



Blackford County Elementary Schools



Montpelier School 107 East Monroe Street Montpelier, IN 47359 PH. (765) 728-2402 Fax (765) 728-2403	Northside Elementary 400 East McDonald Street Hartford City, IN 47348 PH. (765) 348-7595 Fax (765) 348-7594	Southside Elementary 1515 South Monroe Street Hartford City, IN 47348 (765) 348-7584 (765) 348-7580
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www.bcs.k12.in.us

STUDENT HANDBOOK 2016-2017

This School Agenda belongs to:

Name _____

Address _____

City/Town _____ **Zip** _____

Phone _____

Student # _____ **Home Room #** _____

BLACKFORD COUNTY SCHOOLS

Educating students, changing the world

Five Year Vision Statement

The Vision of BCS is to become the preeminent school system in the state. Through strong instructional leadership, blended learning, rigorous instruction, and collaboration, students will possess the essential skills to own their futures.



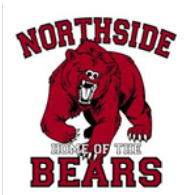
MONTPELIER ELEMENTARY SCHOOL

Vision Statement

Empower, motivate, inspire, in collaboration with the community to produce lifelong learners, and to celebrate achievements and successes.

Mission Statement

Inspiring and motivating minds for learning in a nurturing environment.



NORTHSIDE ELEMENTARY SCHOOL

Mission Statement

Turning today's learners into tomorrow's leaders through excellence!

Vision Statement

The Northside School community believes that all students should be challenged to reach excellence academically, physically, and socially within a safe, nurturing, environment. Through quality instruction, communication, and technology, students will be encouraged to become self-directed life learners and contributing members of an ever changing society. Learning gives us power to shape the future.



SOUTHSIDE SCHOOL

Vision Statement

Every day, in every way, the Southside Community helps each other learn, live and grow.

Mission Statement

Changing our world, one child at a time.

Welcome to Blackford County Schools

The Board of Education for Blackford County Schools and the Superintendent of Schools may establish general rules and policies for all schools in the corporation. In addition, principals may establish written rules, not inconsistent with Board policies, for the operation of their individual schools.

We welcome you to contact the school office, teachers, and staff by calling the school between 7:30 a.m. and 4:00 p.m. You may also leave messages during other hours. E-mails may be left for staff at www.bcs.k12.in.us, choose the school and then the staff e-mail.

Blackford County Schools welcomes parents and community involvement in our buildings. To that regard, parents and guardians are welcome to visit during school hours provided they follow the school safety and visitor procedures.

ATHLETIC ELIGIBILITY

If a student is failing more than one subject they are ineligible to play sports. Grades will be checked on the first day of each grading period during the season. The principal and athletic director will determine further eligibility. Students on probation may practice but may not be allowed to participate in scheduled events.

ATTENDANCE POLICY All students are expected to attend school regularly and to be on time for classes in order to gain maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. The responsibility for regular school attendance rests with the student and his or her parent or legal guardian. Supervisory duty for the school begins at 7:35 a.m. Please make sure your child does not come before that time.

Reporting Absences

Each student's absence must be reported on the day of the absence to the school by the student's parent/guardian by 9:30 A.M. The school phone number to report absences is 728-2402 for Montpelier School, 348-7595 for Northside Elementary, and 348-7584 for Southside Elementary. Notes from parents will be allowed to excuse students in cases where parents could not telephone or the call would be long distance.

Students who must leave school are required to sign out after receiving permission from the school office. Upon return, the student must sign in at the office. At no time are students to leave the building without permission.

Student and Parent Responsibilities

- A student should receive permission from the principal, principal's designee, or nurse to

leave the building during the school day and is to SIGN OUT in the office. Failure to do so may result in the student's being truant. Students will not be permitted to leave unless parents are aware of the reason for the student leaving.

- A student arriving at school after tardy bell must SIGN IN at the office and obtain an admit/tardy slip.
- If the student will be out of school for an extended illness, the school should be notified immediately. Work missed during excused absences may be made up. The student will be given the number of school days missed to make up the work, Parents may call the school office by 9:00 a.m. for assignments and can pick them up at the end of the school day. In case of extended absence (two days), parents are advised to call for assignments.
- When a student is absent from school, it is expected that he/she remain at home during non-school hours. Under no circumstances will that student be permitted to attend or participate in school extra-curricular activities that day. If the student comes to school for the afternoon (by 4th period for Jr. High and High School), they may participate in extra-curricular activities.
- No student who is truant or suspended out-of-school for any part of the school day will be permitted to participate in extra-curricular or co-curricular activities that school day.
- In all absences, it is the student's responsibility to contact teachers and see that work missed is made up.

Definitions of Absences:

Exempt Absences (IC 20-33-2-14-17): These are days not recorded as absences and do not count toward absences. These days must be arranged with the office prior to the date of absence:

- Service as a page or honoree of the Indiana General Assembly
- Service on precinct election board or for political candidates or parties
- Witness in judicial proceedings
- Duty with Indiana National Guard or Civil Air Patrol
- Suspension (disqualifies a student for perfect attendance)

* Contact the principal if your child has a chronic illness which may result in frequent absences.

Excused Absences: Students may be excused from school for the following reasons:

- Personal illness verified by parent and/or medical excuse. The principal/designee may request a doctor's statement when this applies after ten (10) days.
- Absences for doctor and dentist appointments verified with a doctor or dentist note form.
- Family emergencies at parental request approved by the principal.
- Preplanned family absences approved by the principal (not to exceed 5 days per year).
- Funeral attendance for non-family members as requested by parent.
- Student is sent home by the nurse with parent permission.
- Two days out for treatment of head lice.

Unexcused Absences: Any absence not defined as "exempt" or "excused" above, including but not limited to:

- Absences not documented with a parent/guardian call on the day of absence, or by a call or note within two days of the student returning to school but verified not to be truant.
- Oversleeping, missing the bus, car trouble, etc.

Tardies: Any student arriving after the tardy bell will be considered tardy. A tardy can be excused at the discretion of the principal. Tardy students who come to school must report first to the office. Parents will be contacted if tardies occur frequently.

Procedures for Excessive Absences

- Excessive unexcused absences, ten (10) is considered educational neglect of a minor or truancy.
- When a student accumulates **five (5)** absences, the parents or guardians will be contacted by letter advising them of the absences.
- When **seven (7)** absences have been accumulated, a letter will be sent requesting the parent to contact the school within two days. When the parents contact the school a meeting may be set to discuss problems contributing to the absences and solutions to these problems. An Intervention Contract may be drawn up and entered by the school, the parents/guardians, which will define the corrective steps to be taken to ensure school attendance.
- When nine (**9**) **absences** have been accumulated, Attendance Intervention Referrals may be made to the Department of Child Services. A letter will be sent to the parents informing them of the referral.
- When a student accumulates ten (**10**) **absences**, a letter will be sent to the parents/guardians to notify them of the situation. The principal/designee will also contact the parent by phone to discuss the reasons for the absences. The principal/designee may require a doctor's note or have the school nurse determine if the student should be in attendance for all future absences due to illness. Depending on what is agreed upon by the parent and the school designee, future absences will be monitored closely and could be considered unexcused.

Parent Prearranged Absences (PPA)

If it becomes absolutely necessary to take a student out of school during school hours, a parent shall make an appointment with the building principal to discuss the nature of the absence and the academic standing of the student. The principal/designee has the authority to approve or deny PPA requests.

Eligibility

A student must have an attendance record of 95% for the current school year. (During August, September, and October, the attendance record of the prior semester may be used to qualify). Special medical circumstances may be a mitigating factor toward meeting this requirement.

Limitation

- A PPA is intended for family related activities.
- A PPA is not expected to exceed five (5) days per school year.
- No PPA will be allowed during the first or last five (5) school days of any semester without special approval from the principal.
- A PPA must be approved two (2) days prior to the date of the leave.

Procedures

After receiving approval from the principal as outlined above, the parent must agree to:

- Make an appointment to see the student's counselor and arrange to obtain the textbooks and class assignment for the time of absence.
- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the child turns in to each teacher, on the first day he/she returns to school from the absence period, all written assignments for this period. Make-up work is the responsibility of the student.

Truancy

The definition of truancy is any student who is absent from school, or assigned class, without a legitimate reason or a failure to pre-arrange an absence. Habitual Truancy (IC 20-33-2-11)

Release of Student During School Day

It is the policy of the administration to discourage the release of students during school hours except in an emergency. Students may not be released from school, except with the permission of the principal, or his designee. No students shall be excused by a telephone call unless the principal or designee can determine the source of the call. It is recommended that appointments with physicians and dentists should be scheduled outside of school hours. Schools have a closed lunch period. All students are to remain on school property during lunch.

BACKPACKS, DRINK CONTAINERS

No student will be allowed to carry backpacks to class unless approved by teacher. Drink containers will not be allowed in school unless it is carried with lunch or has principal approval.

BEHAVIOR CODE

Positive behavior is encouraged. The best possible climate for teaching and learning is the major concern of the Blackford County Board of School Trustees; this necessarily involves administrative rules and regulations for the conduct of students. Although students are afforded individual rights by the federal and state constitutions, the exercise or expression of these rights cannot, at the same time, infringe upon the rights of others. Therefore, student self-discipline in respect to other individuals and their properties deserves special attention from school personnel, students, parents, and all other citizens of the school community. Acts that are illegal, but not limited to, such as battery, and possession of illegal substances, shall be reported to the police department for investigation. This is for student protection from bodily harm and to provide a safe, educational environment. The responsibility of creating and maintaining a fair and equitable opportunity for exercise of student rights and progress is delegated by the Board of School Trustees to school administrators and support staff. This delegation includes rules and regulations deemed necessary for proper school atmosphere. Students are expected to listen and follow all school employee instructions. Courses of action available to school personnel may include, but are not limited to, any or all of the following in dealing with student discipline:

- Detention
- Isolation
- Reprimand
- Removal from a particular class
- Conferences
- Community Service
- Referral to special personnel
- In-school suspension
- Out of school suspension
- Expulsion
- File a police report
- Exclusion from special events

CONSEQUENCES

Level 1: Conference/Parent Contact

- School personnel and parent

- Conference with student

Level 2: Intervention Options

- Referral: Administration, social worker, counselor, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- Detention: Detainment of a student for disciplinary reasons that takes place before, during or after school hours.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- A combination of any Level 2 option and Level 1 conference/parent contact.
- Other options as discussed among parent, teachers, and administrators.

Level 3: In School Alternatives

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- Placement as outlined above and in combination with levels 1 and 2 consequences.

Level 4: Out-of-School Suspension (1-5 days)

- Suspension with parent conference or the parent may attend school with the student.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.
- Intervention Assistance Team

Level 5: Alternative Consequences/Programs

- Modified schedule.
- Intervention Assistance Team
- Student Discipline Behavior Contract. Violation of this contract will result in more severe consequences.
- Student Discipline Behavior Contract with referral to a community agency such as Blackford County Schools Student Resource Officer
- Student Discipline Behavior Contract and in combination with Levels 2, 3, and 4 consequences.

Level 6: Expulsion Meeting/Expulsion

- Procedure with request for expulsion meeting.

Infraction	Level
Bullying/Harassment/ Intimidation/Threats	Min 3-Max 6
Cafeteria Rules Violation	Min 1-Max 3
Cheating/Plagiarism	Min 1-Max 3

Classroom Disruption	Min 1-Max 3
Computer Misuse	Min 1-Max 6
Disrespect	Min 1-Max 4
Failure to Serve Detention	Min 1-Max 3
Insubordination	Min 1-Max 5
Profanity	Min 1-Max 4
Repeated Rules violation	Min 1-Max 6

Administrative Discretion

In all discipline matters, the building administrators may increase or decrease any stated penalty, whether related to the office or team, due to the circumstances involved in a particular discipline situation. Administrators may determine disciplinary action for inappropriate behavior not specifically stated in this handbook. Students deciding to violate school rules on numerous occasions should expect harsher penalties over students violating school rules for the first time. Police intervention may be requested when deemed necessary by the administration.

Types of behavior on school premises and at school-sponsored events that could result in immediate suspension or expulsion of students from school through a due-process procedure are described below:

- Stealing, damaging or destroying personal or public property.
- Acts defined as criminal by law or unlawful activity.
- Refusal to comply with state and local public school attendance laws.
- Possession of over-the-counter medicines or look alike drugs.
- Possession, use, or being under the influence of alcohol and/or drugs or possession of a controlled substance.
- Students may not carry lighters, matches, cigarettes, electronic cigarettes, or tobacco products on school property
- Physical threats, gestures, violence, or verbal abuse, intimidation, bullying and harassment to others
- Gang Activity.
- Aiding, encouraging, or participating in a disruptive activity that in any way disturbs the learning process and impedes another's freedom to properly utilize school facilities and school-sponsored programs.
- Possession of any type of weapon.
- Failing to follow instructions of teachers or other school personnel when possible to do so
- Failure to comply with Indiana immunization laws.
- Inappropriate sexual behavior which disrupts the orderly, business-like educational atmosphere of the school. Some examples include but are not limited to, hugging, kissing, lewd acts and exposing inappropriate body parts.
- Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other device.

- Sexual harassment. Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature toward students or adults that tends to create a hostile or offensive environment.
- Trafficking, Dealing, and Supplying. A student giving another student any kind of drug including but not limited to prescription drugs, illegal drugs, and over the counter medicine is strictly prohibited. Students who give other students any kind of drug can expect to be expelled from school no less than one semester of school.
- Acting in a manner that brings embarrassment, disrespect, or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include illegal activity; non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.
- False Reporting. False reporting is defined (IC 35-44.1-2-3) as reporting by telephone or other written or oral communication that the person or another has placed or intends to place an explosive or other destructive substance in a building or transportation facility; giving a false report of the commission of a crime or giving false information in the official investigation of the commission of a crime, knowing the report to be false; or giving a false alarm of fire to the fire department of a governmental entity, knowing the report to be false.
- Habitual offender

NOTE: STUDENT UNDER SUSPENSION OR EXPULSION MAY NOT BE ON SCHOOL GROUNDS, PARTICIPATE OR ATTEND ANY SCHOOL FUNCTION FOR THOSE DAYS.

BODY PIERCING

Any jewelry or other items are not allowed when worn in any pierced body part other than the ear. Earrings deemed as dangerous by the principal, must be removed at the principals request. Failure to follow this rule will result in suspension or expulsion.

BOOK RENTAL AND OTHER FEES

Rental books become the responsibility of the student once books are assigned. Rental books which are lost or damaged beyond reasonable use must be purchased by the pupil, or they must pay a damage appraisal. A fair price for a lost book is the new price of a book in that all books have to be replaced by a new book. Damage beyond reasonable use includes:

- Complete loss of book
- Allowing book to become water soaked
- Breaking boards or tearing book from binding
- Tearing pages
- Unnecessary writing or marking in the book or on the cover

Rental charges to pupils are refunded to those pupils withdrawing from the school on a prorated basis. All rental books must be returned or a charge for a new book will be assessed.

Blackford County charges specific fees for many activities, services and courses. Such fees or charges are determined by the cost of materials, services, freight/handling fees, and add-on fees for loss or damage to school property. It is illegal for the school and staff to make a profit.

Fees for textbooks are due the first week of attending school. Preliminary fee information is posted in the local

newspaper and on the schools' websites. Textbook fees may be paid in full by check or cash. All checks should be made payable to the school and returned to the school office. Accounts are due and payable upon billing and considered delinquent after 60 days.

The State of Indiana has combined financial assistance for lunches and textbook fees. An Application for Free or Reduced Priced Meals and Other Benefits form is provided in your first day packet of parent information materials. Textbook assistance is also requested on this form and is considered at the time of review and approval for the lunch program. Individuals completing the form should make sure it is signed and returned to the school treasurer within the first week of attending school. Parents are still responsible, however, for the portion of the textbook fees not reimbursed by the state as well as the supplemental fees.

BULLYING

Board Policy 5340 The board is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Blackford County Schools will not tolerate bullying in any form. 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.

Blackford County Schools defines bullying as aggressive behaviors that involve unwanted negative actions that are repeated over time and involves an imbalance of power or strength. Bullying as defined by IC 20-33-8-0.2 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 that are 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 environment that:

- Places the targeted student in reasonable fear of harm to the targeted student's person or property.
- Has a substantially detrimental effect on the targeted student's physical or mental health.
- Has the effect of substantially interfering with the targeted student's academic performance or
- 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, marital status, or disability. It would include but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. IC20-33-8-0.2(b) identifies circumstances not to be included in this definition.

This policy may be applied regardless of the physical location in which the bullying behavior occurred whenever:

- The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

BUS RULES

All school children being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver and shall be subject to the discipline of the bus driver and the governing body of the school corporation.

The bus driver shall keep order, maintain discipline among the students while on the bus or along the route, and shall treat students in a civil manner seeing that no student is imposed upon or mistreated while in his\her charge. The school bus driver shall insure that the following regulations are observed by all passengers.

Before Loading the Bus:

- All students shall stay off of the roadway and berm until the bus is completely stopped, red lights are on, the stop arm is out, and then wait for the driver to signal for the student to load the bus.
- The child must be at the bus stop upon arrival of the bus and ready to board the bus upon the drivers signal. If the student is not at the stop, the driver may signal the student with one honk of the horn, and then if the student is not in sight the driver may proceed. This practice is not required.
- The student, when crossing the road way to the bus, must cross in front of the bus at least 10 feet in front so that they are in the drivers view at all times. While crossing in front of the bus the student should always watch the driver in case of and emergency.

While on the Bus:

- The bus driver is in charge and all students must listen and do what the driver asks them to do.
- Upon entering the bus the student should go to their assigned seat immediately so that the driver may proceed with the route.
- Bad language or vulgar hand language will not be tolerated and unnecessary loud noises or talking will not be permitted.
- All students shall stay seated at all times that the bus is in motion and shall remain in their assigned seat unless permitted to move by the driver. It is necessary that all students keep their hands and feet inside the bus and out of the aisle way for everyone's safety.
- Throwing of any objects from the bus or on the bus will not be tolerated.
- It is important that all students keep their hands, head, and all personal items inside the bus at all times. Nothing goes out the windows.
- There shall be no eating, drinking, smoking, chewing of gum, use of electronic cigarettes, or smokeless tobacco on the bus.
- Students shall not damage the bus or any school property inside or outside the bus.
- All students are required to use the front entrance of the school bus. You must not tamper with any emergency exit unless the driver instructs you to.
- Any item that is not allowed in the school may not be transported in the bus and any item that the driver feels is a safety hazard will not be allowed onto the bus.
- There will be no shoes allowed to be worn on the bus that will mark or scar the bus floor. This includes, but is not limited to, cleats.
- There shall be no carry on music devices allowed to be played without some sort of headphone/ear bud attachment.
- No student shall be allowed to carry on the bus any type of glass bottle or plastic device intended to get another person wet, whether it be a squirt gun or squirt bottle.
- Students will only be permitted to ride their assigned bus unless they have authorization from their school principal, who would have been notified in advance of the situation by the student's parent or legal guardian.

After Leaving the Bus

- If the student must cross the road it must be done so in front of the bus.
- Students will be permitted to leave the bus only at their authorized stop unless a written permission slip is given to the driver from a parent or school official.

Riding a school bus is a privilege not a right, therefore it is important that you be on your best behavior at all times to keep from losing the privilege to ride the bus to and from school. Student safety is our top priority.

BICYCLES/ROLLER BLADES/SKATES/SKATEBOARDS

Bicycles should be placed in the bicycle racks. It is recommended that bicycles be locked. The school is not responsible for stolen bicycles. Students should observe all rules of safe driving with their bicycles. No motorized bikes allowed on school grounds at any time. For safety reasons, students will not be allowed to bring roller blades, roller skates, tennis shoe skates, scooters, or skate boards for any reason. Wheelies are to be removed from shoes during school.

CAFETERIA

Cafeteria rules are explained at the beginning of the year. Cafeteria expectation/rules are posted in the cafeteria. Be courteous and respectful of all other people in the cafeteria. Students who disobey the rules will be subject to the behavior code. Visitors to the cafeteria must follow the visitor guidelines as stated in *Visitor* section below.

CANCELLATIONS OR RESCHEDULING

The school calendar is a tentative schedule, subject to revision as required by unanticipated circumstances such as severe weather or energy curtailments. Every person will be notified as quickly as possible of any required revision so as to minimize any inconvenience. Radio stations WLBC (1340 AM, 104.1 FM), WMDH (I 02.5 F), WWWO (93.5 FM), WMRI (104.5 FM), WBAT (Marion), WISH-TV (Indianapolis), WPTA-TV (Ft. Wayne), or WOWO (1190 AM) broadcast these revisions or cancellations. If school is closed, all practices are canceled.

Blackford County Schools have implemented a parent contact program (School Messenger) that will automatically phone and e-mail the emergency contacts provided for all our students when we have a delay, cancellation, or other emergency situation involving our schools.

CELL PHONES/ELECTRONIC DEVICES

Students are allowed to have cell phones and other electronic devices. They will be allowed to use them outside of educational time, as well as in the classroom if directed by the teacher for educational purposes. Any personal electronic devices brought to school are the sole responsibility of the student. These items need to have student identification.

More specifically, students may use cell phones during lunch time, passing periods or during recess with approval from the teacher. Use of cell phones during instructional time may result in the cell phone being confiscated until school has ended for the day. Continued violations may result in loss of cell phone privileges at school.

CELL PHONE CONTENT AND DISPLAY

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with child exploitation or child pornography as defined by Indiana Criminal Statutes.
- It is child exploitation, a Class C felony under I.C. 35-42-4-4(b), for any person/student

(1) to exhibit, photograph or create a digitalized image of any incident that includes sexual conduct by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

- It is child pornography, a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than 16 years of age or who appears less than age 16.
- Sexual conduct is defined by I.C. 35-42-4-4(a).
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of sexual conduct as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

COMPUTER ACCEPTABLE USE POLICY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to the policy and the guidelines below will result in the revocation of the user's access privilege by the network administrator.

Unacceptable uses of the computer include:

- Violating the conditions of the Education Code dealing with students' rights to privacy.
- Using profanity, obscenity or other language which may be offensive to another user.
- Reposting (forwarding) personal communication without the author's prior consent .
- Copying commercial software in violation of copyright law.
- Using the network for financial gain, for commercial activity or for any illegal activity.
- Installing unauthorized software.

The person in whose name an account is issued is responsible at all times for its proper use. Users must not give a password to another user. Users should change passwords frequently. Because access to the Internet provides connections to other computer systems located all over the world. Users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the Blackford County School Corporation control the content of the information available on these other systems. Some of the information available is controversial and sometimes offensive. Blackford County Schools do not condone the use of such materials. School employees, students and parents of students must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the corporation.

COMPUTER NETWORK ACCOUNT/BLACKFORD CO. SCHOOLS COMPUTER ACCEPTABLE USE POLICY RULES & REGULATIONS

It is a privilege to receive an Internet address. The Internet account is free to users. A RESPONSIBLE user of the Internet may keep an account as long as the user is a teacher or student in the Blackford County School Corporation.

Responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (e-mail) to other users.
- Use the Internet to explore other computer systems.

Responsible user may NOT:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to the user.
- Send or get copyrighted materials without permission.

These guidelines should be followed concerning computing resources:

- Respect the privacy of others. Do not seek information about, obtain copies of or modify electronic information belonging to other users unless explicitly authorized to do so by those users. Do not share passwords with others or use passwords not belonging to you.
- Respect the network as a shared resource. Do not deliberately attempt to degrade or disrupt system performance or to interfere with the work of others. Be sensitive to the impact of your traffic on network performance.
- Respect appropriate laws and copyrights. The distribution of programs, databases and other electronic information resources is controlled by the laws of copyright licensing agreements and trade secret laws. These should be observed.
- Respect the spirit of academia. The theft, mutilation, or abuse of computing resources violates the nature and spirit of the academic environment.
- Users must not give their password to anyone. System operators will have access to all user accounts, including e-mail. If the rules above are not followed by any person, use of the network will be canceled. There will be no second chances. If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school.

Anything not covered herein please refer to board policy. Consequences of improper use will be administered as defined by the discipline code.

CHEATING

Personal honesty is a virtue all individuals should possess. Teachers are responsible for decisions regarding cheating. Students can expect such measures as receiving a failing grade or zero on assignments/tests for that six-weeks grading period. Other discipline may include an automatic detention.

DISRUPTIONS

No item may be possessed in school that would disrupt the educational process. Items include but are not limited to rubber bands, toys, squirt guns, laser pointers, and squeeze bottles. Any exceptions to this will be at the principal's discretion. Possession of these articles or acting in the manner will be dealt with as a disciplinary

matter under the behavior code. Also, classroom disruptions including talking out without permission, yelling, or throwing objects will not be permitted and will be dealt with under the behavior code. Failure to bring materials to class such as books, pencils, paper, or homework is academic insubordination and will be dealt with under the behavior code.

DRESS GUIDELINES

- Do not wear jackets, coats, hats, bandanas, hoods or sunglasses in the school building, unless it is associated with a school purpose.
- Dress and grooming should be within the limits of generally accepted good taste.
- Students should pay attention to personal cleanliness and neatness.
- Student dress shall be such that it does not distract from the educational environment, constitute an interference with school purposes, make it harder for the teacher to teach, or make class discipline harder to maintain. Undergarments may not show. Some examples of dress considered inappropriate would be hats, jackets, and hooded sweatshirts to class, clothing with drug/alcohol advertisements, bare shoulders or midriffs, halter tops, strapless dresses, spaghetti straps, pajama pants or tops, pants or shorts worn low enough that undergarments may show, clothing that is torn or has holes in it. Shorts deemed to be an educational distraction by the principal will not be permitted and must have an inseam of at least 6 inches.
- Clothing, with sexually implied messages or connotations, is not permitted.
- Students who have questions about particular types or items of dress should talk to principal, counselor/social worker.
- Clothing, symbols, or insignias that may be construed as gang related will not be allowed. This includes handkerchiefs, flags, chains and bandanas.
- Clothing must fit and belt lines must be worn at the waist, (no sagging).
- Student dress which violates any of these guidelines or interferes with school purposes will be declared unacceptable by the school administration.

DRILLS

In order to gain practice in leaving the building, in case of an emergency, fire drills are held monthly. Tornado drills, earthquake drills and lockdown drills are held each semester. These are serious parts of our program, and each student will be expected to take them seriously and give his utmost cooperation. Posters are located in each room with instructions on what to do during these drills.

When the fire alarm sounds:

- Every student will leave the building quickly in a quiet and orderly manner.
- There is to be no talking during the drill.
- The exit used by a particular student is determined by his position in the building at the time of the warning signal.
- Specific instructions are located in each classroom.
- Students will re-enter the building as soon as attendance is taken and signal for their return is given.

False Alarms and the Law

INDIANA CODE 35-44-2-2 makes false alarms or the pulling of an alarm as a prank a criminal act. Charges against the student can be made to local law authorities. Students can expect to be suspended from school, or expelled from school, or pay a large fine and serve community service, based on the individual circumstances. Tampering with the fire sprinkler system is also considered a criminal act.

DRUG AND ALCOHOL POLICY

Any student bringing to school, using, or under the influence of alcohol and/or drugs or look-alike alcohol and/or drugs on school grounds at any time at any school related activity, on or off the school grounds, will be subject to the following action:

- The student will be suspended from school for a period of five (5) days and an expulsion may be recommended.
- There may be an alternative to this expulsion proposed if the parent and the student agree to participate in a drug and alcohol program, at an approved agency. ie: student assistance plan S.A.P.
- Drug testing may be required by the school at the parent's expense. All information collected by the school will be turned over to the appropriate local officials for possession.
- The law enforcement agency has permission to use dogs to check for drugs in the schools upon the principal's request or at their convenience.

DRUG TESTING FOR BLACKFORD COUNTY SCHOOL CORPORATION Random Drug, Alcohol, and Tobacco Testing Policy

Policy Statement

The Blackford County School Corporation shall conduct mandatory random drug, alcohol, and tobacco testing program for all students in grades 6 through 12 that are participating in the following:

- All extracurricular activities including; all athletics, clubs, organizations, and activities sponsored by the School Corporation.
- All students who apply for a driving/parking permit pursuant to rules and regulation as set forth in the Student Handbook.
- Any and all staff and/or students not qualifying in the aforementioned activities, who wish to voluntarily participate in the Random Drug, Alcohol, and Tobacco Testing Program.

The purpose of this policy is:

To provide for the health and safety of the general public.

- To provide for the health and safety of all students participating in school sponsored clubs and activities.
- To provide for the health and safety of all students who are permitted to drive to school and park on the grounds.
- To provide for the health and safety of all athletes.
- To undermine the effects of peer pressure by providing a legitimate reason for students to refuse illegal drugs.
- To encourage students involved in extracurricular activities, and drivers training who use drugs to participate in drug treatment/education programs.
- To address a demonstrated drug problem which exists in the School Corporation student body.

Request for Drug Testing

Parents may requests drug testing from the school during the random drug testing. A nominal fee may be requested of parents.

Substance Abuse Policy (Different from Random Drug Testing)

No student will possess, use, have consumed, distribute or transport any of the following substances before, during or after school hours at school, on school property, or any school-sponsored activity as defined below:

- Any controlled substance or dangerous drug defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any substance that represents a controlled substance or which is represented in nature, appearance or effect to be a controlled substance, or represented by the person in possession to be a drug, is considered a look-alike drug.
- Steroids of all types.
- Any prescription medication not reported to the school nurse in accordance with policy.
- Possession of drug paraphernalia.
- All student prescriptions should be checked into health office following school policy.
- The administration shall have the authority to require a student to submit to a chemical urine test if they have reasonable suspicion to believe the student while at school, attending or traveling to and from school activity, is under the influence of alcohol, marijuana or a controlled substance, as defined by Indiana law.

Reasonable suspicion may arise from the following:

- A student's conduct, physical appearance, and/or odor indicates the use of alcohol, marijuana, or a controlled substance.
- Reliable information communicated to an administrator indicating a student is presently using or is under the influence of alcohol, marijuana, or a controlled substance.
- Possession of drug paraphernalia, alcohol, marijuana, or a controlled substance, if the above is also present.
- Failure to take a test will result in a recommendation for expulsion for the semester.

Tobacco Free

All Blackford County School property is to be TOBACCO FREE (including the use of electronic cigarettes). This includes all students and adults visiting or using the campuses as well as employees.

GANG POLICY

INSERT NEW POLICY HERE

GRADING SYSTEM/GRADE CARDS

Grade cards are usually issued on Friday following each grading period. Constructive comments by parents are always welcome.

Elementary students are to have grade card envelopes signed by parents and returned to teachers.

Conferences with teachers, administration, or guidance personnel may be arranged if desired.

GRADING SCALE

A	90 - 100
B	80 - 89
C	70 - 79

D 60 - 69
F below 60

A letter system of grading is used in all subjects:

A - Superior	S - Satisfactory
B - Good	U - Unsatisfactory
C - Average	N - Needs improvement
D - Poor	I - Incomplete
F - Failure	

A plus beside a letter grade indicates that student performance was slightly above the letter grade and a minus indicates a student performance was slightly below the letter grade.

MIDTERM REPORTS

At the mid point of a grading period, any parent of a student who is receiving low grades in a class will have a written report sent home.

PROMOTION POLICY

Promotion - Advanced to the next level because of sufficient accomplishment at the present level.

Assignment - Advanced to the next level because of age, size, and feeling on the part of the faculty that the student's social gains will overcome his academic frustrations. Students may be returned to the previous grade if unable to meet standards of the new grade.

Retention -. Retained at the same level or levels because the student has potential but did not achieve. If the student does not meet the standards for promotion, a parent conference must be held. If the student does not meet the standards for promotion, a letter will be mailed to the parents. Parents will be contacted by their principal informing them of the retention and the school's rationale. A parent conference may be held at their request. Students who are promoted will not receive this letter.

Decisions of promotions and retention are made by the principal with the classroom teacher and parents. Students who are placed because of minimal academic gain may be required to attend summer school.

IREAD / INDIANA RETENTION LAW

March 2010 Indiana General Assembly passed PL109 requiring the evaluation of reading skills for all third grade students. In response to the legislation the Indiana Department of Education created I-READ-3. I-READ-3 stands for Indiana Reading Evaluation and Determination. I-READ-3 will be administered to third grade students in the spring. Students who do not pass the I-READ-3 will:

- Have mandatory attendance at summer school required.
- Have a second change to pass the assessment during summer school.

Failure to pass will result in retention in Third Grade

GOOD CAUSE EXEMPTIONS

There are three good cause exemptions to the Indiana Retention Law.

- ESL Student.
- Student has been retained twice before.
- Student has an IEP and determined in a case conference not to be retained.

E.C.A. Practice Attendance

When accepting the responsibility of participating as a player in any of our school sports, the student is responsible for being present at all set meetings or practice sessions unless excused by a doctor or has prior consent from the

coach. Having an unexcused absence from any practice, or the breaking of training rules, could result in a disciplinary action by the coach or school administration.

All students are encouraged to participate in extra-curricular sports. If a sport is offered for a particular gender (I.E. girls or boys basketball) then students of that gender may not try out for or practice with the opposite genders team. All teams must be age/grade appropriate for their season.

- When a student is absent from school all day because of illness, it is expected that he remain at home during non-school hours. Under no circumstances will that student be permitted to attend or participate in school extra-curricular activities that day. Students must attend at least 3 hours of school, including the last period of the day to be eligible to participate in an ECA that day. The principal may allow exceptions to this policy for extreme cases or emergency situations.
- No student who is truant or suspended out-of-school for any part of the school day will be permitted to participate in extra-curricular or co-curricular activities that school day.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students are responsible for obtaining a pass.

HEALTH CONCERNS

The health center, located in the office, is open daily for admission of students for health needs or consultation. Some of the reasons for sending a student home:

- vomiting
- fever of 100 degrees or more
- severe headaches
- other medical problems

The parent will be called and arrangements made for transportation home.

MEDICATION GUIDELINES

- All medications to be taken by students during school hours must be brought to the health office or school office. **Medications must be brought to the school by a parent or guardian and should never be sent with the student.**
- Medication are to be delivered to the school by the parent/guardian in the original labeled containers. If the medication is prescribed by a physician, it must be in a pharmacy labeled container or be accompanied by a copy of the physician's prescription. (Area pharmacies will provide upon request, free of charge an extra empty labeled bottle for school.)
- No medication will be given without written permission of the student's parent/guardian. A signed and dated hand written note will be accepted to cover one day. Notes should include the following information: Name of student (first & last), Name of medication, Dose of medication and amount to be taken, time it should be given, and reason for the medication.

- Permission forms for non-scheduled medications must indicate how often medication can be given.
- Permission forms for Epi-Pens must include specifically when the injection should be given (i.e.: immediately after bee sting, if rash appears, if student states difficulty breathing, etc.)
- All medications are to be stored in a secured place in the school health office. Please do not send more than 2-3 weeks' worth of medication into the school at a time.
- Students are not to keep/carry medications with them. Students who must carry an inhaler with them, need to provide the health office with a signed/dated note from the physician, indicating their condition requires they keep medication with them at all times, in addition to the parent permission and pharmacy label/physician's prescription.
- Any prescription medication that is ordered to be given once, twice or three times a day can be scheduled to be taken at home. Any exceptions must be discussed with the Health Services staff.
- Over-the-counter medications will not be given in doses larger than manufacturers suggested doses without a signed/dated order from a physician.
- If a change occurs in a student's medication, a new permission form and correctly labeled bottle needs to be provided.
- If you desire a 504 Health Plan with modifications for your child, please contact the school principal. He/she will arrange a meeting with the Special Ed. Coordinator.

IDENTIFICATION

Students giving another name, address, or phone number other than their own to school personnel when requested will be addressed under the discipline code. Many times this becomes a safety issue for students. Visitors and students entering the building are required to sign in. This is in accordance with the State Fire Marshall visitors guidelines. Visitors will be required to show identification.

INDOOR AIR QUALITY

To bring an Indoor Air Quality issue to our attention use the following contact information.

Indoor Air Quality Coordinator (IAQC) – Tim Werner

Blackford County Schools

0668W 200S

Hartford City, Indiana 47348

Telephone - (765) 348-7550

Email – twerner@bcs.k12.in.us

1. Contact IAQC with a specific issue. Include building, room, and type of problem.
2. Within 72 hours (IAQC) will investigate the issue.
3. Within 48 hours after the initial investigation the (IAQC) will respond to the issue.
4. Appropriate remedies for the issue will be taken during the investigation and response period.

INSURANCE FOR STUDENTS

The Blackford County Schools have a continuing concern about the increasing cost of medical care as it relates both student and athletic accidents. As a result of this concern, we have purchased a program of blanket student & athletic accident coverage for all students.

This program is intended to supplement your family or employer group coverage or plan. It is NOT designed to replace your present coverage. Please review the information contained on this sheet. It is intended to be a brief description of the coverage and is not the policy. The policy is held by the school.

The coverage is for medical bills only resulting from ACCIDENTS that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in school activities do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are **NOT** covered.

The plan is excess coverage and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPA, the proper procedures outlined by that plan must be followed before this coverage has any liability.

The following limitations are included in this plan:

- Hospital miscellaneous charges are paid at a rate of \$2,000 for the day of confinement and \$1,000 per day thereafter.
- Physical therapy is paid to a maximum of \$500 per claim.
- Diagnostic imaging charges are paid to a maximum of \$500 per claim.
- Surgical charges are paid to a maximum of \$3500 per claim. Treatment by a licensed practitioner of medicine must begin within **60 days** of the accident.
- Only expenses incurred within **52 weeks** of the date of the original accident are considered.
- All bills and insurance information must be submitted within **15 months** of the date of the original accident.
- Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If your son or daughter should be injured in a school activity, report the accident to the Principal immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, **please** call them at 1-800-232-1579.

The Following Items are not Covered:

- Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane.
- Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
- Loss covered by other valid and collectible insurance or plan.

- Hernia, in any form.
- Sickness or disease in any form.
- Fighting, unless as an innocent victim.
- Expense incurred for the use of orthotics unless used exclusively to promote healing.
- Use of electric, bio-mechanical devices.
- Non-prescription drugs.

****RETAIN THIS INSURANCE INFORMATION FOR REFERENCE.****

JURISDICTION/SCHOOL REPRESENTATION

It is important to remember that the school's rules apply at school, on school property, at school sponsored events and on school transportation. A student can be suspended from school transportation for infractions of school bus rules. *The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occur on or off school property if the activity interferes with school purposes or the educational function of the school.*

Ultimately, it is the principal's responsibility to keep things orderly. In all cases the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

School Representation

Students must always be aware that at school sponsored functions, on and off school grounds, you are expected to represent the school in a positive fashion. Examples of undesired representation include:

- Sloppy appearance
- Undesirable behavior as described in the student handbook
- Undesirable language
- Failure to perform duties
- Unsportsmanlike conduct
- Uncooperative attitude
- Any act or deed that harms the reputation of the school
- Disrespect of any kind toward your sponsor(s), coaches, chaperones or other students

Some of these functions include, but are not limited to field trips, athletic events, and cheerleading. Additional requirements may be set by sponsors or coaches. Failure to follow these guidelines may be handled under the disciplinary code.

LASER POINTERS

Students will not possess or use a laser pointer while on school property unless under the supervision of a staff member and in the context of instruction. Failure to follow policy will be handled under the discipline code.

LIBRARY MATERIALS

Library books and magazines that are property of the school must be maintained in the same condition they were when they are checked out. The student who checks out the book or magazine is responsible for it. **Replacement costs will be charged for lost books and magazines.** Fair price fines will be charged for damaged books and magazines. If a lost book or magazine is found and returned after payment is made, the school will refund the payment.

LICE POLICY

Head lice are very tiny, wingless, grayish insects that live on the scalp, and are dependent upon human blood to exist. Lice eggs (nits) appear as tiny, white or brown grains that are attached to the hair shaft by a sticky material, and cannot be removed unless they are pulled the length of the hair. Nits hatch in about a week, and the lice are

capable of laying eggs 8-10 days after hatching. Adult lice live 20-30 days, and lay 4-5 eggs/day. Lice can survive only 1-2 days away from a scalp, but nits, if kept warm enough can survive to hatch. Transmission occurs by direct contact with an infested person or direct contact with articles harboring live lice.

Students found to be infested with lice and/or nits in their hair will be excluded from classes until all lice and nits are removed. Each student should have a contact or emergency phone number of someone who can come get them if needed. If a parent/guardian cannot be located, the student will wait in the health office until they are picked up.

Students are to have their heads treated and all lice and nits removed from their heads before returning to school. There are several treatment methods available. Information is available from your school's nurse, your family doctor, or the Blackford County Health Department.

When a student returns to school following treatment, an adult is required to bring them to the school office. The school nurse or a trained staff member will check the student's hair prior to them going into the classroom. If lice or nits are found, the student again will be sent home. If there are repeated absences due to head lice, the Blackford County Division of Family and Children's Services will be notified.

Bed bugs and fleas will be treated in a similar manner.

LOCKER RULES

Use of school lockers is a privilege, not a right. **Locker combinations should be kept confidential and not be set in advance to protect your property.** Students should use only the locker assigned to them. Students are expected to report faulty lockers to the principal. No valuables should be placed in unlocked gym lockers. Lockers should be kept orderly at all times. No soft drinks or valuables should be stored in student lockers. Students may store sack lunches in lockers from arrival until lunch only. Lockers should not be slammed or kicked. Writing on lockers is strictly prohibited. Students should not bother or attempt to open a locker other than their own. Stickers or permanent markings are not allowed on lockers. Failure to follow locker policies will result in disciplinary action such as privileges lost for a period of time and a monetary fine.

LOST AND FOUND

The lost and found area is located in the office. If a student loses personal property, he/she should inquire at the office. If a student finds property that does not belong to him/her, he/she should turn it in at once to the office.

P.T.O.

Blackford County Schools have an active P.T.O. All parents are encouraged to attend and support the activities. Parent volunteers are always needed and contribute to the success of the school.

PHYSICAL EDUCATION

Physical education is required for all students unless excused by a medical certificate. Due to a variety of physical activity, students are to wear appropriate outfits specified by the instructor. Regular school dress is appropriate with gym shoes. Gym shoes must be worn on P.E. days.

PLEDGE OF ALLEGINACE

Following Indiana code, IC20-30-5-0.5, the Pledge of Allegiance and a moment of silence will be conducted in classrooms once a day.

PORNOGRAPHIC MATERIALS

Pornographic materials may not be possessed by students at school. Possession of this type of material will be handled under the board policy and/or the Indiana codes.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate behavior or excessive displays of affection which cause embarrassment to onlookers and disrupt the orderly, business-like educational atmosphere of our school will not be tolerated. This applies to all school events.

RECESS

Blackford County Schools encourages daily physical exercise. Elementary students will have the opportunity for outside daily recess if weather allows. If wind chill factor is below 25 degrees or other weather conditions require, recess will be held indoors. **Parents are responsible to make sure students have weather appropriate attire for recess.**

SALES IN SCHOOL

Students are not allowed to sell/trade any items on school property without permission from the school principal.

SCHOOL COUNSELING

The primary purpose of the guidance department is to help students succeed in life. Both guidance (advising students) and brief counseling (helping students to better understand themselves and to demonstrate appropriate behavior) are offered by the Social Worker or Counselor. Guidance and counseling are provided in the areas of academic achievement and planning, career planning, and personal concerns. Names and addresses of in-depth counseling programs will be furnished upon parent requests.

SCHOOL PROPERTY

All accidental damage to school property shall be reported to the office by the student involved. If it is necessary for the person to pay for such damage, the custodian, the principal/assistant principal, and the pupil shall determine a fair fee. Students causing intentional damage will receive consequences.

PARENTAL LIABILITY FOR DAMAGES CAUSED BY A CHILD

A parent is liable for not more than five thousand dollars (\$5000) in actual damages arising from harm to a person or damages to property knowingly, intentionally, recklessly caused by the parent's child if:

- The parent has custody of the child; and
- The child is living with the parent (Legal Reference: I.C. 34-31-4-1).

SEARCH AND SEIZURE

A student using a locker/desk that is the property of the school corporation is presumed to have **no expectation of privacy** in the locker or its contents. Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly

understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

SPECIAL EVENTS

Students may be excluded from attending special events such as carnivals, skating parties, field trips, etc. because of behavior or other issues. The principal will make the final decision, using teacher recommendations about changes in behavior status.

SNACKS AT SCHOOL

The Blackford County School Corporation Wellness policy states

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United State, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Whereas, SEA111 and Section 204 of the Child Nutrition Act mandates a wellness policy, physical activity and nutrition improvements.

- Classroom celebrations will consist of a balance of at least 50% Healthy/Better Choice items at elementary, middle, and high schools.
- Food items brought to school to share in the classrooms must be prepackaged. Homemade food items will not be served.
- Parents may obtain a list of healthy/better choice items from the school office.

SNOWBALL POLICY/ROCK POLICY

Any time there is snow on the ground, there is always the temptation to throw snowballs. In the school jurisdiction, snowballs, rocks and objects thrown at people, automobiles, buses, trucks, etc. are negative and improper. This type of dangerous activity endangers life and property, or invites a personal injury and will be handled under the behavior code.

STUDENT TEACHERS AND VOLUNTEERS

Throughout the year student teachers, university students, or school volunteers assist in several areas which may include academics. Students should provide the same respect and courtesy given to the regular classroom teachers and to all persons working educationally for the students. Volunteers and chaperones may be required to pass a background screening for student safety.

TELEPHONE/CELL PHONES

School telephones are for school business only. Students must present a pass to staff before requesting to use the office telephone. Failure to follow these guidelines may be handled under the behavior code.

Students' cell phones are not to be used during the school day without specific permission from the teacher or principal. **The school is not responsible for lost or stolen phones.**

TITLE IX

Title IX is a law passed in 1972 that requires gender equity for boys and girls in every educational program that received federal funding.

To bring a Title IX issue to our attention use the following contact information:

Title IX Corporation Coordinator – Dr. James Trinkle
Blackford County Schools
0668W 200S
Hartford City, IN 47348
Telephone - (765) 348-7550
Email - jtrinkle@bcs.k12.in.us

Building level contacts

Blackford High School – Mr. Scott Shimer, (765) 348-7560
Blackford Junior High School—Mrs. Melissa Blossom (765) 348-7590
Northside Elementary – Dr. Kevin Biddle – (765) 348-7595
Southside Elementary – Mrs. Michelle Lochner (765) 348-7584
Montpelier Elementary –Mr. Jim Fox (765) 728-2402

TOYS

No toys are to be brought to school unless special permission is given by a teacher.

VANDALISM AND MAINTENANCE OF PROPERTY

Every citizen of every community must protect the property he/she owns and the property owned by all citizens. In school, as in the community, this responsibility must be assumed by all students. All trash should be placed in provided trash cans. If community property is damaged or destroyed by a student, the student or students will be required to pay for the damage incurred.

VISITORS

Blackford County Schools welcomes parents and community involvement in our buildings. To that regard, parents and guardians are welcome to visit during school hours provided they follow the school safety and visitor procedures.

Parents and visitors are encouraged to visit school to meet the guidance staff, administrators, and teachers. Appointments will be necessary. All visitors must report immediately to the main office sign in and pick up a Visitor's Tag. No person shall visit any portion of the building to which he or she has not been given administrative permission or remain in the school building or on the grounds after he/she is asked to leave by any administrator, faculty or staff member.

Students are discouraged from asking friends outside of the school to visit the school during regular school hours.

VULGARITY AND DISTURBANCES

Language which offends or degrades other people is in violation of the laws of decency. Loud screaming or yelling is unacceptable behavior. Such language and behavior is never acceptable and will be handled under the behavior

code.

MONTPELIER, NORTHSIDE, AND SOUTHSIDE SCHOOLS TITLE I SCHOOL FAMILY INVOLVEMENT POLICY

Montpelier School, Northside School, and Southside School intends to follow the family policy guidelines in accordance with the *No Child Left Behind Act of 2001* as listed below. Each school will distribute this policy to the families of students participating in the Title I program and will update this policy annually.

Each school will:

- Convene an annual meeting near the beginning of the school year
- Explain the requirements and the rights of the families to be involved
- Offer a flexible schedule of meeting times so that all families have an opportunity to attend and may provide transportation, child care, or home visits in order to increase parent involvement.
- Involve families in an organized, ongoing, and timely way to plan, review, and improve this family involvement policy and other school policies
- Provide the families of participating students with
 - timely information
 - a description and explanation of the curriculum to be used
 - the forms of academic assessment used to measure student progress
 - proficiency levels that students are expected to meet
 - opportunities for decision-making related to the education of their children
 - materials and training on how parents can improve their child's achievement
 - education of school staff on how parents can improve their child's achievement
- Provide education of school staff on how to build ties between home and school
- Coordinate and integrate, as appropriate, family involvement programs with other community parent organizations such as Head Start and Born to Learn (Parents as Teachers)
- Ensure to the extent possible that information sent home related to school and parent programs and meetings and other parent activities is in a language and form that is easy for parents to understand.
- Develop appropriate roles for community-based organizations and businesses and encouraging partnerships with elementary, middle, and high schools
- Provide such other reasonable support for family involvement at families request

Blackford County School Corporation Title I Parent/Family Involvement

Blackford County Schools intends to follow the parental involvement guidelines in accordance with the *No Child Left Behind Act of 2001* as follows. Throughout this involvement policy, the term "parent" is understood to be defined as parent, guardian, or family of Blackford County Schools students. The Blackford County Schools Board of Education designates the principal in each Title I, Part A, school to distribute this policy to parents of students participating in the title I program.

Parents of students in the Title I program will be members of the broad-based P.L. 221 committees operating annually in each Title I school. They will participate in the process of school review and improvement of the school's local plan. (See also section 6125)

This district will provide the coordination, technical assistance, and other support necessary to assist Title I, Part A, school in planning and implementing effective parent involvement activities in order to improve student academic achievement and school performance. Materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology will be available, as appropriate to foster parental involvement.

This district will help build each Title I school's and all families' capacity for strong involvement as a component of family events, such as meet the teacher nights, family nights, parent/teacher conferences and other appropriate venues. Information about these events will be provided to parents/guardians in a language they can understand.

Blackford County Schools will coordinate and integrate parent involvement strategies under Title I, Part A, with parent involvement strategies under other programs operating within the district, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPPY), state-run preschool programs, and Title III language instructional programs. This work will generally be coordinated by the home/school counselor and the Family Centers.

Blackford County Schools will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served with Title I, Part A funds. This evaluation will identify the barriers to greater participation by families in parent involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will then use the findings of the evaluation to design strategies for more effective parent involvement. If a revision of this policy is necessary, parents involved in the activities of the schools will help with that revision.

Blackford County Schools intends that families of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating families' dissatisfaction with the district Title I program will be collected by the Title I director and submitted along with the Title I Application for Grant to the Indiana Division of Compensatory Education.

The Title I program will be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Blackford County Schools Board of Education. These goals and standards will be shared with families in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

Blackford County Schools will offer educators about effectively utilize the assistance of parents, in the value of parental contributions, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and otherwise build ties between parents and the school.

Each school will submit its Title I school parental involvement policy, which must meet all legal requirements. This policy will be developed jointly with and distributed by the school to parents of participating students. The policy will be updated annually by July 1.

A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan in the Blackford County Schools Administrative Offices.

Revised 04/05/2012

PARENTS RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) *PARENTS' RIGHT TO KNOW*, this is a notification from Blackford County Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of
- discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have any questions or concerns, please feel free to contact the school principal.

PARENT COMPACT

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a safe and supportive learning environment.
- Teach classes with an interesting and challenging curriculum that promotes student achievement.
- Motivate my students to learn.
- Set high expectations and help every child be successful in meeting the Indiana academic achievement standards.
- Communicate frequently and meet annually with families about student progress and the school - parent compact.
- Provide opportunities for parents to volunteer, participate, and observe in my classroom
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making with parents and school colleagues to make our school accessible and welcoming for families.
- Respect the school, students, staff and families.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard
- Bring necessary materials, completed assignments and homework
- Know and follow school and class rules
- Communicate regularly with my parents and teachers about school experience so that they can help me to be successful in school
- Limit my TV watching, video game playing, and internet usage
- Study or read every day after school
- Respect the school, classmates, staff and families

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-6).
- Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.

- Regularly monitor my child's progress in school.
- Participate, as appropriate, in decisions about my child's education.
- Attend parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

