

MT. HEALTHY ELEMENTARY SCHOOL 2021-2022 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

AMY SPRONG, PRINCIPAL

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COLUMBUS, IN 47201

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

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BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

MISSION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION VISION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION HIGH EXPECTATION OBJECTIVES

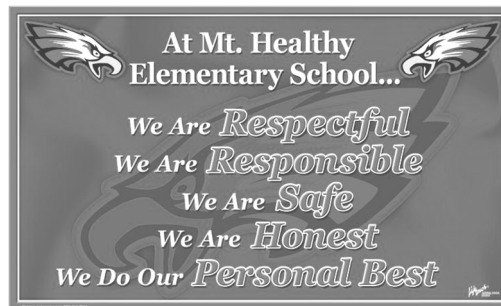
BCSC will ensure a balanced, intentional and forward looking approach to meet the following objectives:

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

MT. HEALTHY ELEMENTARY SCHOOL VISION STATEMENT

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

PBIS EXPECTATIONS / EAGLE EXPECTATIONS



SCHOOL BOARD POLICIES and ADMINISTRATIVE GUIDELINES

Please visit <https://www.bcscschools.org/> to find School Board Policies and Administrative Guidelines.

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 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. Arriving after 8:10 requires a tardy pass from the office.

Dismissal

- Students must be picked up by 2:45; 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: Sign up for E-Alerts: at www.bcscschools.org: resources, parents – e-alerts.
- 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 accurate 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):

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. 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.

DISMISSAL

- Car riders are dismissed from class at 2:35.
- 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 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 when your car is in the LOADING ZONE.
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 to 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 assigned seat.
 Fasten seat belt if one is provided and remain in seat when 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 bus stops completely and door opens.

Exit single file.

Walk away from bus.

Wait for the bus driver's **point in 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 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 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.
- 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 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 www.bcscschools.org/domain/64.

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 to the classroom after that time will be counted tardy.

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

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

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

1. **Contact the school at 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 and will be required to obtain a tardy slip from the office to be presented to the student’s teacher. 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), WWY (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.** To receive a text alert, sign up via the link on BCSC’s main website: e-alert subscription: Sign up for [E-Alerts](https://www.bcscschools.org/) at <https://www.bcscschools.org/>.

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

BEHAVIORAL EXPECTATIONS

LIFE SKILLS AND LIFELONG GUIDELINES

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 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

	ARRIVAL	DISMISSAL	BUS	CAR RIDER	OUTDOOR RECESS	CAFETERIA
Respectful	Use Voice Level 0-1	Use Voice Level 0-1 Listen for dismissal instructions	Use Voice Level 0-1 Use hands and feet for helping, not hurting Be kind and polite to everyone on the bus	Use Voice Level 0-1 Keep hands, feet, and objects to yourself	Enter building using Voice Level 0 Use school appropriate language Solve conflicts with peaceful words Include others	Use Voice Level 0-2 Follow adult directions Eat and touch only your food Say "please" and "thank you"
Responsible	Follow breakfast procedures Hang up coats and backpacks Check in with teacher if you need to use the restroom Tell your teacher if there is a change in your transportation home	Have all belongings with you when dismissed Remind teacher of any changes in your transportation home Have any note regarding a transportation change in hand for bus driver or car line staff	Go directly to your seat and sit facing forward Buckle your seatbelt	Have all belongings and go straight to the nest Listen for your name and move forward immediately Keep all belongings in your backpack	Keep your hands, feet and objects to yourself Line up when whistle is blown	Use restroom and wash hands before entering cafeteria Once seated, stay seated until dismissed Raise hand and wait quietly if you need help Open only the food you plan to eat Ask for "extras" only if you have finished Donate unopened food to the "extras" table
Safe	Walk on the right side of the hall Walk directly to your classroom Keep hands, feet and objects to yourself.	Walk on the right side Follow hallway procedures Walk directly to your bus, the Nest (car riders), or after school activity	Board and exit the bus in a single file line holding the handrail Allow the driver to drive without distractions Keep objects out of the aisle Sit back to back, seat to seat, feet to floor	Stay in building until an adult releases you Walk at ALL times on the sidewalk Stop at red line by adult Stay still until all tires are at a stop Enter and exit the vehicle on	Use equipment correctly (Go down the slide, wait for the swing to stop before exiting, etc.) Stay in assigned playground area	Remain in line order to get lunch Walk to throw away trash and put tray in window

				the sidewalk side		
Honest	Tell an adult if you see a problem	Take home only what belongs to you Tell an adult if you see a problem	Tell an adult if you see a problem	Tell an adult if you see a problem	Follow game rules	Take only the food given to you by staff
Personal Best	Prepare your materials for the day	Be at your designated area on time	Put items where they belong (the floor or your lap) Take all of your things off the bus with you	Listen for your name and move forward immediately	Share equipment Show good sportsmanship	Keep your area clean (table and floor)

Mt. Healthy Elementary PBIS: Student Expectations (continued)

	TECHNOLOGY	CHROMEBOOK TAKE HOME	CONVOCATION	DRINKING FOUNTAIN	HALLWAY
Respectful	Use the device you are directed to use Take care of technology equipment	Take home your Chromebook Use only for educational purposes	Use Voice Level 0 during the program Face the speaker Applaud or cheer when appropriate	Use Voice Level 0-1 Drink to a count of 3 and then give others a turn	Use Voice Level 0 Respect the personal space of others
Responsible	Only go to teacher-directed websites/apps Tell an adult if there is a problem Ask for help when needed Keep device clean and away from food and drink Return equipment to proper place Plug in your device when not in use	Go only to teacher-directed websites (sites that are ok from school are ok for home) Tell an adult if there was a problem with your Chromebook at home Return Chromebook to school DAILY Keep Chromebook clean and away from food and drink Sign out and shut down after every use	Stay seated on your bottom Follow adult directions Participate only when directed	Follow hallway and line procedures	Stay with your group Leave all materials in the hallway untouched Go directly to and from your destination Keep your hands, feet and objects to yourself
Safe	Use 2 hands to carry your device Leave your device in a safe place at all times	Use 2 hands to carry Chromebook Use case to transport Chromebook Stay with your device when it is out of its case Keep in case when not in use	Keep hands, feet and objects to yourself	Keep hands, feet and objects to yourself Leave a space between your mouth and the water fountain	Walk on the right side of the hallway

		Keep on a flat surface while working			
Honest	Tell an adult of any misuse of technology privileges	Return equipment to its proper place the next day Use social media only when directed	Tell an adult if you see a problem	Tell an adult if you see a problem	Tell an adult if you see a problem
Personal Best	Do your best on projects and assignments	Use Chromebook to communicate and create your best work	Use active listening during the program	Follow rules and procedures even when you are alone	Follow rules and procedures even when you are alone

Mt. Healthy Elementary PBIS: Student Expectations (continued)

	LIBRARY	NURSE'S OFFICE	OFFICE AREA	RESTROOM	iCARE	STEM LAB
Respectful	Use Voice Level 0 while seated Use Voice Level 1 at other times Follow adult directions Keep your hands, feet and objects to yourself Share the computers	Use Voice level 0 in hallway Wait patiently until your turn	Use Voice Level 0-1 Wait patiently for the office staff to address your concern/need Make request politely to office staff (use "please" and "thank you")	Use Voice Level 0-1 Flush the toilet/urinal after use Use 2 pumps of soap and 3 pumps of paper	Use Voice Level 1-2 Follow adult directions Raise your hand to ask for help Be kind to others Keep your hands, feet and objects to yourself	Follow adult directions Use Voice Level 1-2 Raise your hand to ask for help Be kind to others Keep your hands, feet and objects to yourself
Responsible	Return or renew books each week Use shelf markers to mark the book's space	Be on time to take your medications Return to class immediately when dismissed	Provide office staff with referral paper, if there is a discipline issue Sit in seat and quietly wait your turn	Do your business, then leave Give others privacy Put trash in the trash can Follow hallway and line procedures	Go directly to iCare from classroom after school Stay in seat until you have permission to get up Clean up after yourself	Use only the supplies you need Stay in seat until you have permission to get up Clean up after yourself
Safe	Keep all 4 chair legs on the floor at all times Use shelf markers for intended use	Follow hallway procedures	Follow hallway procedures	Keep hands, feet and objects to yourself Wash and dry hands	Follow school rules for hallways and playground	Use supplies correctly Walk at all times

Honest	Keep all materials in the library that have not been checked out by librarian	Be truthful to the nurse	Be truthful to office staff	Tell an adult if you see a problem	Do your own work	Remember our partner work rule
Personal Best	Keep area clean Push in chairs	Use good manners	Follow rules and procedures even when you are alone	Follow rules and procedures even when you are alone	Do your best on homework and projects Ask for help instead of quitting Use good manners	Do your best on projects Ask for help Have a growth mindset



VOICE LEVEL

Expectations

VOICE LEVEL

0

No one can hear you

VOICE LEVEL

1

Only the person next to you can hear you

VOICE LEVEL

2

Everyone at your table can hear you

VOICE LEVEL

3

Whole class/group can hear you

Mt. Healthy Elementary PBIS: Infraction Plan (Consequence = next step)

LEVEL	Behaviors that...	Behaviors may include...	Consequences may include...
<div>1</div> <div>Classroom Managed</div>	<ul style="list-style-type: none"> Primarily impact the student Do not require administrator involvement Do not <i>significantly</i> interfere with the educational environment Are not chronic 	<ul style="list-style-type: none"> Unprepared Not following directions Off task Not doing class work (failure to submit assignments) Sleeping Peer Conflict Disruptive behavior Inappropriate language Damaging materials 	<ul style="list-style-type: none"> Reflection Sheet Natural consequences Teacher examines UDL environment/engagement Item(s) confiscated Reteach/practice the expectation Timeout in room or alternate location De-escalation strategies/stations Take a walk Move seat Written or verbal apology (must be sincere) Teacher/student conference Silent Lunch Loss of special privileges Parent contact
<div>2</div> <div>Classroom or Office Managed (prof. judgement)</div>	<ul style="list-style-type: none"> Interfere with the educational environment Put others at risk or harm May require administrator involvement Are chronic Level 1 behaviors 	<ul style="list-style-type: none"> Blatant disrespect to adults or peers (talking back, gestures, etc) Leaving assigned area without permission Inappropriate language (racial slurs, etc) Throwing objects Broken safety rule Misuse of technology/Damaged device Cheating Theft Dishonest Vandalism Hands/ feet/objects not to self Refusal to cooperate 	<ul style="list-style-type: none"> Reflection Sheet Natural consequences Item(s) confiscated Reteach/practice the expectation Lunch detention Written or verbal apology (must be sincere) Time out in another teacher's room Time out in office Loss of special privileges Silent Lunch Parent/guardian contact Send behavior report home Principal/student conference Counselor/student conference Alternative recess
<div>3</div> <div>Office Managed</div>	<ul style="list-style-type: none"> UNSAFE behaviors Violate BCSC policies Violate Indiana State Statutes Are chronic Level 2 behaviors Require administrative involvement 	<ul style="list-style-type: none"> Actions that cause physical harm Fighting Possession of weapon Substance abuse violation Major vandalism Leaving the building without permission Use of intimidation Harassment Insubordination Spitting Other behaviors deemed unsafe/illegal 	<ul style="list-style-type: none"> Reflection Sheet Natural Consequences Time out in office Loss of special privilege Loss of field trip Parent/guardian contact/behavior report Parent/guardian/student/principal conference ISS (In school suspension) OSS (Out of school suspension – last resort) Parent escort at school events Report to SRO

Mt. Healthy Elementary PBIS: Reinforcement Plan

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

Eagle Expectations:



Eagle Slips

Any staff member can recognize a student for demonstrating one of the Eagle Expectations with an Eagle Slip. Eagle Slips are entered into a weekly drawing, and names are drawn each Thursday. Winners receive their choice of a Diner Pass or an Extra Recess Pass, and their photo is put in the school newsletter, on the website and on social media. For the 2019-2020 school year, we set a goal of earning 10,000 Eagle slips. If we reach the goal, all students receive a reward.

MT. HEALTHY Diner Pass	MT. HEALTHY Eagle Slip
Name: _____	Name: _____
Class: _____	Class: _____
Teacher: _____	Teacher: _____
Student: _____	Student: _____

Lunch with _____ the Diner
Name: _____
Class: _____
Teacher: _____
Student: _____



Transportation Tickets

Any staff member can recognize a student for demonstrating one of the Eagle Expectations as a car rider or bus rider with a Transportation Ticket. Transportation Tickets are entered into a weekly drawing. Names are drawn each Thursday. Winners



receive their choice of a Diner Pass or an Extra Recess Pass, and their photo is put in the school newsletter, on the website and on social media. Rewarded tickets are then put on a bulletin board. Each time we "Fill the Bus" with tickets, all students receive a reward!

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 are posted in the classroom and when a certain number is accumulated, the classroom receives a reward, determined by the teacher.



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

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. A photo is then taken of the student with their certificate and put on social media.

FERPA:

Notification of Rights under FERPA for Elementary and Secondary Schools

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

DISCLOSURE OF STUDENT DIRECTORY INFORMATION

FERPA allows disclosure of appropriately designated “directory information” without written consent from a parent or eligible student. Directory information is information that generally is not considered harmful or an invasion of privacy if released. BCSC has designated the following information as directory information: Student’s name, photograph, date of

birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, 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. Teresa Heiny, Assistant Superintendent, 1200 Central Avenue, Columbus, IN 47201 - 812-376-4392

NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Policy 2260

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

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

EPA

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:

HEALTH INFORMATION

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 student's grade-level, will be conducted during the school year.
6. Proof of any immunizations must be brought to the school nurse.
7. **WHEN TO KEEP A CHILD HOME AND REASONS WE SEND CHILDREN HOME:**
 - * Temperature of 100 degrees or more
 - * Inflamed eye with drainage

- * Persistent cough
- * Severe pain
- * Vomiting and/or diarrhea
- * Open, draining sores
- * Lice (See page 21)

8. Students with live head lice needs to be treated, provide proof of treatment, and be seen by the nurse before returning to class. **Bus transportation will be refused until student is rechecked by the nurse.**
9. If your child is diagnosed with strep throat, impetigo, conjunctivitis, fifth's disease, chicken pox or any other communicable condition, please report this to the school nurse as soon as possible.

SCHOOL CLINIC

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

ILLNESS AND INJURY

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

MEDICINES

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

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

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

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

ALL medication must be in **properly labeled containers** when brought to school. Over the counter medications must be in their original, unopened packaging. Prescription medicines must have the prescription labels on the containers. Medications must be brought to school by a parent or guardian. Students may not bring medications to school on the bus.

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

HEALTH SERVICES

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

1. **Immunizations (Policy #5320):** Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations. A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP): <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parents and/or doctor signature every year.
2. **Emergency Care.** Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.
3. **Illness:** Students experiencing illnesses at school notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.

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

- Temperature of 100 degrees or 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.

4. **Disease Management:** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc. should notify the nurse each year at the beginning of school. The nurse, parent/guardian, and student should meet to create an individualized health plan for the school year. Supplies can be kept for the student in the nurse's office.
5. **Medication (Policy #5330):** In order to protect the health and welfare of children, Indiana law requires that schools observe certain safeguards in administering medication to pupils. All medication must be registered and stored in the Nurses office. If the nurse is to administer medicine to a student, the following procedures will be observed:
 - An order from the physician is required for prescription medications to be given at school.
 - Medication should be in the original and properly labeled container.
 - Written permission from a parent/guardian is required for an over-the-counter medication to be given at school.
 - 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.
6. **Lice:** The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.

- A. Any student found to be infested with head lice will be sent home for treatment:
 - 1. The treatment shall consist of the use of a commercial product of the parent's own choosing;
 - 2. The treatment may require a doctor's prescription for chronic infestation
 - B. The following day the student should return to school with the parent/guardian to be checked by the school nurse in case the student does not pass the examination and needs to return home for further treatment.**
 - C. The school nurse will check 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.
- 7. Health Screenings:** The state-mandated screenings are below. Parents are notified by letter of the hearing and vision failures in order for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.
- | | | |
|------------------|---------------------------------------|------------------|
| 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) |
- 8. Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.

PHYSICAL EXAMS

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

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

BCSC SEARCH AND SEIZURE

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

SUBSTANCE ABUSE

- A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.

Paraphernalia Without Residue

- Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.
- Violation 2: Out of school suspension and a meeting with the Student Assistance Director
- Violation 3: Expulsion

(Paraphernalia with residue may result in immediate suspension or expulsion.)

- Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee, which would support a reasonable suspicion, to believe there is a controlled substance use or possession in the school building or vehicle in the school parking lot.

- When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.
- **The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE** throughout the school year. If you know of a student in crisis, please call 379-7710. Unless you choose to identify yourself, this is an anonymous call.

BULLYING INCIDENT REPORT

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

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

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

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

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

BULLYING

Policy 5517.01

Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

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

FOOD SERVICE

A nutritious breakfast and lunch are served daily. The cafeteria is to be a healthy, pleasant, organized, and efficient environment. The students should 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;
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 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 or other special people are always 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, 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 lunches.** 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 \$5.00 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 has 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 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 vegetarian options for students. These items are served on week two and 4 of the 5 week cycle menu

2021-2022 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

VISITORS FOR LUNCH

Parents are always welcome to eat lunch with their student in the cafeteria. In order to help our kitchen staff with their preparations, please send a note to your student's teacher the day you plan to eat with us or call the school cafeteria no later than 9:00 a.m. The price for an adult lunch last year was \$3.50 (subject to change). **REMEMBER – YOU MUST CHECK IN AT THE OFFICE.** In order to keep classroom disruptions to a minimum, we ask parents to wait in the office lobby until the children are dismissed for lunch. Lunch times are as follows: K: 11:20 – 11:50; 1st: 12:20 – 12:50; 2nd: 12:20 – 12:50; 3rd: 10:45 – 11:15; 4th: 10:45 – 11:15; 5th: 11:50 – 12:20; 6th: 11:50 – 12:20. Parents/Guardians will sit with their student in the Eagle Café. In the interest of safety, everyone's security, and our students' rights to confidentiality, we ask that lunch visitors wait in the lobby until their student's designated lunch time. Parents/guardians can sit and eat ONLY with their student; no other students may join them at their table.

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. Please say goodbye to your child at the guest tables in the Café.

BCSC WELLNESS POLICY

Policy 8510

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

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

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

ACADEMICS:

Itslearning 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. Itslearning will allow students to access learning resources, to turn in assignments, and to communicate with teachers and other students.

DYSLEXIA SCREENING:

BCSC uses NWEA MAP Growth and MAP Reading Fluency for the universal literacy screening for all students in kindergarten through second grade. NWEA is used as an assessment tool in all K-6 classrooms at the beginning, middle, and end of the year. The K-2 literacy screening process includes six components: letter naming fluency, phonemic segmentation fluency, nonsense word fluency, word reading, fluency, and oral reading fluency. The K-2 Universal Screening is also used to identify risk factors for dyslexia. 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 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 on line by going to <https://www.bcscschools.org/> and then clicking on Parent Portal.

REPORT CARDS

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

K-6th 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

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 2nd semester.

Academic Growth Awards are given at the end of 1st semester and 2nd 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 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 prior to team tryouts. This procedure brings the BCSC Elementary Basketball League into compliance with the athletic procedure of the BCSC's secondary schools.

Academics are always our first priority. 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 returning to class. If your child has a doctor's appointment and can produce a doctor's slip, he/she may attend the evening event.

INSTRUCTIONAL CONSULTATION TEAM (ICT)

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

CONVOCATIONS

Convocations are 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.

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 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 should be **turned off** and stowed away in backpacks. Students should not have them out of the backpack for any reason during the day. Students who bring cell phones to school run the risk of having them stolen or damaged. The school is not responsible for them. Should the phone go off and disrupt class, or if the student has the phone on his/her person during the school day, it will be taken to the office and parents will need to pick it up. Watches that serve as phones, should they become a disruption to learning, can be held in the office 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:

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

USE OF BUILDING

Any group wishing to use the school building must 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 both in the fall and spring semesters. Purchase of these pictures is optional. Yearbooks are sold in the spring semester. The pictures taken during the fall semester are used in the class composites for the yearbook.

FREE SPEECH

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

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. Our sixth graders run fundraisers to provide funds for their Chicago trip, including a pizza sale beginning in October.

PLEDGE OF ALLEGIANCE

Policy 8801.01

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

MOMENT OF SILENCE

Policy 8801.02

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

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 in 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 to disciplinary action as well.

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

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

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

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.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/service without permission from a teacher or administrator.
12. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
13. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
14. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet
15. Attempt to compromise, degrade, or disrupt system performance
16. Modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

Please also refer to the BCSC Technology Handbook for further information. It can be found on the district's homepage or at <https://www.bcscschools.org/>.

CHROMEBOOKS

Each BCSC student in grades 1-6 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>Responsibilities</p> <ul style="list-style-type: none">• I will make sure my child is supervised while using the device.• I will discuss our values and expectations regarding the use of the internet at home.• I will take responsibility for my child's internet use at home.• I will report to the school any problems with the device or accessories in a timely manner.• I will make sure my child brings a charged device to school each day.• 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.• I agree to make sure the device is returned to the school when requested or upon my child's withdrawal.• I agree to pay for damages to the device as invoiced by BCSC.• I agree to set boundaries at home regarding the use of the device and internet at home.	<p>Responsibilities</p> <ul style="list-style-type: none">• I will follow the guidelines below each time I use the device.• I will charge the device nightly and bring it to school fully charged.• I will use appropriate and respectful language when using the device.• I will stay within the district filter.• I will back up important data files regularly.• I will only use technology for school-related purposes.• I will follow copyright laws and fair use guidelines.• I will make the device available for inspection by an administrator or teacher.• I will transport the device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).• I will provide my own headphones and/or earbuds as needed for school related work.• I will only clean the screen with a soft, dry microfiber cloth or anti-static cloth.• I will return the device, charger, and carrying case (if supplied) upon transferring out of school or at the end of the year.
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BCSC One to One Technology Use Agreement

Acceptable Use Policy

PURPOSE

Bartholomew Consolidated School Corporation (BCSC) may provide and assign students a device (computer) for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students and families issued these one-to-one (1:1) devices. Additional rules may be added as necessary and will become part of this policy.

EXPECTATIONS

Our expectation is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

STUDENT RESPONSIBILITIES

The student will:

- Adhere to these guidelines each time the device is used at home and school.
- Charge the 1:1 device at home nightly, bringing it to school each day with a full charge.
- Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the district owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
- Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
- Back up important data files regularly.
- Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or political purposes.
- Follow copyright laws and fair use guidelines and only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use for school related work.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored, or archived by the district at any time.
- Transport device in sleep mode or turned off, with screen closed, and in a protective case (if supplied).
- Provide personal own headphones and/or ear buds as needed for school related work.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.

STUDENT RESTRICTIONS

The student will not:

- Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
- Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
- Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
- Attempt access to networks and other technologies beyond authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.

- Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make the student subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of device viruses and other malicious software.
- Tamper with device hardware or software, attempt to unauthorized entry into devices, and/or vandalize or destroy the device or device files. Intentional or negligent damage to devices or software may result in criminal charges.
- Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
- Modify or remove the BCSC asset tab or the manufacturer serial number and model number tag.

CARE OF DEVICES

It is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- Devices should not be left in vehicles.
- Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, snow).
- Do not store or transport papers between the screen and keyboard.

DEVICE DAMAGES

If a device is damaged, the school must be notified immediately. If a student damages a device due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device. BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
- Lending equipment to others other than one's guardians/guardians.
- Using equipment in an unsafe environment or manner.
- Ignoring common sense guidelines listed above.

LOANER DEVICES

A student who does not have a device due to a device being damaged may be allowed to use a device from the school depending on availability and reason for loss. Students whose device has been damaged due to negligence will not be allowed to take the loaner device home.

ACCESSORIES

If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

CONSEQUENCES

Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

BCSC One to One Technology Use Agreement
Acceptable Use Policy

☐ I **agree** to have my child take home their BCSC device.

☐ I **do not agree** to have my child take home their BCSC device.

I have received, read, and agree to abide by these Acceptable Use Policy Rules.

Student Name (Printed)_____

Student Name (Signature)_____

Guardian Name (Printed)_____

Guardian Name (Signature) _____

Date: _____

FACULTY and STAFF

Mrs. Amy Sprong	Principal
Mrs. Karmen Riley	School Counselor
Mrs. Kim Acres	Administrative Assistant
Mrs. Cindy Thompson	Building Secretary
Mrs. Olivia Macke	Teacher
Mrs. Robin Anderson	Teacher
Mrs. Katie Mayer	Teacher
Miss Kylie Stattenfield	Teacher
Mrs. Kim Smith	Teacher
Ms. Kathy Henderson	Teacher
Mrs. Bonnie Camp	Teacher
Mrs. Alison Hill	Teacher
Mrs. Ann Linn	Teacher
Mrs. Madeline Schmitt	Teacher
Mr. Adam Ulrich	Teacher
Ms. Emily Harris	Teacher
Mrs. Hannah Riehl	Teacher
Mr. Michael Norris	Teacher
Ms. Kelsey Barrix	Teacher
Mrs. Jennifer Justis	Teacher
Mrs. Becky Yates	Teacher
Mrs. Amy Nagel	Teacher
Ms. Kylie Arnholt	Teacher
Ms. Francesca Figlioli	Teacher
Ms. Gwen Handlon	Teacher
Mrs. Sharon Burge	Psychologist
Mrs. Magaly Lergier Santiago	Speech
Mrs. Rachel Wiley	Art
Mr. Robert Marks	Band
Mr. Pete Law	Music
Mr. Seth Rice	P.E.
Ms. Courtney Foreman	UDL Facilitator
Mrs. Renee Petro	Nurse
Mrs. Karla Craig	Media Center Asst.
Ms. Traci Askins	T.A.
Ms. Alisha Godsey	T.A.
Mrs. Alyssa Day	T.A.
Mrs. Hideyo Roberts	T.A.
Mrs. Kim Holland	T.A.
Mrs. Shari Burger	T.A.
Mrs. Heather Depew	T.A.
Mrs. Sarah Treesh	T.A.
Mrs. Charlotte Johnson	T.A.
Mrs. Amanda Perry	T.A.
Mrs. Tena Mitchell	T.A.
Ms. Elizabeth Renner	T.A.
Ms. Kristian Chamberlin	T.A.
Mrs. Jadea Graves	iCare Site Coordinator

FACULTY and STAFF (continued)

Mr. Ryan Carter	Custodian
Mr. Bo Mowery	Custodian
Mrs. Christe Kleffman	Food Service Manager
Mrs. Roana Huntsman	Cafe. Asst.
Mrs. Julie Petro	Cafe. Asst.
Mrs. Connie Knoke	Café Asst.
Mrs. Rita Bates	Café Asst.
Mr. Dwight Luttrell	Bus Driver 150
Mr. Jason Lekens	Bus Driver 180
Mr. Doug Denny	Bus Driver 201
Mr. Jason Lekens	Bus Driver 122
Ms. Nancy Renshaw	Bus Driver 134
Ms. Shelly Hadley	Bus Driver 138 (Children's Inc)
Ms. Nicki Deaver	Bus Driver 172
Mr. Roger Schaefer	Bus Driver 170

Updated 7/27/2021



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spread your wings and try; Discover how high you can fly



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

2021-22 SCHOOL YEAR

JULY 2021						
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 2021						
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 2021						
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		

OCTOBER 2021						
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						

NOVEMBER 2021						
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				

DECEMBER 2021						
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	

JANUARY 2022						
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	31					

FEBRUARY 2022						
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				

MARCH 2022						
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	

APRIL 2022						
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

MAY 2022						
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			

JUNE 2022						
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		

First Teacher Day	August 5
First Student Day	August 6
Labor Day (no school)	September 6
Fall Break (1 week)	October 11–15
Thanksgiving Break	November 24–26
First Semester Ends	December 22
Winter Break Begins	December 23
(Dec 23–Jan 5 Winter Break, no school for students)	

Teacher Day (no school for students)	January 5
Classes Begin for 2nd Semester	January 6
Martin Luther King Jr. Day (no school)	January 17
Spring Break (no school)	March 14–18
Good Friday (no school)	April 15
Last Day for Students	May 20
Last Teacher Day	May 23

GRADUATION	
CSA New Tech at CEHS, 7:00 p.m.	May 27
North High School, 10:00 a.m.	May 28
East High School, 1:00 p.m.	May 28

Grading Periods Student Days Teacher Days

FIRST SEMESTER			
1st 9 weeks:	August 6–October 8	45	46
2nd 9 weeks:	October 18–December 22	45	45
SECOND SEMESTER			
3rd 9 weeks:	January 6–March 11	46	47
4th 9 weeks:	March 21–May 20	44	44.5

INCLEMENT WEATHER DAYS: The first five will be eLearning days. Additional days beyond day five will be made up at the end of the school year.

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