

# MT. HEALTHY ELEMENTARY SCHOOL

## 2023-2024 Student Handbook

Welcome to Mt. Healthy Elementary School! We are dedicated to providing a positive learning experience for each of our students. Developing students into lifelong learners takes a team: you, the student himself, teachers, and school staff. We look forward to working with you! The information in this handbook is to familiarize our Mt. Healthy families with the programs, services, procedures, and policies of our school. Our shared understanding of what keeps our school functioning safely and efficiently helps us all commit to a positive, safe learning environment.



MT. HEALTHY ELEMENTARY SCHOOL  
12150 SOUTH STATE ROAD 58  
COLUMBUS, IN 47201  
MAIN OFFICE: 812-342-2463  
FAX: 812-342-0584  
<https://www.bcscschools.org/mthealthy>

# BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

SCHOOL BOARD POLICIES and ADMINISTRATIVE GUIDELINES:



## OUR CORE BELIEFS

- We all can rise to the challenge of high expectations.
- Learning is most effective when we have choice, flexibility, and see relevance.
- We thrive when our physical, social, and psychological needs are met.
- Our community and school district are stronger when we partner with one another.
- We flourish because of the diversity and variability in our community.
- Our democracy and democratic institutions are strengthened by civic-minded citizens.

## OUR VISION

BCSC is THE CHOICE to learn,  
work, and play.

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## OUR MISSION

We develop expert learners by  
partnering with our community  
to invest in people.

<https://www.bcscschools.org/>

## MT. HEALTHY ELEMENTARY SCHOOL

### VISION STATEMENT

Spread your wings and try; discover how high you can fly!

### PBIS EXPECTATIONS / EAGLE EXPECTATIONS



## **ARRIVAL/DISMISSAL:**

### **Arrival**

School doors unlock at 7:55. Students are admitted to the building no earlier than 7:55 unless they are attending a specific adult-supervised activity or enrolled in iCare.

BCSC offers a before and after-school supervision and enrichment program called iCare at Mt. Healthy. This is a fee-based service with a limited number of scholarships available. iCare may be provided in the morning between 6:30 AM and 7:55. iCare may be provided after school until 6:00 PM. Call Anna Villa at 812-418-0924 for additional information about services and charges.

Students arriving prior to 7:55 must be enrolled in iCare. The gym entrance, door 2, is the iCare entrance.

Upon entering the building at 7:55, students should report to their homerooms. Parents should not walk students to class.

Students are considered tardy if not in classrooms ready to learn by 8:10 a.m.

### **Dismissal**

Students must be picked up in carline by 2:55; otherwise, they must be enrolled in iCare.

A note is to be written to your child's teacher if your child has any change in his routine, including but not limited to your child not riding his/her bus in the afternoon, riding a different bus in the afternoon, or being picked up by parent/someone else. Please ensure whoever is picking up your child is on the list to do so. 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 are not to re-enter the school after dismissal.

School Bus Rules are given to students riding buses the first day of each school year. Parents/guardians 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 have a bus 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. Emergency dismissal plans will be secured via paperwork in the fall. Update as necessary. BCSC offers text alerts via ParentSquare. Please sign up for an account so that you can communicate with your child's teacher.

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 homes 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" rather than "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 call school only in emergency situations. These emergency calls must be received before 2:00 p.m. to ensure your child is sent where he/she needs to be.

### **Car Riders**

If you choose to drive your child to or from school, please observe the following guidelines to keep everyone SAFE: One of our Eagle Expectations is WE ARE SAFE. To be SAFE, we will enforce the following procedures regarding arrival (drop-off) and dismissal (pick-up):

### **Car Riders - Arrival**

- Students may not enter the building until 7:55 when there is adequate supervision. Therefore, the school doors will remain locked until 7:55.
- Follow the car line path.
- Remain in your vehicle and pull forward as appropriate.
- All children are to remain buckled until your car is at a complete stop.
- Students must exit from the passenger side only & only when your car is in the LOADING ZONE, which is marked with red lines.
- For the safety of others, do not pull out of the car line, even after your child has exited.
- Please be alert and patient for everyone's safety.

### **Car Riders - Dismissal**

- Car riders are dismissed from class at 2:35.
- Follow the car line path.
- Remain in your vehicle and pull forward as appropriate.
- Students must enter from the passenger side only.
- For the safety of others, do not pull out of the car line, even after your child has entered.
- Students will be released from the safe zone in front of Door 2 when your car is in the LOADING ZONE, as marked by the car line sign and orange cones.
- Please be alert and patient for everyone's safety.

### **BUS RIDING POLICIES**

1. Children may be required to walk a reasonable distance to a bus stop. Please note, parents/guardians are responsible for the safety of your child while going to or from the bus stop and while waiting for the school bus. Stops will be chosen with concern for safety and numbers.
2. Bus drivers will pick up/drop off only at scheduled assigned stops.
3. Students will ride only on assigned buses unless prior authorization has been granted.

### **Bus Expectations: Boarding, Riding and Unloading**

#### **Boarding**

Arrive at the bus stop 5 minutes before bus arrival.  
For your child's safety, refrain from chasing a moving bus.  
Wait for the bus to come to a complete stop.  
Hands to self when boarding the bus.  
Backpack on back or carry on.  
Enter one student at a time.  
If seats are assigned, go to the assigned seat.  
Fasten the seat belt if one is provided and remain in seat when the bus is in motion.

#### **Riding**

Back to back, Seat to seat,  
Feet to floor, and out of the aisle.  
Backpack in your lap or in front of you in your space.  
Hands to self and away from equipment on the bus.  
When riding the bus please remember:  
Use a reasonable conversation voice.  
Hands to self.  
Toys, pencils/pens or other items, should stay in your backpack.  
Treat each other with respect.

## **Unloading**

Be prepared for your stop: backpack/items ready to go.

Wait until the bus stops completely and the door opens.

Exit single file.

Walk away from the bus.

Wait for the bus driver's point of motion to cross in front of the bus, staying 10 feet away from the bus in the "danger zone."

For everyone's safety when riding the bus, please remember:

- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.
- Language should be clean and free of profanity.
- Head, arms, or any object must stay inside the bus.
- Place any trash in the bus trash can before unloading.
- Avoid bringing food, drinks and/or gum on the bus. Eating, drinking, or chewing gum is not permitted for the safety of all students.
- Be kind and courteous to other riders and the bus driver.
- Refrain from using scents such as perfumes, hand sanitizers due to existing health conditions (allergies, asthma) of students and transportation staff.
- The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.
- The bus driver is trained to take care of emergency situations. Students need to stay seated and remain calm.

## **Misbehavior on the bus**

Per BCSC Transportation policy 8600 - B: school bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. In the event a disciplinary action needs to be taken due to misbehavior on the bus, please note the following. The severity of the offense may overrule the following disciplinary action.

### **1. Written Warning:**

The student's parent/guardian will be provided a yellow copy of the School Bus Incident Report. Once the yellow copy of the School Bus Incident Report is signed by the parent/guardian and returned to the bus driver, the student may board the bus and ride.

### **2. First Offense:**

The bus driver/Transportation Department may reassign seating, speak to the student regarding their behavior and if necessary will converse with the building administrator regarding possible suspension of riding privileges for one day. In the event of a bus suspension:

- Suspension will take place the following day.
- Parents/guardian will be provided a yellow copy of the School Bus Incident Report.
- Once the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.

### **3. Second Offense:**

The bus driver/Transportation Department will converse with the building administrator regarding possible suspension of riding privileges for up to ten days.

In the event of a bus suspension:

- Suspension will take place the following day.
- Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may

board the bus and ride.

- A bus contract notifying the student, parent/guardian and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

#### **4. Third Offense:**

Upon notification to the principal by Transportation of the student's third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year. Parent/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

Parents/guardians should note that any damage by your child to the school bus, personal, or public property is your responsibility per BCSC Transportation policy 8600 B 2.c.

For more information on BCSC Transportation policy 8600, please refer to

<https://www.bcscschools.org>

### **BUS SCHEDULES**

Check the BCSC website for latest bus information: <https://www.bcscschools.org/>. 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. Should your bus be running later than its regularly scheduled time, please view the transportation link for delay information on the BCSC website:

<https://www.bcscschools.org> . 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. Also, when possible, we will post delayed bus information on our (transportation) Facebook page.

### **ATTENDANCE:**

#### **REPORTING ABSENCES**

Call 812-342-2463 to report an absence. Regular attendance is a very important factor in establishing a good educational foundation. Our goal at Mt. Healthy Elementary is to have a 98% 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 in 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 812-342-2463 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/guardian 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. Work missed must be done so students will be able to do subsequent 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 reason other 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. When possible, parents should notify the school by phone or written note when a child will be late. When students are tardy an excessive number of times, parents/guardians will receive a letter notifying them of the number of tardies and of the school's concern.

### **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: <https://www.bcscschools.org>

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), WWWY (104.9 FM) & QMIX (107.3 FM). Parents are asked to listen to the radio for announcements. In case of a two-hour delay, school will begin at 10:10 a.m. Provided your contact information is current, you will receive a text and email alert in ParentSquare regarding any school closings, delays, or emergencies.

An "Emergency Dismissal Plan" sheet will be sent home with each student around mid-year. 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 from 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!

## **BEHAVIORAL EXPECTATIONS**

In order to grow and develop, children need to be in a safe environment with firm, consistent, positive limits. This environment also needs to provide support for this appropriate behavior. Our school uses a program that reinforces positive behavior and provides consequences for negative behavior so that all students have the opportunity to develop into expert learners. Our expectations are as follows: We are respectful. We are responsible. We are safe. We are honest. We do our personal best. We appreciate family cooperation and assistance in reaching our common goal of developing expert learners.

Most students are able to meet expectations most of the time. Action will be taken to assist students who are not exhibiting safe or respectful behavior. These actions may include re-teaching expectations and procedures, withholding of privileges, lunch detention, parent/guardian conferences, detention after school, in-house or at-home suspension, or modified scheduling.

Our ultimate goal is for each student to become an expert learner. Expert learners are able to self-regulate. Steps have been created to assist students in meeting this goal. Your assistance and support will help to effect success.

## **GENERAL EXPECTATIONS**

We expect students to do the following:

- be responsible for their actions.
- dress appropriately and practice habits of personal cleanliness and safety.
- be in school daily and arrive on time.
- keep hands, feet, and other objects to self.
- obey classroom and school rules, as well as city, state, and federal laws.
- respect the rights of fellow students and school personnel.
- attain the best possible level of academic achievement, continually striving for improvement.
- respect authority both in school and at school-sponsored activities.
- respect school and community property.
- know the reasons for and methods of discipline.

## **PERSONAL APPEARANCE**

School dress should be modest, safe, and appropriate. Clothing that some may consider to be fashionable may be inappropriate in a public school setting. The careful regulation of student dress is the responsibility of the school. Student/staff health and safety, common decency, student schoolwork, and the school and classroom order can all be negatively affected. This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success," and come to school properly prepared to participate in the educational process. This list is not intended to be all-inclusive. Students inappropriately dressed will be sent to the nurse's office to change or have appropriate attire brought to them by parents.

- Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, weapons, violence, gangs (inclusive of clothing colors and symbols, or promotes racial disruptions by bearing a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, confederate flags or articles, Neo-Nazi or any other



“hate” groups that support racial disruption) or anything immoral or illegal, will be deemed inappropriate and may not be worn in school or at a school function.

- Students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. Students, shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated.
- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- Sleeveless shirts are permitted; however, no spaghetti straps, tank tops or halter-tops should be worn. One’s undergarments and torso should not be visible.
- Clothing must be a safe fit. Shorts must be an appropriate length (shorts that reach the bottom of the student’s fingertips when arms are extended down are appropriate). Pants must come to the waist and stay up.
- Sensible shoes are to be worn at all times to assist in student safety. Shoes that may restrict activities include high heels, flip flops, slippers, shoes with tall soles/heels and clogs. Shoes with built-in skates are prohibited.
- Clothing and accessories such as, but not limited to, pajamas, blankets, non-religious hats and caps must be left at home, as should attire that may cause property damage and/or injury.
- Students should not have hoods up while in the school building so that they can be easily seen and identified.

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 (below 20 degrees F) 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, 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. Food Services has a birthday party package and pizza party package; you may call our cafeteria for details: 812-342-0520. Please contact your child’s teacher before sending any treats to school. Communicating with the classroom teachers about snacks is critical as we have students with food allergies in our school.

### **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.

## MT. HEALTHY ELEMENTARY PBIS: Student Expectations



We are... Respectful, Responsible, Safe, Honest, and Do Our Personal Best

ARRIVAL	BUS RIDER DISMISSAL	CAR RIDER DISMISSAL	OUTDOOR RECESS	CAFETERIA
<p>Enter the building at a voice level 0-1.</p> <p>Sanitize your hands.</p> <p>Walk on the right side of the hall to your classroom.</p> <p>Hang up coats and backpacks.</p> <p>Get breakfast from your unit.</p> <p>Be seated the whole time you are eating.</p> <p>Throw all trash away.</p> <p>Check in with your teacher if you need to use the restroom.</p> <p>Tell your teacher if there is a change in your transportation home.</p> <p>Prepare your materials for the day.</p>	<p>Walk to your bus.</p> <p>Make sure the bus driver is on board before entering the bus.</p> <p>Go directly to your seat.</p> <p>Buckle your seatbelt if there is one.</p> <p>Stay facing forward.</p> <p>Keep your legs and feet in front of you and out of the aisle</p> <p>Use voice level 0-1.</p> <p>Tell an adult if there is a problem.</p>	<p>Sit in your grade-level line, facing the orange cone.</p> <p>Maintain voice level 0-1.</p> <p>Leave ALL items in your backpack &amp; keep Chromebook shut down.</p> <p>Keep hands and feet to yourself.</p> <p>Listen for your name.</p> <p>When you hear your name, gather belongings and walk to exit.</p> <p>Wait to be directed to your vehicle.</p> <p>Enter the passenger side door.</p> <p>Buckle quickly.</p>	<p>Use hand sanitizer when you exit and enter the building.</p> <p>Keep your hands, feet and objects to yourself.</p> <p>Use equipment correctly.</p> <p>Stay in the assigned playground area.</p> <p>Share equipment.</p> <p>Line up when the whistle is blown.</p> <p>Enter a building with a voice level 0.</p>	<p>Wash hands or use sanitizer before AND after lunch.</p> <p>Once seated, face forward and stay seated until dismissed.</p> <p>Raise your hand to ask for help.</p> <p>Use voice level 0-1.</p> <p>Go to voice level 0 when you hear the chime and when an adult is talking.</p> <p>Eat and touch only your food.</p> <p>Say please and thank you.</p> <p>Keep the table and floor clean.</p> <p>Walk to throw away trash.</p>

<b>TECHNOLOGY</b>	<b>GOOGLE MEET</b>	<b>CONVOCATION</b>	<b>DRINKING FOUNTAIN</b>	<b>HALLWAY</b>
<p>Use your own device.</p> <p>Keep the device clean and away from food and drink.</p> <p>Charge your device.</p> <p>Use two hands to carry.</p> <p>Keep the device in a safe place.</p> <p>Tell an adult if there is a problem.</p> <p>Sites that are okay for school are okay for home.</p> <p>If you take your chromebook home, return it to school daily.</p> <p>Sign out and shut down after use.</p>	<p>Follow adult directions.</p> <p>Use voice level 1-2.</p> <p>Mute microphone while others are speaking.</p> <p>Participate and stay on topic.</p> <p>Choose a quiet place to work.</p> <p>Only join meetings with your teacher.</p> <p>Have materials prepared.</p> <p>Tell an adult if there is a problem.</p>	<p>Use voice level 0 when an adult is speaking.</p> <p>Go to a voice level 0 when you hear the chime.</p> <p>Use active listening during the program.</p> <p>Face the speaker.</p> <p>Applaud when appropriate.</p> <p>Stay seated on your bottom.</p> <p>Follow adult directions.</p> <p>Participate only when directed.</p> <p>Keep hands, feet and objects to yourself.</p> <p>Tell an adult if there is a problem.</p>	<p>Use voice level 0-1</p> <p>Drink to a count of 3 and then give others their turn</p> <p>Follow hallway and line procedures</p> <p>Keep hands, feet, and objects to yourself</p> <p>Leave a space between your mouth and the water fountain</p> <p>Tell an adult if you see a problem</p>	<p>Use voice level 0</p> <p>Stay with your group</p> <p>Keep hands, feet and objects to yourself.</p> <p>Go directly to and from your destination.</p> <p>Walk on the right side of the hallway.</p> <p>Face forward when walking.</p> <p>Tell an adult if there is a problem.</p>

<b>LIBRARY</b>	<b>NURSE'S OFFICE</b>	<b>OFFICE AREA</b>	<b>RESTROOM</b>	<b>iCARE</b>	<b>STEM LAB</b>
<p>Use voice level 0 while seated</p> <p>Use voice level 1 at other times</p> <p>Follow adult directions</p> <p>Keep your hands, feet, and objects to yourself</p> <p>Share the computers</p> <p>Return or renew books each week</p> <p>Use shelf markers appropriately</p> <p>Keep all 4 chair legs on floor at all times</p> <p>Keep all materials in the library that have not been checked out by librarian</p> <p>Keep area clean</p> <p>Push in chairs</p>	<p>Walk to the office.</p> <p>STOP! Tell a secretary you need to see the nurse.</p> <p>Walk to nurse's office</p> <p>Wait patiently for your turn.</p> <p>Tell the nurse what you need.</p> <p>Don't forget to say please and thank you!</p> <p>Return to class.</p>	<p>Walk to the office.</p> <p>STOP! Tell a secretary what you need.</p> <p>Use voice level 0 while waiting.</p> <p>Walk to the appropriate location</p> <p>Don't forget to say please and thank you!</p> <p>Return to class.</p>	<p>Use voice level 0-1</p> <p>Flush toilet/urinal after use.</p> <p>Wash and dry your hands.</p> <p>Use 2 pumps of soap and 3 pumps of paper.</p> <p>Do your business, then leave.</p> <p>Give others privacy.</p> <p>Put trash in the trash can.</p> <p>Return to class.</p>	<p>Use voice level 1-2</p> <p>Follow adult directions.</p> <p>Keep hands, feet and objects to yourself.</p> <p>Go directly to iCare after school.</p> <p>Clean up after yourself.</p> <p>Follow all school rules and expectations.</p> <p>Do your own work.</p> <p>Don't forget to say please and thank you!</p>	<p>Use voice level 1-2</p> <p>Follow adult directions.</p> <p>Keep hands, feet and objects to yourself.</p> <p>Raise your hand to ask for help.</p> <p>Use only the supplies you need.</p> <p>Stay in your seat.</p> <p>Do your best on projects.</p> <p>Have a growth mindset.</p>

## Mt. Healthy Elementary PBIS: Reinforcement Plan

### “Noticing”


Staff members verbally reinforce the expectations by “noticing” (i.e. “I noticed you immediately moved to a level zero when it was time to transition; that’s respectful and helpful.”; “You showed all your thinking, all your work on number 3. Way to go!”)

4 steps to notice children without judgment:

1. Start by using the pronoun “you.”
2. Next, describe in detail what the child did (that was helpful).
3. Add a “so that” comment to help the child understand how that behavior helped himself, someone else, or the entire class.
4. End with a tag such as “that was helpful” or “that was thoughtful.”

### Eagle Slips

In addition to “noticing,” any staff member can distribute an Eagle Slip as a visual reinforcement to a student demonstrating the Eagle Expectations.

MT. HEALTHY EAGLE SLIP		MT. HEALTHY EAGLE SLIP 	
STUDENT _____		STUDENT _____	DATE _____
<input type="checkbox"/> I was <u>honest</u> .		<input type="checkbox"/> I was <u>honest</u> .	
<input type="checkbox"/> I did <u>my personal best</u> .		<input type="checkbox"/> I did <u>my personal best</u> .	
<input type="checkbox"/> I was <u>safe</u> .		<input type="checkbox"/> I was <u>safe</u> .	
<input type="checkbox"/> I was <u>responsible</u> .		<input type="checkbox"/> I was <u>responsible</u> .	
<input type="checkbox"/> I was <u>respectful</u> .		<input type="checkbox"/> I was <u>respectful</u> .	
HOMEROOM _____		FROM _____	


### Eagle Claws

Eagle Claws recognize whole-classroom behavior. When a class is following the Eagle Expectations, any teacher or staff member may award the class an Eagle Claw. Claws can be posted in the classroom and when a certain number is accumulated, the classroom may receive a reward, determined by the teacher.



### Eagle Wings

Any staff member may give a student Eagle Wings. This is a positive office referral. Students are sent to the principal who calls the parent/guardian to recognize the student’s accomplishment.

	Date _____
	You have earned Eagle's Wings!
We are proud of you, _____ !	
_____	
Teacher _____	
Spread your wings and try; discover how high you fly!	

**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 years 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 or reliable student believe are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to 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, awards received, school-assigned email accounts, 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 any time. 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.

**CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY** Policy 5840 The use of criminal gang symbols, graffiti, or recruitment or any sign that may be construed as of affiliation is strictly prohibited. Incidents that are gang related will be deemed a more serious situation and handled as such. Gang threats, intimidation or violence may be grounds for expulsion.

**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. Gina Pleak, 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. 812-376-4392

## **EPA**

In accordance with the US EPA's AHERA 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.

## **PEST CONTROL AND USE OF PESTICIDES**

See School Board Policy 8342 on the BCSC website. Prior to the application of pesticides within any building or on school grounds, the parents who have registered for prior notice shall receive notification to be received no later than two (2) school days prior to the application unless an emergency is declared.

## **HEALTH SERVICES AND SAFETY:**

An individual's quality of health determines, in part, his/her interest in learning and ability to learn. 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 who becomes ill at school should inform the teacher. When situations warrant, parents will be notified and are expected to arrange for their child's care.
2. Any student who receives 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 higher, 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, he needs to be kept home until symptoms are gone. If a student develops 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 and dental, depending on the student's grade-level, will be conducted during the school year. The state-mandated screenings are below. Parents/guardians 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.

Service: Administered by:

Hearing Test School Nurse/Speech/Hearing Therapist (Grades 1, 4) Vision Test School Nurse/Optometrists (Grades 1, 3, 5) Dental Screening County Dental Hygienist (Grades 2, 5)

6. 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.

#### 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

### **LICE**

Students with live head lice need to be treated, provide proof of treatment, and be seen by the nurse before returning to class. Bus transportation will be refused until the student is rechecked by the nurse. 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 students periodically until they are nit-free.

D. The student will be allowed only 3 days of excused absences for each infestation and this total is not to exceed 6 days in a school year

### **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 who receives 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.



## HEALTH SERVICES

A nurse is available to all students during the school day for first aid and emergency care and 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.

**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.

**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 higher
- 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.

**Special Medical Conditions:** 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.

**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 Nurse's 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.
- All medication must be registered and stored in the Nurse's office.
- 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 carry medication on his person (emergency medications only).
- Cough drops are not permitted in elementary school due to the potential risk of choking.

## 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 substances, illicit substances (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:

- o Intentional acts
- o An imbalance of power between the bully and victim
- o Repeated over time
- o 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 do as follows:

1. use appropriate table manners at all times;
2. eat the food they purchase or bring from home (Students are not to give or trade food.)
3. use appropriate voice levels in the cafeteria - level 1 at most.
4. remain in their own seats until dismissed.

#### **Breakfast**

Mt. Healthy serves breakfast daily, 7:55-8:10 a.m. Student breakfast is free for students who qualify for free/reduced lunch. Breakfast cost last year (subject to change) was \$1.35 for students not on assistance. Students on free and reduced lunch eat for free. Students may eat only school-served breakfast at school.

#### **Lunch**

All students must eat lunch. Students must either bring a lunch or eat the school lunch. The cost of their lunch is deducted from their lunch account. Students choose lunch items from a variety of selections. One carton of milk is included with the meal purchase. Do not send carbonated drinks, food in glass containers, or knives with your child for lunch.

Please talk with the cafeteria manager if you have any questions about the school lunch program. Parents/guardians are welcome to have lunch at school. The parent must send a note to the café, giving permission to deduct extra food from their account. Lunch prices last year (subject to change) were \$2.70 daily and \$ 13.50 per week for students and \$3.50 daily for adults. Reduced price lunches are \$0.40 cents per day or \$2.00 per week. Milk is \$0.45 cents per carton. (Prices subject to change each year).

## **BCSC FOOD SERVICE DEPARTMENT GUIDE TO LUNCH**

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our students. Below you will find basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at your child's school. (See listing below)

### **Debit System**

All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or Mastercard at [MySchoolBucks.com](http://MySchoolBucks.com), or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

### **Charges**

Due to the nature of this pre-payment/debit program, charging school meals is discouraged. Students may only charge 3 meals. Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly until the balance is paid in full. Schools will provide an emergency meal of peanut butter sandwich or grilled cheese sandwich, vegetable, fruit, and milk at no cost until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than \$25.00, not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

### **Meal Assistance**

Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications have been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. It is recommended that each student start the school year with two weeks' worth of lunch money in their account to avoid charges and to allow time for applications to be processed. Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect. Students approved for meal assistance of free or reduced priced meals of \$0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

## **VEGETARIAN OPTIONS**

BCSC Food Service has a variety of vegetarian options for students. Vegetarian options are marked with a “V” on the menu. Please contact your cafeteria manager for additional options.

## **2023-2024 ELEMENTARY SCHOOL MEAL PRICES (Subject to change)**

STUDENT PLATE LUNCH \$2.70

REDUCED PLATE LUNCH \$0.40

STUDENT BREAKFAST \$1.35

REDUCED BREAKFAST FREE

ADULT PLATE LUNCH \$3.50

ADULT BREAKFAST \$1.85

## **EATING LUNCH WITH YOUR STUDENT**

Due to space and safety concerns, we are unable to host parents/guardians for lunch in our cafeteria or elsewhere in the building. Parents/guardians who wish to have lunch with their student may check out their student during lunch and check them back in immediately after the lunch period ends (with no impact on attendance). They may eat in the lobby or in the car.

**PARENTS or GUARDIANS ON PLAYGROUND.** 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/guardians/visitors do not go to recess with their children.

## **BCSC WELLNESS POLICY Policy 8510**

The Child Nutrition & WIC Reauthorization 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:**

Canvas is BCSC's web-based Learning Management System. Each student and teacher has access to this resource. Students can login to their accounts with any internet connection and device outside of school. Canvas will allow students to access learning resources, to turn in assignments, and to communicate with teachers and other students.

## **DYSLEXIA SCREENING:**

Indiana Code 20-35.5 outlines requirements for schools related to supporting students with learning characteristics related to dyslexia. School corporations and charter schools must ensure that all students in kindergarten, grade one, and grade two are screened each school year, within the first 90 days of school, for

learning characteristics related to dyslexia. BCSC uses the *Foundational Skills with Dyslexia Screener* through NWEA MAP Reading Fluency for the universal screening. NWEA is used as an assessment tool in all K-6 classrooms during the fall, winter, and spring. The K-2 universal screening process assesses six components: Phonological and phonemic awareness, sound symbol recognition, alphabet knowledge, decoding skills, rapid naming skills, and encoding skills. If you have any questions about NWEA or the universal screening process, please contact your school principal.

## **SKILL-BUILDERS**

Skill-building assignments provide the opportunity for students to practice, reinforce, apply and/or extend the skills they are learning during the regular school day. The assignments help communicate to parents which skills students are working on during the school year and reinforce the partnership between school and home. Students are given skill-building work that is individually matched to their needs so every student in the same class may not have the same skill-building work.

Assignments will be adapted to meet the needs of individual students. Students should write their assignments in their homework assignment books or bring home their assignments in folders depending upon the teacher's direction.

## **PARENT/GUARDIAN INVOLVEMENT**

Students are expected to complete assignments independently unless the teacher gives other instructions. Parents/Guardians can provide support by providing a time and place for students to work and can also help by answering student questions and checking the first part of the assignment to make sure the student understands the task. Parents/Guardians may be asked to initial assignment notebooks or work and respond to teacher memos and to help the child form habits in completing work.

## **PARENT PORTAL**

Parent Portal/academic & attendance enables parents to access their children's school records. Parents may register online by going to <https://www.bcscschools.org/> and then clicking on Parent Portal.

## **Parent Square:**

The communication tool used by BCSC. Invitations are sent to the e-mail and/or cell phone numbers on file with your student's school. If you have not received an invitation please contact the Main Office.

## **REPORT CARDS**

Report cards will go home with the students. Assessment information can be accessed via Parent Connect. Call the office for your Parent Connect username and password.

### **K-6<sup>th</sup> Growth Model Report Cards**

Kindergarten through 6th 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 levels of mastery are as follows:

Level of Mastery

4 EXCEEDS grade-level standards

3 MEETS grade-level standards

2 APPROACHING grade-level standards

1 BELOW grade-level standards

Please see additional explanations at <https://www.bcscschools.org/elementary>.

### **Growth Model Report Card Includes:**

- Communication of the learning progression of a **child's proficiency** in regards to the entirety of the standard
- Accurate, frequent, and focused feedback for students to promote **goal-directed learning**
- A **clear picture** for parents concerning where their child stands in regards to the standards/learning
- Information concerning the student's work habits and personal behavior/PBIS

#### **Grade Levels K-2 School Year 2022-23**

Includes 10 reporting standards in ELA and 10 reporting standards in Math for **GMRC**.

**Q1** - 6 standards reported in ELA and Math (12 minimum)

**Q2** - 8 standards reported in ELA and Math (Move previous scores forward for unreported standards)

##### **By Semester 1 - All 10 Reported**

**Q3** - 8 standards reported in both (Move previous scores forward for unreported standards)

**Q4** - 8 standards reported in both (Move previous scores forward for unreported standards)

##### **By Semester 2 - All 10 Reported**

Work Habits and Personal Behavior/PBIS will be reported each quarter.

#### **Grade Levels 3-6 School Year 2022-23**

Includes an overall grade in Reading, Writing, Math, Science & Social Studies reported each quarter.

Includes proficiency of priority standards in Reading, Writing & Math reported each quarter.

Work Habits and Personal Behavior/PBIS will be reported each quarter.

#### **Related Arts - Art, Music, PE, STEM**

Includes 2 content specific standards to be reported each quarter.

### **STUDENT RECOGNITION**

Goal: Recognize BCSC students who are making academic gains and maintaining a high level of success each semester. All BCSC Elementary Schools give both Academic Growth and Academic Success Awards.

Academic Success Awards are given only at the end of 2<sup>nd</sup> semester.

Academic Growth Awards are given at the end of 1<sup>st</sup> semester and 2<sup>nd</sup> semester.

Each grade-level determines the criteria to earn the Academic Success Award and Academic Growth Award. Please ask your child's teacher for specifics.

## **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. If the field trip is outside of Bartholomew County, teachers will obtain your written permission. Returning a signed permission trip form covers all in-county trips. 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 some study trips. Students' siblings are not permitted to accompany parent/guardian chaperones on field trips. School rules are enforced on all field trips (this includes BCSC's "No Smoking Policy"). Chaperones must have completed and passed a criminal history check prior to the field trip.

## **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: For grades Kdg – 5th the fee per semester is \$51.97, \$2.00 science fee, \$2.00 art fee, \$3.00 music fee and \$7.00 material fee or \$65.97 per semester or \$131.94 per year. Grade 6 was slightly higher for a total of \$76.58 per semester. 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.

## **ASSESSMENTS**

Students in grades 3-6 will participate each spring in the statewide ILEARN+ testing. In addition, students in grade 3 will participate in the statewide reading assessment- IREAD-3. Additional assessments may be completed in all grade levels throughout the school year to better understand your child's academic needs. For more information on these assessments visit the BCSC assessment website.

## **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 Anna Villa (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.

### **KINDERGARTEN SCREENINGS**

Kindergarten students participate in formal and informal screening periodically throughout the year.

### **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. 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. Academic eligibility for student athletes is a school decision based on the academic effort and growth of each individual student. 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 participating in the event. If your child has a doctor's appointment and can produce a doctor's slip, he/she may attend the evening event.

### **CONVOCATIONS**

Convocations are designed to educate and enrich the learning experience for the students at Mt. Healthy Elementary.

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

The Mt. Healthy P.T.O. holds meetings and provides several opportunities 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 is 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. With a doctor's note, a student is able to stay indoors.

### **GENERAL INFORMATION:**

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

Please notify the office as soon as possible of any change of address, phone number (home or emergency), or email addresses. 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. For your child's well-being, it is imperative we have current contact information for you at all times.

## **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 donated to charity 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.

## **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/guardians 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 absolutely necessary, phones are to be off and stowed in backpacks. Students should not have them out of the backpack for any reason during the day. Students who bring cellphones to school run the risk of having them stolen or damaged. The school is not responsible for student cell phones. Should the phone go off and disrupt class, or if the student has the phone on his/her person during the school day, an adult will take the phone to the office. Parents will need to pick it up. Watches that serve as phones that are a disruption to the learning environment will be taken by an adult to the office and held for parent/guardian pick-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/Guardians 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/media 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 and get a name tag at the office before proceeding to classrooms. Adults in the building between the hours of 8:10 and 2:45 must be signed in at the office and have a badge. As part of the BCSC Safety Expectations, we are using our SafeVisitor badge system in the front office. Please bring an ID or driver's license with you for access beyond the front office. During your visit you will get a picture taken and your ID will be scanned for a background check. A badge will then be printed for you to wear while you are in the building. The process takes about 30 seconds. Please note that all visitors to MTH MUST WEAR A VISITOR BADGE when in the building. If for some reason you are in our school without one, our staff will escort you back to the main office.

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 need all parents and visitors to 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. Forms will be valid for the entire current school year (but must be renewed yearly). Chaperones going on field trips must have returned criminal history checks in order to accompany the school. (Parent/guardian chaperones are not needed for each field trip.)

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:

- Notify the teacher and office.
- 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 complete an online school usage reservation. School usage forms are available on the BCSC web page under Facility Scheduling.

## **PARTIES AND TREATS**

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 are not to 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.

## **CHECKS**

All checks issued to our school must have your current name and address. There will be a \$20.00 fee on each check 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 in the fall. Spring pictures are optional. 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 the right to pray, organize groups, express their faith in classwork, homework, or at a school event.

## **FUNDRAISERS**

Mt. Healthy Elementary has one major fundraiser and a few smaller fundraisers during the school year. The Mt. Healthy PTO also has smaller fundraisers and other organized events to also help fund school activities.

**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 that 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.

## **BUILDING CRISIS INFORMATION: 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: fire, tornado, earthquake and Armed Intruder. The complete BCSC Crisis Plan is available for parent review in the school office.

**PARENT RECEIVING/REUNIFICATION SITE** – Columbus East High School  
**STUDENT EVACUATION SITE** – Ogilville United Methodist Church

## **SECURITY**

All outside entrances, except the main entrance will be locked. All who enter the building while students are present must sign in at the office and wear a nametag while in the building. You are always welcome at Mt. Healthy Elementary, but we feel it is our responsibility to know who is in our building so we can ensure your safety and the safety of our children.

## **EMERGENCY DRILLS**

Drills are held regularly to help ensure the safety of the students at Mt. Healthy Elementary. During fire, tornado, earthquake, and Armed Intruder drills (including lockdown and evacuation drills), students are expected to do the following:

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

## **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 disciplinary action as well.

Since you are legally responsible for your son/daughter's 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.bcscschools.org/domain/64> 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/services 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 <https://www.bcscschools.org/>.

## **CHROMEBOOKS**

Each BCSC student in grades K-6 has an internet-enabled device available for use each day in his/her classroom. Teachers use technology to plan, organize, and implement universally designed activities that support deeper learning. Students use technology responsibly and use tools to take ownership of their learning, to collaborate, and to create. When an activity can be done more effectively without using technology, teachers and students are comfortable using low and no-tech tools. Access to technology is not used to reward or punish but as a critical tool for learning. Teachers and students attempt to troubleshoot problems independently, as a group, and then effectively communicate problems to designated technology staff using the appropriate method. Technology staff is responsive, timely, and communicative in addressing problems.

## **EXPECTATIONS FOR USE AND CARE**

Student will follow all rules and expectations regarding proper and acceptable use of the Chromebook as set forth by his/her teacher

### **Handle and Care**

- \*Student will carry Chromebook with two hands at all times
- \*Student will carefully pick up, move, and set down Chromebook
- \*Student will keep Chromebook on desks, tables, or in the charging unit at all times, except when carrying
- \*Student will touch, carry, move, or use ONLY his/her assigned Chromebook, unless specifically and explicitly directed otherwise by an adult
- \*Student will keep Chromebook clean, unmarked, and away from food and drink at all times

### **Storage**

- \*Student will plug the Chromebook in to charge the battery each time it's returned to the charging unit
- \*Student will store the Chromebook in his/her assigned charging unit and slot
- \*Student will keep the Chromebook in working order by not storing any documents, workbooks, or other personal items in the Chromebook or in the charging unit's slot

### **Material and use**

- \*Student will report tech or hardware issues as directed by his/her teacher
- \*Student will utilize the Chromebook only for educational purposes, keeping only academic work (documents, files, programs, music, etc.) on the device and in Google drive
- \*Student will keep his log-in information to his/herself
- \*Student will log out of his Chromebook if he's going to step away from it and its use
- \*Student will be held responsible for all searches and all work completed on his/her assigned device is his/her responsibility and that searches are tracked by BCSC's filter

## **BCSC One to One Technology Use Agreement Acceptable Use Policy**

### **GUARDIAN AND STUDENT RESPONSIBILITIES**

Your child has been assigned a device to support his or her learning this year. To support your child's use of this device, we ask that you agree to follow these guidelines:



<p><b>Parent/Guardian Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• I will make sure my child is supervised while using the device.</li> <li>• I will discuss our values and expectations regarding the use of the internet at home.</li> <li>• I will take responsibility for my child's internet use at home.</li> <li>• I will report to the school any problems with the device or accessories in a timely manner.</li> <li>• I will make sure my child brings a charged device to school each day.</li> <li>• I understand that if my child comes to school without the device, he or she might not be able to participate in certain classroom activities.</li> <li>• I agree to make sure the device is returned to the school when requested or upon my child's withdrawal.</li> <li>• I agree to pay for damages to the device as invoiced by BCSC.</li> <li>• I agree to set boundaries at home regarding the use of the device and internet at home.</li> </ul>	<p><b>Student Responsibilities</b></p> <ul style="list-style-type: none"> <li>• I will follow the guidelines below each time I use the device.</li> <li>• I will charge the device nightly and bring it to school fully charged.</li> <li>• I will use appropriate and respectful language when using the device.</li> <li>• I will stay within the district filter.</li> <li>• I will back up important data files regularly.</li> <li>• I will only use technology for school-related purposes.</li> <li>• I will follow copyright laws and fair use guidelines.</li> <li>• I will make the device available for inspection by an administrator or teacher.</li> <li>• I will transport the device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).</li> <li>• I will provide my own headphones and/or earbuds as needed for school related work.</li> <li>• I will only clean the screen with a soft, dry microfiber cloth or anti-static cloth.</li> <li>• I will return the device, charger, and carrying case (if supplied) upon transferring out of school or at the end of the year.</li> </ul>
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## Responsible Use Agreement

### Purpose

BCSC teachers and students use technology and internet-based tools in their classrooms on a regular basis to support the student universally designed learning environment and prepare students to engage in the rapidly changing world. These technologies improve student communication and collaboration skills, provide an authentic audience, and extend learning beyond the classroom walls while building digital citizenship skills. Student access to technology requires responsible, courteous, efficient, and legal use. Our goal in providing access to these resources is to enhance learning experiences and to educate students in responsible and appropriate use. It is important that students and parents recognize that the information posted on the internet is public, permanent, and needs to be appropriate.

### BCSC Student Technology

BCSC Students will receive the following:

- Chromebook
  - Every 1st, 5th, and 9th-grade student will receive a new device that will be issued to them for 4 years
  - All students will be issued a compatible charger
  - All Chromebooks will have a protective shell
- Google Accounts
  - All students have access to the Google Workspace

- Students in 7th-12th grade will receive Gmail accounts

### **Using Technology**

- I will only use my device when my teacher instructs me or when appropriate.
- I will put my device away when instructed.
- I will take care of my device and keep it charged.
- I will only install apps that are approved by my teacher.

### **Digital Responsibility**

- I will be a good cyber-friend by being honest, kind, and respectful when I communicate using my device.
- I will not take or post pictures or videos of someone without their permission.
- I will only share appropriate content with others.
- I will keep personal information private (either my own or another student's), including references to where I live, details about my family or friends (including names) , my age, birthday, home address or telephone number when I am using technology.
- I will only personate myself when writing, recording, etc. while using technology.
- I will tell my teacher or a trusted adult if I am contacted online by someone I do not know.
- I will follow teachers'/building/district PBIS expectations and instructions when using technology.
- I will report and/or help prevent any bullying, abuse, or harm to others.
- I will tell an adult if I read, see, or access something inappropriate, or if I witness inappropriate use of technology.
- I will follow all filters and security measures.
- I will keep my passwords private, except with my teacher or parent/guardian (Family Educational Rights and Privacy Act or FERPA).
- I will follow copyright laws.

### **Technology Concerns**

- When using technology, I will strive to be a responsible digital citizen. If I make a choice that is not in line with being a responsible digital citizen, I will talk to a teacher or trusted adult who will help me figure out how to make it right.
- I will immediately stop and tell a teacher or trusted adult at school if anything happens on my device or on the internet that does not seem right or that makes me feel uncomfortable.
- If something on my device breaks or does not work correctly, I will tell my teacher or a trusted adult right away.

I understand that using any school technology or network is a privilege I must earn through consistent responsible use identified in this agreement. I also understand that privileges may be removed or revoked for any length of time and that I may face additional consequences for irresponsible use.

### **Suggested Device Care Guidance**

- Charge your device every night with the charger that was issued with the Chromebook
- Clean the screen with a microfiber cloth
- If you use a clearing spray, spray it on the clearing cloth and not the device
- Keep the device away from food or drinks
- Make sure nothing is stacked on top of or placed in between the device
- Store the device in climate-controlled spaces
- Remove headphones carefully when you finish using them

If you have any questions or concerns, email [elearning@bcsc.k12.in.us](mailto:elearning@bcsc.k12.in.us). In conjunction with BCSC School Board Policy 7540

I have received, read, and agree to the above Responsible Use Agreement.

Student Name (Printed)\_\_\_\_\_ Student Name (Signature)\_\_\_\_\_

Parent Name (Printed)\_\_\_\_\_ Parent Name (Signature)\_\_\_\_\_

## FACULTY and STAFF

Amy Sprong Principal  
Karmen Riley School Counselor  
Cindy Thompson Administrative Assistant  
Sarah Traylor Building Secretary  
Wendy Montgomery Asst to Counselor  
Olivia Macke Teacher  
Robin Anderson Teacher  
Katie Mayer Teacher  
Kylie Sanchez Teacher  
Kim Smith Teacher  
Kathy Henderson STEM Teacher  
Bonnie Camp SPED Teacher  
Alison Hill Teacher  
Ann Linn Teacher  
Madeline Schmitt Teacher  
Emily Harris Teacher  
Hannah Riehl Teacher  
Jennifer Justis Teacher  
Hannah Zamora Teacher  
Cassady Hall Teacher  
Elizabeth Sanchez Teacher  
Kylie Arnholt Teacher  
Heather Depew, Teacher  
Francesca Figlioli Teacher  
Gwen Handlon Teacher  
Sharon Burge Psychologist  
Ashley Shuffett Art Teacher  
Robert Marks Band Teacher  
Pete Law Performing Arts Teacher  
Jerone Wood P.E. Teacher  
Courtney Foreman Teacher  
Tammie Miller UDL Facilitator  
Eric Morris Speech Therapist  
Emily Bord Occupational Therapist  
Jamie Miller Physical Therapist  
Anna Jacobson Technology  
Joann Heathcoat Technology

Renee Petro Nurse  
Karla Craig Media Center Asst.  
Traci Askins T.A.  
Andi Carter T.A.  
Chelsea Fisher T.A.  
Alisha Godsey T.A.  
Alyssa Day T.A.  
Amanda Edwards T.A.  
Kristen Kriesant T.A.  
Kim Holland T.A.  
Shari Burger T.A.  
Sarah Treesh T.A.  
Ashley Coomer T.A.  
Charlotte Johnson T.A.  
Amanda Perry T.A.  
Tena Mitchell T.A.  
Julia Arden T.A..  
Elizabeth Renner T.A.  
Jadea Graves iCare Site Coordinator  
Kim Semmer Book Buddies  
Ryan Carter Custodian  
Bo Mowery Custodian  
Lisa Mowery Custodian  
Kim Henry, Food Service Manager  
Ashley Seward Cafe Asst.  
Rita Bates Cafe Asst.  
Tracy Baker Cafe Asst.  
Karen Plummer Cafe Asst.  
Dwight Luttrell Bus Driver  
Jason Lekens Bus Driver  
Doug Denny Bus Driver  
Shelly Hadley Bus Driver  
Nicky Deaver Bus Driver  
Roger Schaefer Bus Driver  
Randy Day Bus Driver  
Elizabeth Renner Bus Monitor





1200 Central Avenue, Columbus, Indiana 47201  
812-376-4234

## 2023-24 SCHOOL YEAR

JULY 2023						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2023						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
S	M	Tu	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2023						
S	M	Tu	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023						
S	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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DECEMBER 2023						
S	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
30						

First Teacher Day	August 2
First Student Day	August 3
Labor Day (no school)	September 4
Professional Development Day (no school for students)	September 5
Fall Break (no school)	October 9–13
Thanksgiving Break (no school)	November 22–24
Professional Development Day (no school for students)	November 27
First Semester Ends	December 19
Winter Break Begins (Dec 20–Jan 7 Winter Break, no school)	December 20

Teacher Day	January 5
Classes Begin for 2nd Semester	January 8
Martin Luther King Jr. Day (no school)	January 15
Professional Development Day (no school for students)	February 19
Spring Break (no school)	March 11–15
Good Friday (no school)	March 29
Professional Development Day (no school for students)	April 8
Last Day for Students	May 21
Last Teacher Day	May 22

GRADUATION	
CSA New Tech at CEHS, 7:00 p.m.	May 24
North High School, 10:00 a.m.	May 25
East High School, 1:00 p.m.	May 25

### Grading Periods Student Days Teacher Days

FIRST SEMESTER			
1st 9 weeks:	August 2–October 6	45	47
2nd 9 weeks:	October 16–December 19	43	44
SECOND SEMESTER			
3rd 9 weeks:	January 8–March 8	43	45
4th 9 weeks:	March 18–May 21	45	46.5

IN THE EVENT OF SCHOOL CANCELLATION: The first three will be eLearning days. Additional days beyond day three will be made up at the end of the school year.

■ School Closed ■ Special Event Day  
○ First/Last Student Day □ First/Last Teacher Day

JANUARY 2024						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
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APRIL 2024						
S	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
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MAY 2024						
S	M	Tu	W	Th	F	S
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23	24	25	26	27	28	29
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JUNE 2024						
S	M	Tu	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# STAY CONNECTED!



Want to stay in the loop with important information from Mt. Healthy?

**Follow us on social media!**

We are on Facebook, Instagram and Twitter:

**@mthelemschool**



Mt. Healthy Elementary School: PERMISSION FORM FOR 2023-24

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. We often highlight students in mass communication via ParentSquare, Instagram, Twitter, and FaceBook. We also often display pictures & student work on bulletin boards throughout the school. Sometimes a journalist from The Republic will do a story and take pictures of events at MTH. This form also includes permission for this recognition and potential publication.

The Internet is used in the classroom as a learning tool. Internet use information is included in the Student/Parent Handbook. This form includes permission for Internet use.

Indoor rock climbing is a potential activity in our physical education classes. Participants climb horizontally (sideways) along the wall to the other side. 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 this permission form to the classroom teacher.**

**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

**MEDIA (Including Social Media)/PHOTO/INFORMATION DISCLOSURE**

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

**USE OF INTERNET**

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

**INDOOR ROCK CLIMBING RELEASE**

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

Student Name: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

