure Screening<br>(Grade 1, 3, 5) | School Nurse                          |
| Dental Screening<br>(Grades 2, 5)           | County Dental Hygienist               |
- 8. Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.

## **PHYSICAL EXAMS**

All students entering kindergarten or first grade are asked to have a physical exam by the family physician. Forms for these exams are available in local physician's offices as well as The Child Care Clinic. This record is kept current all through the student's years in Bartholomew Consolidated Schools. See Appendix for immunization requirements.

**BCSC shall inform in writing the parent or guardian of a student that information concerning the student was collected and that the parent or guardian may obtain the information from the school the student attends upon request.**

## **BCSC SEARCH AND SEIZURE**

Suspicion of controlled substance use or possession can result in a canine search by law enforcement officials. Possession of controlled substance, illicit substance (tobacco products/alcohol), or weapons (knives, guns, chains, etc.) may result in suspension or expulsion.

## SUBSTANCE ABUSE

- A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.
  - Paraphernalia Without Residue*
  - Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.
  - Violation 2: Out of school suspension and a meeting with the Student Assistance Director
  - Violation 3: Expulsion(Paraphernalia with residue may result in immediate suspension or expulsion.)
- Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee, which would support a reasonable suspicion, to believe there is a controlled substance use or possession in the school building or vehicle in the school parking lot.
- When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.
- **The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE** throughout the school year. If you know of a student in crisis, please call 379-7710. Unless you choose to identify yourself, this is an anonymous call.

## BULLYING INCIDENT REPORT

Staff at Mt. Healthy Elementary School take bullying very seriously. To be a true bullying situation, the following must be present:

- Intentional acts
- An imbalance of power between the bully and victim
- Repeated over time
- Causes others embarrassment, pain, or discomfort

If you have witnessed or are the victim of the above, please complete the online form on the school website or contact the school immediately.

Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

## BULLYING

Policy 5517.01

Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This

policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment. See the policy in full online

## **FOOD SERVICE:**

A nutritious breakfast and lunch are served daily. The cafeteria is to be a healthy, pleasant, organized, and efficient environment. The students should:

1. use appropriate table manners at all times;
2. eat the food they purchase or bring from home – no giving away or trading food;
3. use appropriate voice levels in the cafeteria;
4. remain in their own seats until dismissed.

## **BREAKFAST**

Mt. Healthy serves breakfast daily beginning at 7:55-8:10 a.m. **A student elementary breakfast is \$1.25. Students on free and reduced eat for free. Students may eat only school-served breakfast at school. Students in grades 3-6 may eat in their classrooms. Students in K-2 must eat in the cafeteria.**

## **LUNCH**

Students may either bring a sack lunch or purchase a school lunch. Students who bring lunches from home will store them in the hallway storage area. Do not send or bring candy, carbonated drinks (Colas, 7-Up, etc.), food in glass containers or knives with your child for lunch.

### **Lunch purchasing procedures**

1. Our lunch payment program is computerized. With this system each student has his/her own account so money can be added to the account at any time. The price of the lunch will be deducted as students get their lunch each day. This is a debit, not a credit account.
  2. Parents may pay for meals for any length of time Lunch prices are \$2.35 daily or \$11.75 a week for students and \$3.00 daily for adults. Reduced price lunches are 40 cents per day or \$2.00 per week. **Milk is 45 cents per carton.** (Prices subject to change each year).
3. You may pay for lunches using VISA or MASTERCARD and can also pay using [www.mylunchmoney.com](http://www.mylunchmoney.com). We encourage you to pay for more than one week at a time when using a credit card.
4. Parents can bring money to the cafeteria to add money to their child's account any school day between 7:30 and 9:30 a.m. Questions about your child's account can be handled by calling the cafeteria between 7:30 – 1:30 p.m. Monday through Friday.
5. Please send your child's lunch money on Monday in an envelope with his/her first and last name, teacher's name and amount of money written on the front. You can send money for more than one child in an envelope as long as all names are on the front of the envelope with the amount of money to put in each account.
6. We will only allow students to have two emergency lunches. After that, we will offer a peanut butter sandwich and milk. Notes are sent home from the cafeteria if your child has depleted his/her account and has charged a lunch.

7. FOOD AND DRINKS ARE NOT TO BE TAKEN TO THE PLAYGROUND AREA OR BACK TO THE CLASSROOM.

**FREE AND REDUCED LUNCHES**

Forms for lunch assistance are sent home on the first day of each school year. If you need lunch assistance, please complete the form and return it to school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced lunch, please call the school office at 342-2463. The lunch status of all students is confidential.

**VISITORS FOR LUNCH**

Parents are always welcome to eat lunch with their child in the cafeteria. In order to help our kitchen staff with their preparations, please send a note to your child's teacher the day you plan to eat with us or call the school cafeteria no later than 9:00 a.m. to let our kitchen staff know. The price for an adult lunch is \$2.50. You will be eating with your child at our guest table. **REMEMBER – YOU MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR STICKER.** In order to keep classroom disruptions to a minimum, we ask parents to wait either in the office hallway or in the cafeteria until the children are dismissed for lunch. Due to insurance regulations, only students **ENROLLED** at Mt. Healthy may play on the playground during school hours. Also, for the safety and security of all, we ask that parents do not go to recess with their children. Just as you may meet your child in the cafeteria for lunch, we ask you say goodbye to your child in the cafeteria.

**BCSC WELLNESS POLICY** (not passed yet)

Policy 8510

The Child Nutrition & WIC Re-authorization Act of 2004 mandates that all school corporations with a Federally Funded Meal Program develop and implement wellness policies that address nutrition and physical activity. The Wellness Policy for the Bartholomew Consolidated School Corporation (pending BCSC board approval) is located in its entirety in the office area of the school.

The Board recognizes that good nutrition and regular physical activity affect the health and well being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the development process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits, with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

## ACADEMICS:

### HOMEWORK

Homework assignments provide the opportunity for students to practice, reinforce, apply and/or extend the skills they are learning during the regular school day. Homework can also help develop good work/study skills and a sense of responsibility. The assignments help communicate to parents which skills students are working on during the school year and reinforce the partnership between school and home.

Assignments will be given orally by the teacher and written on the board or overhead with the assignments adapted to meet the needs of individual students. Children should write their assignments in their homework assignment books or bring home their assignments in folders depending upon teacher's choice. The teacher will explain the assignments fully, allow time for questions, and either demonstrate examples or allow students to begin the assignment in class. It is the responsibility of the student to record assignments and gather necessary materials for the assignment. Students are responsible for returning assignments on time.

**Recommended Minutes of Homework:** Since students work at varying rates, some students will be able to complete their assignments during the school day. We ask that parents please check their student's homework each day. All students may not have homework every evening.

On average, students in grade 1 should be able to complete their homework in 10 minutes, grade 2 in 20 minutes, grade 3 in 30 minutes, grade 4 in 40 minutes, grade 5 in 50 minutes and grade 6 in 60 minutes (with the child working for the designated period of time without any interruptions). **If your child is frequently requiring much more than the allotted time to complete assignments, parents should contact the teacher.**

Research indicates that parents can have a very positive influence on their child's education by reading to them. In addition to their regular assignments, students are encouraged to **read either independently or with a parent on a regular basis for 20-30 minutes.** If students have completed their daily assignments, they can fill their allotted study time by practicing math facts, spelling words, vocabulary lists, or other long-term assignments.

**Parent Involvement:** Students are expected to complete assignments independently unless the teacher gives other instructions. Parents can provide support by providing a time and place for students to work. Parents can also help by answering student questions and checking the first part of the assignment to make sure the student understands the task. Parents may be asked to initial assignment notebooks or work and respond to teacher memos. Parents are asked to make sure that their child's homework is completed and help the child form habits in getting the homework back to school.

**Incomplete Assignments:** Students are required to complete their homework and to return it to school on time. Consequences for not completing the assignments include: loss of recess; after school detention; grade reduction; and loss of eligibility for extracurricular activities.

**Parent Portal:** Parent Portal is designed to link parents and schools together via the internet. It enables parents to access their children's school records. You may view health and immunization, assignments, grades, attendance, and discipline. Grades and missing assignments can be found through PowerSchool Parent Portal. Parents may register on line by going to [www.bcsc.k12.in.us](http://www.bcsc.k12.in.us) and then clicking on Parent Portal. Students in grades 5 and 6 will be encouraged to use Parent Portal when possible at school to encourage them to take responsibility for their success.

## IDEAS FOR HELPING YOUR CHILD

### Parents can do their part to improve homework when they:

1. Cooperate with the school to make homework effective.
2. Provide your child with suitable study conditions (desk, table, lights, books, supplies, etc.).
3. Reserve a regular time for homework and **turn off the television and video games**.
4. Encourage your child, but avoid undue pressure.
5. Show interest in what your child is doing, but do not do the work for him/her.
6. Understand that teachers expect homework to be completed neatly and returned on the date due.

### Children can improve their study habits if they:

1. Record each assignment in an assignment book.
2. Understand each assignment completely. Ask questions when necessary.
3. For the habit of setting a regular time and place for study. The location should offer adequate lighting, ventilation, and a quiet atmosphere.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time, on each subject.
7. Use time wisely. Concentrate on the task at hand and get it done!

## REPORT CARD

Students in grades K-6 will receive report cards on the Friday after the end of each nine weeks. . Dates report cards will go home are: October 24<sup>th</sup>, January 9<sup>th</sup>, April 3<sup>rd</sup> and June 2<sup>nd</sup>. Parents will be notified halfway through each grading period if their child is having serious problems in any subject area. Students will receive grades in art, music, and physical education at the end of each semester. Kindergarten students receive report cards at the end of each semester.

Grades and missing assignments can be found through Parent Connect.

## GRADING SCALE

Students in grades 3, 4, 5 and 6 with high academic achievement may qualify for the honor roll. The grading scale is as follows:

<u>1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup> – 6<sup>th</sup></u>		
O = 90 – 100%	A+ = 100%	C+ = 77 – 79%	
S+ = 85 – 89%	A = 93 – 99%	C = 73 – 76%	
S = 76 – 84%	A- = 90 – 92%	C- = 70 – 72%	
S- = 70 – 75%	B+ = 87 – 89%	D+ = 67 – 69%	
W = 60 – 69%	B = 83 – 86%	D = 63 – 66%	
U = 59 and below	B- = 80 – 82%	D- = 60 – 62%	
		F = 59% or below	

## HONOR ROLL/STUDENT RECOGNITION

High academic achievement does not occur without hard work and sacrifice on the part of students and their families. In acknowledgment of this dedication and hard work, Mt. Healthy recognizes students in grades 3, 4, 5 and 6 who have demonstrated high academic achievement during each grading period. The recognition program distinguishes high academic achievement on two levels: **Gold Honor Roll (all A's)** and **Silver Honor Roll (A/B)**.

Kindergarten through 2<sup>nd</sup> grade participate in a standards based grading and report card system in an effort to more effectively communicate what students know and are able to do aligned to grade level standards. The grading scale is as follows:

## **Kindergarten – 2<sup>nd</sup> Grade**

### Level of Mastery

- 4 EXCEEDS grade-level standards
- 3 MEETS grade-level standards
- 2 APPROACHING grade-level standards
- 1 BELOW grade-level standards

## **3<sup>rd</sup> – 6<sup>th</sup>**

A+	=	100%	C+	=	77 – 79%
A	=	93 – 99%	C	=	73 – 76%
A-	=	90 – 92%	C-	=	70 – 72%
B+	=	87 – 89%	D+	=	67 – 69%
B	=	83 – 86%	D	=	63 – 66%
B-	=	80 – 82%	D-	=	60 – 62%
			F	=	59% or below

**Gold Honor Roll** requires a student to receive a grade of “A” or higher in all classes. Consequently, the grade point average (GPA) would have to be at least 10.0 on a 12 point scale for the grading period. If a student has the 10.0 GPA but receives a grade lower than A-, the student would not qualify for Gold Honor Roll.

**Silver Honor Roll** requires a student to earn a grade point average of at least 9.0 on a 12 point scale with no grades lower than B-. If a student has the 9.0 GPA, but receives a grade lower than “B-”, the student does not qualify for Silver Honor Roll.

Handwriting will not be included on Honor Roll. Music, Art, and PE will not be included on Honor Roll.

Students in grade 6 may also qualify for the Presidential Award for Educational Excellence given at the end of the school year.

## **STUDY TRIPS (field trips)**

Study trips are part of the curriculum and are designed to fulfill educational goals. We hope you will encourage your children to participate in these activities. Teachers will notify you of study trips and obtain your written permission. The permission slip must be returned to school prior to the study trip in order for your child to participate. Teachers will request parent chaperones for many study trips. Students’ siblings are not permitted to accompany parent chaperones on field trips. School rules are enforced on all field trips (this includes BCSC’s “No Smoking Policy”).

## **LIBRARY**

All students have access to the library on an as needed basis. Books are checked out for a period of up to two weeks and may be renewed.

It is our goal to fill the library with quality books and materials to meet the needs and interests of all our students. It is very important that students learn how to take care of the books that they borrow. Sometimes, however, books do get lost or damaged. If this should happen, please check very carefully for the book, and if it is not found, see that it is paid for quickly so that it can be replaced for use by other students.

## **BOOK RENTAL FEES**

Book rental fees may change. The fee rates will be announced at the beginning of each school year. Parents will be notified of changes. Last year our fees were as follows: The materials fee for kindergarten per semester is \$20.00, \$8.20 consumable fee, \$2.50 technology fee, and \$7.50 student activity/science fee or \$38.20 per semester. This would be \$76.40 per year for kindergarten. For grades one – six the fee per semester is \$47.47, \$7.50 student activity/science fee, \$5.29 technology fee, and \$.50 science fee or \$60.76 per semester or \$121.52 per year. Applications for assistance will be provided in the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board.

## **TEXTBOOKS**

Textbooks and library books are the property of the school corporation. These items are checked out to students by a name/number system. It is the responsibility of the student to keep track of these items and to return them in satisfactory condition. Students and parents are responsible to pay for books that are lost, stolen or damaged.



## **ASSESSMENT**

Students in grades 3, 4, 5 and 6 will participate each year in the statewide ISTEP+ testing each spring. Student writing is assessed quarterly using BCSC's district-wide writing rubric. Additional assessments are completed throughout the year consisting of STAR Reading and Math, timed math facts, and Individual Reading Inventories. State assessments called I-READ are given in the spring each year in grades kindergarten through third.

Students in grades K, 1, 2 will participate in the mCLASS Dibels Reading and Math assessments three times per year. Kindergarten students participate in formal and informal screening periodically throughout the year. Should a teacher feel that a student requires a full battery of individual testing, the school psychologist will provide such a service.

## **STUDENT SERVICES:**

### **BEFORE/AFTER SCHOOL PROGRAMS**

BCSC offers a before and after-school supervision and enrichment program called i-Care at Mt. Healthy. This is a fee-based service with a limited number of scholarships available. If there are enough families interested, i-Care may be provided in the morning between 6:30 AM and the beginning of school. I-Care will be provided after school until 6:00 PM. Call Kate Garrity at (418-0924) for additional information about services and charges.

There is also a summer program offered as a part of i-Care. Teachers recommend students for this program. If you are interested in more information, please contact the office.

### **SCHOOL COUNSELOR**

Mt. Healthy has a school counselor program to help students achieve the highest growth mentally, emotionally and socially. The student may participate in individual, small group or classroom activities in order to help meet these goals. Parent conferences are also offered when a parent, teacher or student feels it is necessary. The school counselor is available to meet with the parent to discuss anything that may affect a student's performance at school.

### **PROJECT CONNECT**

All students (with emphasis on students in grades 5 and 6) have the opportunity to participate in Project Connect. Through a community initiative, families receive a computer to utilize as long as the student is enrolled in BCSC.

### **KINDERGARTEN SCREENINGS**

Kindergarten students participate in formal and informal screening periodically throughout the year. Should a teacher feel that a student requires a full battery of individual testing, the school psychologist will provide such a service.

### **POLICIES FOR ATHLETIC, EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES**

**Eligibility** -- To be eligible as a member of a BCSC elementary team, a prospective player and/or cheerleader must have a completed physical examination form and a completed/signed Consent and Waiver form on file at the school prior to team tryouts. This procedure brings the BCSC Elementary Basketball League into compliance with the athletic procedure of the BCSC's secondary schools.

Academics are always our first priority; therefore, all participants must maintain a minimum of a C average. Individual schools may have higher grade requirements to be eligible to participate in their extracurricular programs. The effort grade must not be below a "4" in any graded subject area.

A player becomes ineligible if his/her 13th birthday occurs before August 1.

If your child is planning on participating in/attending an after-school event(s), he/she must be in school for half of the school day. He/She may not have been sent home by the school nurse for any medical reason. If your child has been sent home with a lice issue, the child must be treated and brought back to school by the parent for the nurse to recheck before returning to class. If your child has a dr. appointment and can produce a dr. slip, he/she may attend the evening event.

### **INSTRUCTIONAL CONSULTATION TEAM (ICT)**

Students struggling academically or behaviorally may be referred to a member of the Mt. Healthy ICT. The ICT facilitator meets for an initial meeting with the teacher where the academic concerns are indentified. An analysis of the concerns is completed and a plan of action is developed. The facilitator and the teacher will continually monitor the progress and make adjustments as needed.

### **CONVOCATIONS**

Convocations are brought to Mt. Healthy Elementary through our Stakeholder Satisfaction Committee. These events are designed to educate and enrich the learning experience for the students at Mt. Healthy Elementary. Each grade level will be involved in several of these events throughout the school year.

### **MT. HEALTHY P.T.O.**

The Mt. Healthy P.T.O. holds one annual meeting and several oppotunities at other events to discuss PTO needs and opportunities. All parents/guardians are invited and encouraged to attend. It takes everyone working together to make a prosperous and successful school year.

### **RECESS (IN AND OUT)**

Recess is an important part of the school day. Outdoor recess in designed to give students the opportunity to exercise and interact socially in a non-academic environment. In the case of inclement weather (rain, temperature or wind chill below 20 degrees), recess will be held indoors with acceptable activities.



### **GENERAL INFORMATION:**

#### **CHANGE OF STUDENT INFORMATION**

Please notify the office as soon as possible of any change of address and/or phone number (home or emergency). If this move takes you out of the school district:

- make the teacher and office aware.
- return all textbooks and library books.
- notify the bus driver.

If the school does not have updated information, school personnel might be unable to reach you should an emergency occur.

#### **LOST AND FOUND**

A lost and found site for large items (i.e. – coats, backpacks, lunchboxes, etc.) is located across from the cafeteria. Smaller items such as jewelry, toys, money, etc. may be turned in to the school office. Students should check both places for lost items. Items not claimed will be disposed of at the end of each semester. The school assumes NO liability for lost items. Please help your child keep track of his/her belongings. Parents can assist by placing the child’s name on lunch boxes, notebooks and articles of clothing, especially outerwear such as coats and jackets.

## **SCHOOL PROPERTY**

Destruction of school property will not be tolerated. Any student caught damaging the building or school materials will be expected to repair the damaged property, clean the soiled area, or be financially responsible for the damages.

Mt. Healthy is the property of tax-paying citizens. Parents are asked to encourage their children to take pride in their school. Students should respect the school and be responsible for keeping our building clean and presentable. **NOTE:** Mt. Healthy has many carpeted areas, therefore, chewing gum is not allowed.

## **DISTRIBUTION OF MATERIALS**

Printed matter and other materials, student invitations, etc. shall not be distributed through the schools except for educational purposes as approved by the Superintendent of Schools.

## **SCHOOL PHONES, CELL PHONES, AND ELECTRONIC DEVICES**

Parents are asked to plan ahead with their students so it will not be necessary for them to use the school phone. Plans to go home with friends must be arranged in advance. Students may use phones only with teacher permission for emergency situations. Telephone messages for teachers may be left on the teacher's voice mail.

There is no need for students to have cell phones at school. However, if parents feel that it is absolutely necessary, phones should be **turned off** and stowed away in backpacks. Students should not have them out of the backpack for any reason during the day. Students who bring cell phones to school run the risk of having them stolen or damaged. The school is not responsible for them. Should the phone go off and disrupt class, or if the student has the phone on his/her person during the school day, it will be taken to the office and parents will need to pick it up

E-readers, tablets, ipad, or any other device used in the classroom should only be brought to school with the teacher's permission, and only used in the classroom for educational purposes.. Parents should contact the teacher to verify permission. These devices will be used without network connection or support. The student should not share their personal device with others, and the school cannot accept responsibility for lost or damaged items.

## **INTERRUPTIONS**

School time should be devoted to instructional purposes. We must all try to avoid interruptions, unless absolutely necessary. Parents may contact teachers after dismissal by phone, voice mail, or make an appointment to see them at a later date. Any important messages will be delivered to a student through the school office. Items intended for your children should be labeled and left at the office.

Disciplinary action may be taken when issues from social networks, such as MySpace or Facebook, cause a disruption at school that interrupts the educational environment.

## **PARENTS/VISITORS**

Parents are always welcome to visit Mt. Healthy Elementary School. For the safety and security of our students, by board policy, parents should make arrangements **in advance** with the child's teacher. **Teachers must focus on the business of teaching. Unless arrangements have been made, visits to the classroom will need to be made outside class time. All visitors must sign in at the office before proceeding to classrooms.**

Children who are not enrolled in Mt. Healthy Elementary School will not be permitted to spend any portion of the school day in the building unless it has been approved by the principal and teacher. This does not apply to children who are accompanying parents for a visit.

Since you are helping us set the proper example for our students, we expect ALL parents and visitors to dress appropriately (follow the student dress code) when visiting the school and/or accompanying a class on a field trip.

For safety purposes, all exterior doors will remain locked during the school day with the exception of the main entrance doors.

No parking is allowed at curbed areas. If the parking lot is full, parking is allowed in the grass south of the lot.

### **VOLUNTEERS/FIELD TRIP CHAPERONES**

All volunteers at Mt. Healthy must obtain a limited criminal history check. This includes volunteers in the classroom, on field trips and for special events. Forms are available in the office at no cost to the volunteer. If you think you may want to accompany your child's class, volunteer on a regular basis or for special events, please fill out a form. **They will be good for the entire school year and must be renewed yearly.** Chaperones going on field trips must have returned criminal history checks in order to accompany the school.

**Chaperones are to supervise students. Therefore, no siblings may attend. In the instance of an overnight field trip, chaperones must be a parent or legal guardian to attend.**

### **WHAT TO DO WHEN MOVING**

Please notify the office and teacher as soon as possible of any change of address or phone number. If your move takes you out of the school district:

- Make teacher and office aware.
- Return all textbooks and library books.
- Notify your bus driver.
- **Please report any change of phone numbers to the office. This is very important in the event of an emergency.**

### **USE OF BUILDING**

Any group wishing to use the school building must call John Johnson at Columbus North High School (376-4236). School usage forms are available in the school office.

### **INDOOR AIR QUALITY**

Any questions or concerns regarding the Indoor Air Quality in this school or any BCSC facility please contact:

Charlie McCoy  
Indoor Air Quality Coordinator  
Bartholomew Consolidated School Corporation  
Office 812-376-4231 Cell 812-374-6936  
E-mail [mccoych@bcsk12.in.us](mailto:mccoych@bcsk12.in.us)

### **AHERA ANNUAL NOTICE – March 2014**

#### **BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION**

This information is being published to comply with the requirements of 40 CFR 763 Subpart E Asbestos Containing Materials in Schools. This regulation, commonly known as the "AHERA" rule, requires local education agencies, such as this one, to perform certain tasks in regards to the presence and control of asbestos containing materials in the buildings under the jurisdiction of the local education agency.

These include but are not limited to:

1. Developing an asbestos management plan which is designed to outline procedures and guidelines for the initial inspection, triennial reinspections, and 6 Month Periodic Surveillance of asbestos-containing materials that are present in the buildings.
2. Provide awareness training and additional training to selected school employees.
3. Periodically notify all workers and occupants, or their local guardians, parent teacher organizations, and collective bargaining organizations of the availability of asbestos management plans, the location of same and the times that the plans may be reviewed.

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for review upon request. The plans can be viewed by any person during normal

business hours of the particular school. Interested parties wishing to inquire about the plans should contact the individual school office. Master copies of the plans for all buildings under the jurisdiction of this local education agency are available in the Maintenance Building, which is located at 1260 North Marr Road, Columbus, Indiana 47201; telephone number (812) 376-4231. Inquiries regarding any facet of the regulation or the management plans should be directed to Mr. Steve Forster at the above telephone number during regular business hours.

The Bartholomew Consolidated School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763 Subpart E (ASHERA) regulations include:

**Columbus North and Columbus East High Schools; Northside Middle School; Clifty Creek; CSALincoln; Mt. Healthy; Parkside; W D Richards; Rockcreek; L C Schmitt, L F Smith, CSA-Fodrea Campus; Taylorsville; and Southside Elementary Schools; the Administration Building; Richard L. Johnson Early Education Center; McDowell Adult Education Center; CSA-New Tech and the Transportation/Maintenance Building**

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2014/2015 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed in the school office.

\* The triennial reinspection will be conducted in March of 2014

\* Six month periodic surveillance: Completed in September 2013

\* Completed asbestos abatement projects: McDowell: Summer/Fall 2012 and Lincoln CSA: Summer/Fall 2013

\* Six month periodic surveillances: Scheduled for March and September each year

\* Projects scheduled for 2014 asbestos abatement: Richard L. Johnson Early Education Center, Columbus East High School, Mt. Healthy Elementary School

The new **Central Middle School** is asbestos free and requires no surveillance or reinspections.

#### EXHIBIT A

We would suggest that you consider printing the following:

In accordance with the US EPA's ASHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

#### **PARTIES AND TREATS**

Each year, a class will have no more than three parties. Contact your child's teacher if you would like to provide a classroom birthday treat. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons.

**All treats are to be commercially prepared or individually wrapped. Do not supply hard candy or any other item that could result in choking.**

Birthday invitations for personal parties will not be distributed at school.

#### **PETS (Animals)**

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care/supervision of the animal. Students must gain permission from the teacher prior to bringing in any non-service animal. See policy 8390.

#### **ANIMALS ON SCHOOL CORPORATION PROPERTY**

Policy 8390

The Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom

presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy.

This policy shall apply to all animals on School Corporation property, including service animals.

Copies of the full policy can be viewed online.

### **ASSIGNMENT BOOKS**

Mt. Healthy students in grades one through six will be provided a Mt. Healthy Assignment Book. Students are given their first book at no charge. If they are lost, the replacement cost is \$6.00. Students write their assignments in the book every day. Teachers may include comments in the assignment book. The assignment book is taken home daily and shared with the parents or other important people. The assignment book is a great tool for helping our students with organization and for communication between home and school.

### **CHECKS**

All checks issued to our school must have your current name and address. There will be a \$20.00 fee on all checks returned for insufficient funds.

### **SMOKING**

The BCSC Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school buses, and/or at any school-related event. (Policy 7434)

### **SCHOOL PICTURES AND YEARBOOK**

Mt. Healthy Elementary has student and staff pictures taken both in the fall and spring semesters. Purchase of these pictures is optional. Yearbooks are sold in the spring semester. The pictures taken during the fall semester are used in the class composites for the yearbook.

### **FREE SPEECH**

Freedom of speech can take different forms. The U.S. Dept. of Education gives students right to pray, organize groups, express your faith in classwork, homework, or at a school event.

### **FUNDRAISER**

Mt. Healthy Elementary has one major fundraiser and a few smaller fundraisers during the school year. The Mt. Healthy PTO also has smaller fundraisers such as Family Fun Nights, Winter Carnival, and other organized events to also help fund school activities.

### **BUILDING CRISIS INFORMATION:**

#### **EMERGENCY DRILLS**

Drills are held regularly to help ensure the safety of the students at Mt. Healthy Elementary. During fire, tornado, earthquake, and code blue drills, students are expected to do the following:

- follow directions of their teachers.
- go to designated safe areas with no running or pushing.
- remain quiet so directions can be heard.

#### **SAFE SCHOOLS EMERGENCY PLANNING**

The safety of students and staff must be a priority in schools today. Each school has developed a comprehensive plan for response to emergency situations. To provide students and staff members the opportunity to practice the outlined procedures, drills are held regularly for fire, tornado, earthquake and Code Blue (lock down of school and classrooms).

The complete document, BCSC Crisis Plan & Mt. Healthy Elementary Emergency Situations Procedures, is available for parent review in the school office.

**PARENT RECEIVING SITE – Southside Elementary School**

**STUDENT EVACUATION SITE – Ogilville United Methodist Church**

**SECURITY**

The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. Therefore, all outside entrances, except the main entrance will be locked. All people entering the building while students are present must sign in at the office and wear a nametag while in the building. You are always welcome in Mt. Healthy Elementary, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.

**PLEDGE OF ALLEGIANCE**

Policy 8801.01

Each building principal shall ensure that a daily opportunity is provided for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate in the Pledge of Allegiance if the student or student’s parent chooses for the student not to participate. Students who are exempt from reciting the pledge shall remain quietly standing or sitting while others recite and shall make no display that disrupts or distracts other students who are reciting the pledge. Students who participate shall stand and recite while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform. The student code of conduct applies for disruptive behavior during the recitation of the pledge in the same manner as provided for in other circumstances of such behavior.

**MOMENT OF SILENCE**

Policy 8801.02

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence. During the moment of silence the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent. The teacher will ensure that the students make no distracting display so that each student may, in the exercise of the student’s individual choice, meditate, pray, or engage in any other silent activity the does not interfere with, distract, or impede another student in the exercise of the student’s individual choice. This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy. The student code of conduct applies for disruptive behavior during the moment of silence in the same manner as provided for in other circumstances of such behavior.

**NOTIFICATION TO PARENTS REGARDING  
ACCOUNTS FOR COMPUTER NETWORKS**

Bartholomew Consolidated School Corporation (BCSC) will be providing your child with access to current technologies including the Internet and access to the BCSC computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that he/she abide by the enclosed agreement which is to be signed by both the child and the parent.

Our goal is to provide an Internet environment that is safe and appropriate for all of our students. Bartholomew Consolidated School Corporation currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to their grade level.

At the beginning of each school year, your child's teacher will discuss the appropriate use of technology including the use of the Internet. The district's *Technology Acceptable Use Policy*, *Web Publishing Guidelines*, and *Safe Use of the Internet Guidelines* will be reviewed. Students will be expected to follow the rules established in these guidelines. Your local school may implement additional Internet and computer use procedures to make the experience safe and engaging for students. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughters actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

Because the use of the Internet is becoming an integral part of learning and our society at large, all students are granted access when they are enrolled in our schools. If you DO NOT want your student to have access to the Internet, please contact your child's teacher(s) and access will be declined. If assignments require the use of the Internet, alternatives will be provided.

Bartholomew Consolidated School Corporation is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet brings with it the potential availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel are putting great effort into ensuring appropriate access, we cannot **guarantee** that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy **7540.03 - INTERNET SAFETY POLICY** or you can view a copy in the school office. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Proper use of the **Internet** is a joint responsibility of students, parents, and employees of the school corporation. **BCSC** retains the right to review and edit any materials downloaded, stored, or used on school computers. Before connecting to the Internet, students must first notify their teacher, teacher assistant or librarian. Violations of the policies will be dealt with seriously. Violators will be subjected to the loss of computing privileges and the normal disciplinary procedures of **BCSC**, including referral to police authorities. Use of information obtained via the Internet is at the student's own risk. Bartholomew Consolidated School Corporation denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

Access to the BCSC's electronic communications system(s) and technology resources is provided without charge to students for instructional purposes and is a privilege, not a right. All students shall be required to acknowledge receipt and understanding of the administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with BCSC policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Users MAY use the technology and Internet access provided by BCSC to research and complete assigned classroom projects, and to send electronic mail for educational purposes using BCSC-provided email accounts to others users, both inside and outside of BCSC.



Users MAY NOT:

1. Circumvent or attempt to circumvent any technology protections and/or filters installed by BCSC.
2. Use technology and Internet access provided by BCSC for any illegal purpose, including but not limited to the violation of copyright laws.
3. Use technology and Internet access provided by BCSC to harass or bully others, vandalize, or disable programs, or download or upload any inappropriate or destructive materials (viruses, worms, copyrighted material, etc.)
4. Use technology and Internet access provided by BCSC to transmit or receive any inappropriate materials.
5. Use technology and Internet access provided by BCSC to access, use or modify another's materials regardless of whether the operating system allows this.
6. Use or attempt to retrieve and/or use another person's ID or password including but not limited to the use of "packet sniffers" and key logging software to gain access to technology and Internet access provided by BCSC .
7. Forge or attempt to forge electronic mail messages.
8. Attempt to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail.
9. Waste materials/resources.
10. Engage in any activity, including the playing of games, that is not part of an approved educational program.
11. Access chat rooms, instant messaging services, or social networking sites/service without permission from a teacher or administrator.
12. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
13. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
14. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet
15. Attempt to compromise, degrade, or disrupt system performance
16. Modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

Please also refer to the BCSC Technology Handbook for further information. It can be found on the district's homepage or at [www.bcsc.k12.in.us/TechnologyHandbook](http://www.bcsc.k12.in.us/TechnologyHandbook)

**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION  
2014-2015 School Year**

First Teacher Day	Friday	August 1
First Student Day	Monday	August 4
Labor Day Holiday (no school)	Monday	September 1
Fall Break (2 weeks)	Mon-Fri	October 6-17
Thanksgiving Break	Thurs-Fri	November 27, 28
First Semester Ends	Friday	December 19
Christmas Break	Monday	Dec 22-Jan 5
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Records Day for Teachers	Monday	January 5
Classes Resume for Students	Tuesday	January 6
PreK Registration	Thurs-Fri	January 8-16
Martin Luther King Holiday (no school)	Monday	January 19
Kindergarten Registration	Mon-Fri	March 9-13
Spring Break	Mon-Fri	March 16-20
Snow Make-up Days #2-#6 (starting with 3/27 and going backwards)	Mon-Fri	March 23-27
Good Friday Holiday/Snow Make-up Day #1	Friday	April 3
Memorial Day Holiday (no school)	Monday	May 25
Last Student Day	Tuesday	June 2
Last Teacher Day (half day)	To follow last student day	
Graduation: New Tech High School	Friday	June 5
Graduation: East High School-10:00 a.m.	Saturday	June 6
North High School-1:00 p.m.	Saturday	June 6
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Summer School	<i>To be determined</i>	
BCSC Independence Day Holiday	Friday	July 3
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**Grading Periods**

	<u>Student Days</u>	<u>Teacher Days</u>
<u>First Semester:</u>		
1st 9 weeks: August 4 – October 3	44	45
2nd 9 weeks: October 20 – December 19	43	43
<u>Second Semester:</u>		
3 <sup>rd</sup> 9 weeks: January 6 – March 13	48	49
4 <sup>th</sup> 9 weeks: March 30 – June 2	45	45.5

**Testing**

December 2014	Winter ECA Test/Retest (secondary)
March 2-11, 2015	ISTEP+ Applied Skills
March 2015 (exact date to be determined)	IREAD-3
April - June 2015	Spring ECA Test/Retest (secondary)
April 2015	ACT, Explore, Plan (secondary)
April 27 – May 15, 2015	ISTEP+ Multiple Choice
May 2015	ACT, Explore, Plan Make-up Date (secondary)

Board Approved: August 8, 2011

## **FACULTY and STAFF**

Principal – Amy Wetherald

Mr. Jim Darnell	School Counselor
Mrs. Kim Speaker	Administrative Assistant
Mrs. Tori Hancock	Kindergarten
Mrs. Kristen Hollenbaugh	Kindergarten
Mrs. Erin McClanahan-Griffin	Kindergarten
Mrs. Kelly Cunningham	Grade One
Mrs. Kim Smith	Grade One
Mrs. Mary Stotts	Grade Two
Mrs. Robin Anderson	Grade Two
Mrs. Kelly Cunningham	Grade Three
Mrs. Jacque Greathouse	Grade Three
Mrs. Ann Linn	Grade Three
Mrs. Jean Long	Grade Three
Mrs. Jean Long	Grade Four
Ms. Emily Harris	Grade Four
Mrs. Trish Brennan	Grade Five
Mrs. Jennifer Justis	Grade Five
Mrs. Amy Nagel	Grade Six
Mrs. Becky Yates	Grade Six
Mrs. Monica Notestine	Inclusion
Mrs. Julie Eldred	Inclusion
Ms. Elizabeth Eaton	Psychologist
Mrs. Holly Newman-Stump	Speech
Mrs. Janet Chasteen	Art
Mr. Robert Marks	Band
Mrs. Deb Eikenbary	Music
Mrs. Nancy Patton	Librarian
Mrs. Kathy Rebber	P.E.
Ms. Stephanie Craig	ICT
Mrs. Maureen Sermersheim	Nurse
Mrs. Karla Craig	Media Center Asst.
Mrs. Jenny Shappell	Inclusion T.A.
Mrs. Melissa Streeval	T.A.
Mrs. Georgana Lowman	T.A.
Mrs. Kelly Bower	T.A.
Mrs. Charlotte Johnson	T.A.
Mrs. Sirena Stamper	Book Buddy Coordinator/Interventionist
Mrs. Heather Depew	iCare Site Coordinator
Mr. Dave Parker	Custodian
Ms. Connie Martin	Custodian
Mrs. Christe Kleffman	Food Service Manager
Mrs. Roana Huntsman	Cafe. Asst.
Mrs. Debbie Meek	Cafe Asst.
Mrs. Janet Murphy	Cafe. Asst.
Mr. Curt Burbrink	Bus Driver, 204
Mr. Brian Cain	Bus Driver, 140
Mr. Jack Dunn	Bus Driver, 122
Mr. Greg Harper	Bus Driver, 252
Mrs. Marcie Wetherald	Bus Driver, 130
Ms. Nancy Renshaw	Bus Driver, 132

Mt. Healthy Elementary School  
PERMISSION FORM FOR 2014-2015

Within our curriculum we give our students as many opportunities as possible for “being there experiences.” These experiences help the children connect ideas and relationships for a better understanding of the world around them. This permission form allows your child to participate in these activities. This form will serve as a permission slip for trips within Bartholomew County. The teachers will send notes prior to the trip giving the specific dates, times, and cost of trips. All trips outside of Bartholomew County will require an additional permission form.

We also want to recognize the accomplishments of our children when they receive awards, create projects, participate in school events, etc. This is done in ways such as including the names of students in the Mt. Healthy Newsletter, using pictures on bulletin boards, and displaying student work. Sometimes the newspaper will come into school to do a story and pictures on events at Mt. Healthy. This form also includes permission for this recognition.

The Internet is used in the classroom, Media Center, and computer lab for research and to provide students with another kind of “being there” experience. Internet use information is included in the Student/Parent Handbook. This form includes permission for Internet use.

Indoor rock climbing is one of the fastest growing activities today. It simultaneously develops coordination, strength, flexibility, and cardiovascular fitness. Additionally, it helps with problem solving, goal setting, perseverance, inner confidence and patience. At Mt. Healthy School we are using a traverse climbing wall. At its highest point, the wall measures 8 feet and is 20 feet long. Participants climb horizontally (sideways) along the wall to the other side. During the climb their feet will never be higher than 3 feet off the ground. There is also a safety mat under the wall and your child will be under supervision at all times.

**Please initial next to each item below and sign at the bottom, giving your child permission to participate. Then return it to the classroom teacher.**

**USE OF INTERNET**

\_\_\_\_\_ I have read the handbook, understand, and agree to the technology policy.

**IN-COUNTY FIELD TRIPS**

\_\_\_\_\_ Study trips (field trips) within Bartholomew County

\_\_\_\_\_ BCSC district educational programs such as the Symphony and Outdoor Lab

\_\_\_\_\_ Events at other BCSC Schools

**INDOOR ROCK CLIMBING RELEASE**

\_\_\_\_\_ Indoor rock climbing in the gym

**MEDIA/PHOTO/INFORMATION RELEASE**

\_\_\_\_\_ I have read the handbook regarding disclosure of directory information under FERPA (pages 13-14).  
I understand and agree to the disclosure.

**I have read the handbook and agree to follow.**

Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_