

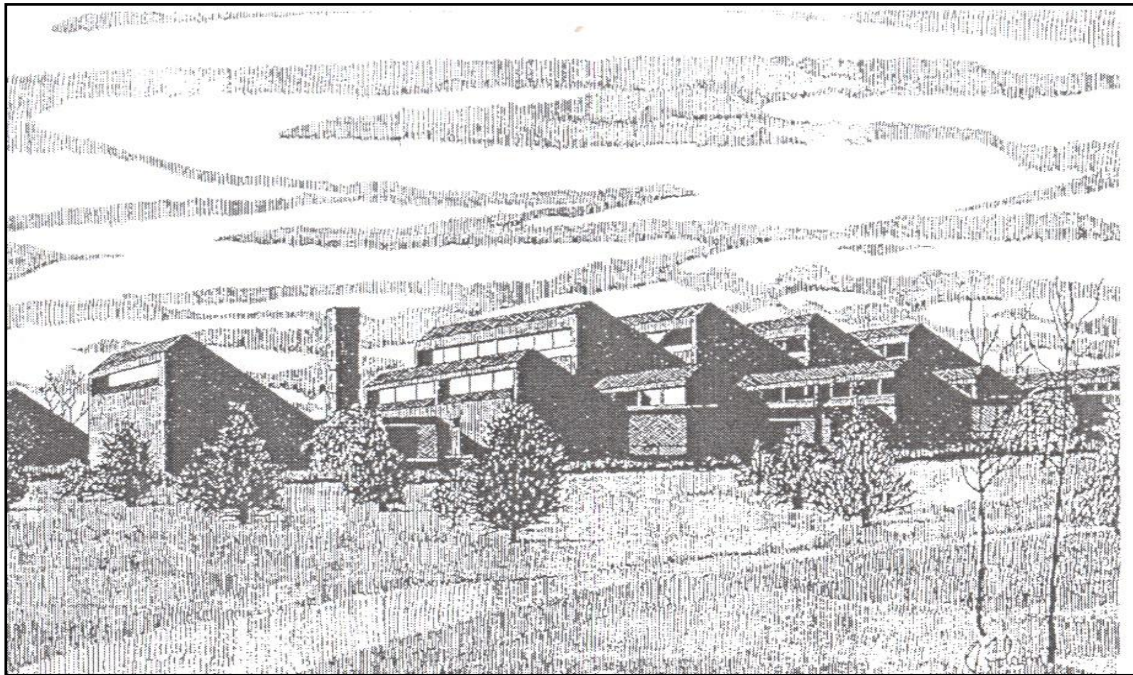
# **W. D. RICHARDS ELEMENTARY SCHOOL 2013-14 Handbook**

## **W. D. Richards Elementary School - Welcome**

The staff of W. D. Richards Elementary School welcomes you to our school. We are here to provide a successful learning experience for our students. The involvement, support, cooperation, and interest demonstrated by parents, students, and staff make all the difference in our students' attitudes toward learning and the importance of education.

The information in this handbook and packet is to acquaint our Richards' families with the programs, services, procedures, and policies of Richards School. Through an understanding of what keeps our school functioning efficiently and safely, as well as an awareness of the opportunities offered at Richards for growth and development, a commitment for a quality education program for our students is established.

The student and the parent/guardian must sign the signature page at the end of this handbook. It must be returned to school within one week of receipt of the handbook.



## **W. D. RICHARDS ELEMENTARY SCHOOL**

**Mr. Darin Sprong, Principal**

**3311 Fairlawn Drive**

**Columbus, IN 47203**

**812-376-4311 -- Main Office**

**812-376-4445 -- Nurse**

**812-376-4505 -- FAX**

**812-376-4328 -- Café**

**[www.bcsc.k12.in.us/richards](http://www.bcsc.k12.in.us/richards)**

## Table of Contents

BCSC Mission Statement; Vision Statement; High Expectation Objectives; Richards Vision, Richards Goals . . . . .	3
ARRIVAL/DISMISSAL	
Car Riders; Change of Dismissal Plans . . . . .	4-5
ATTENDANCE	
Introduction; Procedures to Report; Excused/Unexcused; Highly Extenuating Circumstances; Tardies; ATTEND, Emergency School Closings. . . . .	5-6
BEHAVIORAL EXPECTATIONS	
Life Skills and Lifelong Guidelines; Personal Appearance; What to Leave At Home; Treats at School; Pets; Rules-bus, classroom, hallway, playground cafeteria. . . . .	7-10
SCHOOL DISCIPLINE PLAN . . . . .	11-12
FERPA (Family Educational Rights and Privacy Act) . . . . .	13
STUDENT HAZING & BULLYING . . . . .	14
ANTI-HARASSMENT . . . . .	14
NON-DISCRIMINATION POLICY . . . . .	14
Nondiscrimination and Access to Equal Educational Opportunity . . . . .	14
EPA. . . . .	14
HEALTH SERVICES AND SAFETY	
Health Information; Health Services; School Clinic; Medicines; Physical Exams; Immunizations; Health Screenings; Lice; BCSC Search and Seizure; Substance Abuse; Bully Incident Report. . . . .	15-17
FOOD SERVICE	
Breakfast; Lunch; Lunch Assistance; Visitors for Lunch; Wellness Policy . . . . .	18-19
ACADEMICS	
Homework; Recommended Minutes of Homework; Parent Involvement; Incomplete Assignments; Parent Portal; Ideas for Helping Your Child; Report Cards; Conferences; Grading Scale; Honor Roll; Study Trips; Library; Library Usage and Care; Book Rental Fees; Textbooks; Assessment. . . . .	20-23
STUDENT SERVICES	
Before/After School Programs; Student Council; Elementary Counselor; Project Connect; Change of Student Information; Kindergarten Screenings; Policies for Athletic, Extra Curricular & Co-curricular Activities; Instructional Consultation Team (ICT); Teacher Assistance Team (TAT); Convos, Parties; PTO; Recess. . . . .	24-25
GENERAL INFORMATION	
Change Of Student Information; Lost and Found; School Property; Distribution of Materials; Telephones and cell phones; Interruptions; Parent/Visitors; Volunteers/Field Trip Chaperones; What to Do When Moving; Use of Building; Parties and Treats; Pets; Textbooks; Assignment Books; Bookstore; Checks; Smoking; School Pictures and Yearbook; Free Speech; Fundraiser . . . . .	26-28
BUILDING CRISIS INFORMATION	
Emergency Drills; Safe Schools Emergency Planning; Parent Receiving Site; Student Evacuation Site; Security; Indoor Air Quality . . . . .	29-30
PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE . . . . .	30
TECHNOLOGY AND INTERNET USE POLICY . . . . .	31-32
CALENDAR . . . . .	33
STAFF PAGE . . . . .	34
PERMISSION PAGE . . . . .	35

**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION  
MISSION STATEMENT**

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

**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION  
VISION STATEMENT**

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

**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION  
HIGH EXPECTATION OBJECTIVES**

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

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



**W. D. RICHARDS RAIDERS KNOW HOW TO “A.C.T.”**

Always be Respectful  
Care Enough to Be Responsible  
Take Time to Be Safe

**W. D. RICHARDS ELEMENTARY SCHOOL VISION**  
Big Dreams + Hard Work = SUCCESS!

**W. D. RICHARDS ELEMENTARY SCHOOL GOALS**

- Achieve exemplary academic status achievement.
- Deploy Continuous Improvement Process.
- Provide a safe, healthy, well-disciplined and positive learning environment.
- Create an inclusive culture of respect, equity and trust.

## ARRIVAL/DISMISSAL

1. Students are admitted to the building no earlier than 8:00 a.m. unless going directly to the cafeteria for breakfast which begins at 7:45. Upon arrival, students should wait in the back of the building. Bus riders are to wait in the front lobby or the front of the building (when weather allows). When the bell rings at 8:00 a.m. all students should report directly to their classrooms unless they are going to the cafeteria to eat breakfast or turn in their lunch money.
2. The playground is off-limits before school.
3. BCSC offers a before and after-school supervision and enrichment program called i-Care at Richards. This is a fee-based service with a limited number of scholarships available. I-Care may be provided in the morning between 6:30 AM and the beginning of school. I-Care will be provided after school until 6:00 PM. Call Kate Garrity at (418-0924) for additional information about services and charges.
4. **Students are considered tardy at 8:10 A.M.** All students, including those who are eating breakfast at school, are expected to be in their classes at this time. Please be sure your child is arriving on time. It is disruptive to the class and embarrassing to your child to be late to class.
5. Kindergarten students who are attending for a half-day are dismissed at 10:45 A.M. All other students are dismissed between 2:35 and 2:40 P.M. All students should proceed directly to the appropriate exit following the designated route.
6. **All students being picked up by cars should go the back of the building using the back entrance off of the circular drive.**
7. Bus students report to the front of the school to the bus pick-up area. Each bus has a marked area for bus riders. Kindergarten students are escorted to the front bus rider area and are supervised by staff.
8. Walkers exit from the front doors and are expected to leave the building and head directly home. They are not to linger on school grounds or spend time on the playground before leaving.
9. The playground is off limits after school until 5:30 P.M. This time is reserved for use by the after-school programs.
10. Students riding a bicycle, skateboard, scooter, or roller blades should obey the rules of the road and keep safety foremost in his/her mind. We **strongly encourage** students to wear appropriate safety gear such as helmets. Bicycles are to be parked and locked on bike racks located in the front of Richards. After school, bikes are to be walked to the edge of the school property. Skateboards and roller blades may be stored in backpacks or on the lower ledge of the coat area. Students take full responsibility for the security of those items.

## CAR RIDERS – DROP OFF AND PICK-UP

**All before and after school drop-offs and pick-ups must be done in the circle in back of the school.** Please note that this circle is one-way only! This designated pick-up/drop-off area is monitored by adults and is required to be used as the **only** pick-up/drop-off area for Richards' students. **The parking lots, front drive, and Fairlawn Drive must not be used for pick-up or drop-off.**

**Drop off-** Cars must enter the back circle drive and should wait in line (like a drive-up window). When traffic moves, cars should pull as far forward to the stop sign as possible before dropping off the student and then immediately move on to make room for other cars. Wait your turn, and do not cut into line. The driver must stay in the car! **Please remember – 5 mph at all times in our driveways and parking lots.** Students should be prepared to exit the vehicle as soon as the vehicle comes to a stop by having notes written, goodbyes said, assignment books signed, and belongings such as lunch money, homework, books, etc., together so they can make a hasty exit from the car. If the adult needs to enter the building, park in the back parking lot or park in front of the school in a marked Visitor's spot. The drive in front of the school is used for buses and is not available to cars from 7:45-8:10 a.m. and from 2:15-2:45 p.m.

**Pick-up-** Students who are picked up are to wait in the area at the back of the building at the outdoor staircase until their ride arrives. Cars should pull forward to the Stop sign or as far forward as traffic allows. Be considerate of others by not blocking the pick-up/drop-off lane. Take just enough time to fasten seat belts and then move away from the curb.

## CHANGE OF DISMISSAL PLANS

All arrangements for after school must be made before the student arrives at school. Students are not allowed to use the phone for making after school arrangements. Students must go to their home after school unless there is a note from their parent/guardian stating that other arrangements have been made. Changes in the student's usual form of transportation must be in writing and signed by the parent/guardian. The note must be specific. EX: Johnny will be a car rider with Sally Smith...not be Johnny will go home with Sally. This note must be taken to the office to be stamped. If there is no note, the child will be dismissed from school in the usual manner. Parents should only call school in **emergency situations**. These emergency calls must be received before 2:00 p.m. at 376-4311.

## ATTENDANCE

Bartholomew Consolidated School Corporation and W. D. Richards Elementary School believe that regular school attendance is critical to a student's ability to derive the full benefits provided in the school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the work force and society. **The average daily attendance this past year was 97%, which shows excellent support from parents. However, our goal is 98%....so we have some room for improvement as we strive for exemplary school status.** Please keep in mind the following guidelines in regards to attendance.

1. If your child is absent, **it is necessary to notify the school office by calling 376-4311 by 10:00 a.m. on the day of the absence.** For your convenience voice mail is available to take your calls when the office is closed, please call 376-4311, press 3. If you are not able to call school the day of the absence, you must send a note with your child when he/she returns to school stating the reason for the absence. This note should be written in the assignment book for students in grades 2 – 6. If the reason for the absence is not provided the absence will be recorded as unexcused.
2. When your child visits the doctor, dentist, optometrist, etc., the doctor must confirm the visit. Forms are in the doctors' offices and are also available at the school office. If the doctor does not confirm the visit, the absence will be recorded as unexcused. The student should miss only the time necessary for the appointment and travel time to and from the appointment.
3. The Pupil Service teacher will investigate all frequent absences, unexcused absences, late arrivals, and early departures. Frequent absences (missing more than five days of school in a semester or in a previous school year) may result in requiring a doctor's statement to count as an excused absence. Continued problems with absences, late arrivals, and early departures will be referred to the Attend Team, Bartholomew County Prosecutor, and/or Children's Protective Services for further investigation.
4. Your child is responsible for requesting make-up work. You may pick up assignments during the period of a student's extended absence (two or more days) by giving the teacher 24 hours notice. This gives the teacher time to prepare the materials and send them to the office. **Students do not receive academic credit for work missed during an unexcused absence, but the work must be done** so students will understand and be able to do the next assignments.
5. If you wish your child to be excused from school for "highly extenuating circumstances" or for participation in non-school sponsored competitions, please obtain a request form from the school. Family vacations are not considered extenuating circumstances and will result in unexcused absences. The Highly Extenuating Circumstance/ Competition Form must be submitted at least one week before the scheduled absence. These requests will be reviewed and are subject to the approval of the principal on a case-by-case basis. Homework will not be provided in advance for these absences or for vacations that are not part of the school corporation schedule.

## **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. Parents must accompany children into the building when tardy.

## **ATTEND**

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

## **EMERGENCY SCHOOL CLOSING**

### **DO NOT CALL SCHOOL – CHECK THE BCSC WEBSITE**

**[www.bcsc.k12.in.us](http://www.bcsc.k12.in.us)**

For the safety of the children during inclement weather, schools may be closed, dismiss early or have a two-hour delay in starting. Families should be prepared for any of these situations. The school will send home a form to complete regarding your emergency plan. These forms should be returned to your child's teacher. **Children and staff must know the alternative plan for your child in case of an emergency school closing.** Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWY (104.9 FM) AND WRZQ (107.3 FM). Parents are asked to listen to the radio for announcements and to **not call the school**. In case of a two-hour delay, school will begin at 10:10 a.m. When there is a two hour delay, buses will run two hours later, i.e. if the bus normally picks up at 7:45, it would pick up at 9:45.

## **BUS SCHEDULES**

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

## **BEHAVIORAL EXPECTATIONS**

### **LIFE SKILLS AND LIFELONG GUIDELINES**

In order to grow and develop, children need to be in an environment with firm, consistent, positive limits. This environment also needs to provide warmth and support for this appropriate behavior.

Our school uses a program that reinforces positive behavior and provides consequences for negative behavior. The guidelines for our program are simple. They include the following five guidelines that govern our behavior. They are as follows:

**TRUTHFULNESS  
TRUSTWORTHINESS  
PERSONAL BEST  
CARE ABOUT OTHERS  
ACTIVE LISTENER**

We also teach the Life skills. They include **Caring, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility, and Sense of Humor**

Family cooperation and assistance will greatly help in reaching our common goal of instilling self-control within each student.

Most students are able to follow rules most of the time. Action will be taken to assist students who have problems following rules. These actions may include withholding of privileges, conferences, detention after school, in-house or at-home suspension, or modified scheduling.

Our ultimate goal is for each student to become self-disciplined. These disciplinary steps have been created to assist students in meeting this goal and allowing teachers to spend as much time as possible in instruction. Your assistance and support will help to guarantee success.

**Bullying is any repeated, intentional act by a more powerful person that causes others embarrassment, pain or discomfort.** 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.

### **GENERAL RULES**

#### **Students should:**

- be responsible for their actions.
- keep hands, feet, and other objects to self.
- dress appropriately and practice habits of personal cleanliness and safety.
- be in school daily and arrive on time.
- 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**

The primary requirement for the appropriateness of any dress for children is the cooperation of the parents. If a child's clothing is so unusual that it attracts excessive attention to himself/herself, it may distract from the educational process. No rule will suffice for all occasions.

- Printing, patches, or badges, which are profane or suggestive, must never be worn on clothing. Clothing that promotes drugs, alcohol, tobacco, wrestling, gang emblems or insignias, or displays obscene/objectionable language or graphics is prohibited.
- Sleeveless is okay, however, no spaghetti straps, tank tops, muscle shirts, or halter-tops should be worn. Undergarments and torso should not be visible.
- Pants must come to the waist and stay up. Clothing must also be a safe fit. Clothes that are too tight may restrict movement during PE or a safety drill.
- Shorts must pass the fingertip test. Shirts must cover the midriff/torso and be modest. Shirts must keep the entire torso covered when students raise their hand.
- Sensible shoes are to be worn at all times to assist in student safety on the playground, during PE classes and during the instructional day. Shoes should be ones that do not restrict physical activities. Such shoes that may restrict activities include high heels, flip flops, shoes with tall soles/heels and clogs. **Gym shoes with built-in roller skates cannot be worn.**
- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- All children must be clean and come to school in clean clothing.
- Hats, caps, bandanas or any other headwear, unless it is a designated hat day, are not appropriate.
- Painted or colored hair is strongly discouraged. This disrupts the learning environment.
- Students are not to wear coats in the classroom.
- Students are not to wear heavy chains or necklaces that resemble dog collars.
- Students inappropriately dressed will be sent home to change or have appropriate attire brought to them by parents.

### **WHAT TO LEAVE AT HOME**

Anything not needed for class should be left at home: ipods, MP3 players, cd's, cell phones, cameras, radios, recorders, skateboards, 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 under any circumstances will result in serious penalties. Electronic paging devices or cellular phones 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. **Richards 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 & individually wrapped. **Please contact your child's teacher before sending treats to school.**

### **PETS**

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

### **BUS RULES**

Students should use the bus stop closest to their home unless assigned to a different bus stop by the bus driver or principal. Students living within the bus area must submit a note from their parent/guardian if they will not be using bus transportation. The supervisor of transportation can be reached at 376-4246 and is available to handle your concerns or questions regarding bus transportation.

School bus drivers are to have complete control of all school children while students are on the buses. Drivers will keep order, maintain discipline, and treat everyone in a civil manner. The driver will see



that no child is imposed upon or mistreated, and use every care for the safety of the children. Buses are equipped with audio visual equipment. The school bus is an extension of the classroom, and students are expected to abide by the bus rules and regulations.

### **Before Bus Arrives**

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

### **Boarding the Bus**

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

### **Conduct on the Bus**

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

### **Leaving the Bus**

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

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

School Bus Disciplinary Action Guideline:

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

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

## **HALLWAY PROCEDURES**

1. Stay on the right side of the hall, and walk in a single file line.
2. After 8:10 a.m. walk in the halls without talking.
3. Keep hands and feet to oneself.
4. Walls and displays should not be disturbed.

## **BREAKFAST PROCEDURES**

1. Enter the cafeteria without talking and get in the serving line.
2. Exit the serving area and go to the closest available seat or where the duty person directs you.
3. Set tray on the table to remove coat and backpack, and place them on the back of the chair. Be seated and eat the food on your tray without talking.
4. When finished eating clean up your space at the table and on the floor, stand, put on coat and backpack, slide chair under the table, pick up tray, and proceed to the tray return line.
5. Throw the tray and uneaten food in the trash and place unopened food items on the tray return window.
6. Leave the cafeteria without talking and go directly to class following hallway procedures.
7. Children should bring reading material with them to breakfast.

## **LUNCH PROCEDURES**

1. Wait quietly in the lunch line keeping hands and feet to self.
2. Enter the assigned door by classroom and tell the cashier your name.
3. Be courteous and respectful to the servers.
4. Exit the serving area, go to designated seating area, sit down, and remain seated until dismissed.
5. Raise hand if assistance is needed.
6. When finished eating put the disposable trash together, place the silverware in the silverware slot on the tray, and clean up any spills on the table and floor.
7. When instructed by the duty person, students who are finished eating and have tray ready should stand, pick up outside wraps, push in chair, pick up tray, and proceed to the tray return.
8. Wait in line until time to dispose of trash, put silverware in the slot, tray on the return shelf, and then exit the cafeteria

### Richards Elementary School Appropriate Behavior Guidelines

- Staying in seats during instruction
- Paying attention to adults who are giving instruction in all classes
- Talking ONLY during appropriate times (when given permission, lunch & recess)
- Accepting consequences for actions without showing anger or becoming disruptive
- Showing respect for others' feelings by not giving put-downs
- Keeping voices low at all times
- Using the restrooms quietly so that other classrooms are not disturbed
- Keeping hands and feet to self
- Leaving all nuisance items at home
- Not using inappropriate gestures

## RICHARDS' DISCIPLINE PLAN

<b><u>Level 1: Non-Interfering**</u></b> <b>Behaviors that solely or primarily impact the student – Discipline offenses primarily handled by teacher/staff</b>	<b><u>Level 2: Interfering**</u></b> <b>Behaviors that interfere with the learning/activity of others– Discipline offenses primarily handled by teacher/staff</b>
<ul style="list-style-type: none"> <li>• Not prepared</li> <li>• Out of seat</li> <li>• Breaking pencils</li> <li>• Not following directions</li> <li>• Playing in desk</li> <li>• Not doing class work</li> <li>• Not in line</li> <li>• Sleeping</li> <li>• Copying</li> <li>• Refusing to work</li> <li>• No homework</li> <li>• Not having materials</li> <li>• Teasing/Taunting</li> <li>• Inappropriate language</li> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Blurting out</li> <li>• Visiting/talking</li> <li>• Inappropriate noises</li> <li>• Tattling</li> <li>• Talking back to adults</li> <li>• Touching</li> <li>• Poking</li> <li>• Standing on furniture</li> <li>• Constant talking</li> <li>• Out of seat and interfering with others' learning</li> <li>• Inappropriate language</li> <li>• Consistently not following directions</li> <li>• Spitting</li> <li>• Playing in desk</li> <li>• Passing or writing notes</li> <li>• Refusing to do work</li> <li>• Bringing electronics, toys, or other inappropriate items to school</li> </ul>
<b><u>Ideas for Managing Behavior</u></b>	<b><u>Ideas for Managing Behavior</u></b>
<ul style="list-style-type: none"> <li>• Daily routines &amp; procedures</li> <li>• Eye contact</li> <li>• Proximity</li> <li>• Non-verbal signals</li> <li>• Engaging curriculum</li> <li>• More instructional support</li> <li>• Adapting curriculum</li> <li>• Pre-correction and reminders</li> <li>• Positive practice</li> <li>• Pre-teaching and re-teaching of expectations</li> <li>• Link rewards to appropriate replacement behaviors</li> <li>• Varied reinforcement</li> <li>• Acknowledge effort to change</li> <li>• Verbal warning</li> <li>• Visual cue cards</li> <li>• Behavior contract</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 ideas</li> <li>• Adequate supervision</li> <li>• Consultation with teams, support staff and colleagues for management ideas (TAT referral, grade3 level)</li> </ul>
<b><u>Consequences may include:</u></b>	<b><u>Consequences may include:</u></b>
<ul style="list-style-type: none"> <li>• Time out in room</li> <li>• Parent contact</li> <li>• Detention</li> <li>• Restitution</li> <li>• Loss of privileges</li> <li>• Moving seat</li> </ul>	<ul style="list-style-type: none"> <li>• Time out in another teacher's room</li> <li>• Admin/parent/student/teacher conference</li> </ul>

<p><b><u>Level 3: Serious Interference**</u></b>  <b>Behaviors that affect an orderly environment– Discipline offenses primarily handled by office</b></p>	<p><b><u>Level 4: Safety Threat**</u></b>  <b>Unsafe/Illegal Behaviors</b>  – Discipline offenses handled by office</p>
<ul style="list-style-type: none"> <li>• Arguing with adults (yelling, shouting and being disruptive)</li> <li>• Throwing things</li> <li>• Teasing</li> <li>• Lying</li> <li>• Cheating</li> <li>• Forgery</li> <li>• Inappropriate language</li> <li>• Tantrums</li> <li>• Horseplay</li> <li>• Pushing</li> <li>• Disrespect to others</li> <li>• Leaving room w/o permission</li> <li>• Profane hand gestures</li> <li>• Pinching</li> <li>• Destruction of property</li> <li>• Spitting on others</li> <li>• Bullying</li> <li>• Aggressive behavior toward self/others</li> <li>• Chronic level one/two behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Actions that cause harm</li> <li>• Stealing</li> <li>• Fighting</li> <li>• Drugs</li> <li>• Weapons</li> <li>• Inappropriate abusive language</li> <li>• Punching</li> <li>• Biting</li> <li>• Throwing furniture</li> <li>• Threatening to do injury to a person or property</li> <li>• Sexual harassment</li> <li>• Sexual behaviors</li> <li>• Vandalism</li> </ul>
<p><b>Ideas for Managing Behavior</b></p>	<p><b>Ideas for Managing Behavior</b></p>
<ul style="list-style-type: none"> <li>• Eye contact</li> <li>• Proximity</li> <li>• Non-verbal signals</li> <li>• Engaging curriculum</li> <li>• Pre-correction and reminders</li> <li>• Pre-teaching and re-teaching of expectations</li> <li>• Positive practice</li> <li>• Differential reinforcement</li> <li>• Acknowledge effort to change</li> <li>• Verbal warning</li> <li>• High levels of supervision</li> <li>• Discussion about expectations</li> <li>• Visual cues</li> <li>• Consultation with teams, support staff, Elementary Counselor, and colleagues for management ideas</li> </ul>	<p>Same as previous levels</p>
<p><b>Consequences may include:</b></p>	<p><b>Consequences may include:</b></p>
<ul style="list-style-type: none"> <li>• Discipline form must be completed</li> <li>• Time out in office or designated area</li> <li>• Behavior contract</li> <li>• In or out of school suspension</li> </ul> <p><i>Students can be referred to the office at teacher /staff discretion when intervention attempts haven't been successful in reducing/eliminating specific behaviors. Principal/ teacher will conference with student.</i></p>	<ul style="list-style-type: none"> <li>• As per board of Education discipline policies</li> <li>• As per Individual Behavior Support Plan</li> </ul> <p><i>Immediate office referrals should occur with this level of infraction</i></p>

## **FERPA**

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

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

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

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

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

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent of 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

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

Policy 5516

Hazing and bullying activities of any kind are inconsistent with the educational process and are prohibited at anytime. Hazing shall be defined as performing any act of initiation into any class, group, or organization that causes or creates a substantial risk of causing mental, emotional or physical harm. Permission, consent or assumption of risk by an individual shall not lessen the hazing prohibition. Bullying means intentional, repeated acts or gestures, including verbal or written communications transmitted by and/or physical acts committed by a student or group of students against another students with intent to harass, ridicule, humiliate, intimidate or harm the other student.

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

Policy 5517

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

### **Non-Discrimination Policy**

Policy 3122

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

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

### **Nondiscrimination 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 Bartholomew Consolidated School Corporation is available for review and copying by students, staff and guardians during normal business hours.

## HEALTH SERVICES AND SAFETY

### HEALTH INFORMATION – 812-376-4445/Nurse’s Office @ W. D. Richards Elementary

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

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

### HEALTH SERVICES

1. A student becoming ill at school should inform the teacher. Where situations warrant, parents will be notified by the nurse and are expected to arrange for their child’s care.
2. Any student receiving an injury should report the injury to a teacher. In case of serious injury, the nurse will contact the parents or legal guardian. If the school is unable to locate a parent, the child will be taken for treatment according to the request made on the information card.
3. If a student runs an elevated temperature of 100 degrees or above; the student should not return to school until fever free for twenty-four (24) hours **without medication**. If a student has two (2) or more episodes of diarrhea or vomiting within twenty-four (24) hours they need to be kept home until symptoms are gone. If a student would develop reddened eyes with thick, yellow drainage, he/she should be seen by a doctor and may return to school after twenty-four (24) hours with a doctor's statement or clear eyes.
4. Medical/dental appointments during the school day must be confirmed by your doctor on a specific form that your child returns to the school office.
5. Routine health screenings of vision, hearing, height/weight, blood pressure, and dental will be conducted during the school year.
6. Proof of any immunizations must be brought to the school nurse.
7. **WHEN TO KEEP A CHILD HOME AND REASONS WE SEND CHILDREN HOME:**
  - \* Temperature of 100 degrees or more
  - \* Inflamed eye with drainage
  - \* Persistent cough
  - \* Severe pain
  - \* Vomiting and/or diarrhea
  - \* Open, draining sores
  - \* Lice
8. Students with head lice may not return to school until they have been treated and seen by the nurse. Bus transportation will be refused until student is rechecked by the nurse.
9. If your child is diagnosed with strep throat, impetigo, conjunctivitis, fifth’s disease, chicken pox or any other communicable condition, please report this to the school nurse as soon as possible.

## **SCHOOL CLINIC**

Our school nurse is here to serve your child and family. Please feel free to contact her regarding health problems or concerns, or for assistance obtaining necessary medical treatment.

Our Nurse's Office provides MINOR FIRST AID ONLY. Therefore, if your child is injured or becomes ill and should go home or to the doctor, we will call you. IT IS ESSENTIAL THAT WE HAVE A CURRENT PHONE NUMBER AND ADDRESS OF WHERE YOU CAN BE REACHED DURING THE SCHOOL DAY. It is essential that your child be picked up from school within one (1) hour of being called.

## **MEDICINES**

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

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

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

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

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

## **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 physicians' offices. This record is kept current all through the student's years in Bartholomew Consolidated Schools.

## **IMMUNIZATIONS**

Parents are responsible for fulfilling the immunization requirements for their children in accordance with Indiana State Laws. The Bartholomew Consolidated School Corporation requires all students to have documentation of completed immunizations (or an exemption). A list of current requirements by the Indiana State Department of Health is available in the school nurses's office. Students not meeting the state requirements will have 20 days to comply before they are excluded from school for failing to provide proof of immunizations.

## **HEALTH SCREENINGS**

### **Service:**

Speech & Hearing Test  
(Grades 1,4)

Vision Test  
(Grades K, 1,3,5)

Height & Weight  
(Grades K-6)

Blood Pressure Screening  
(Grade 1, 3, 5)

Dental Screening  
(Grades 2, 5)

### **Administered by:**

School Nurse/Speech/Hearing Therapist

School Nurse/Optometrists

School Nurse

School Nurse

County Dental Hygienist



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.

### **LICE**

From time to time, cases of head lice are found among the students. When such a discovery is made, parents are notified by the school nurse to pick up their children and take them home. Students are unable to ride the bus if they are found to be infected. At the time the parent comes to pick up their children the school nurse will be happy to give information regarding the treatment of lice. Students may return to school as soon as they are treated.

Upon return to school, students must check into the office to see the nurse and show proof of treatment (empty bottle, receipt, etc.). Parents are asked to report any cases of lice to the office so that, if appropriate, other students may be checked.

### **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/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 Richards 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, and 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.

## FOOD SERVICE

### BREAKFAST

Richards serves breakfast daily beginning at 7:45 a.m. An elementary student breakfast is \$1.25. Students approved for free or reduced lunch will receive FREE breakfast during the 2013-14 school year. Adults may join us for breakfast, too. An adult breakfast is \$1.85.

### 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.

### **Lunch purchasing procedures**

1. Our lunch payment program is computerized. With this system each student has his/her own account so money can be added to the account at any time. The price of the lunch will be deducted as students get their lunch each day. The parent must send a note to the café which gives students permission to deduct extra food from their account. Parents may pay for meals for any length of time. Lunch prices are \$2.35 daily or \$11.75 a week for students and \$3.00 daily for adults. Reduced price lunches are 40 cents per day or \$2.00 per week. Milk is 45 cents per carton. Student breakfast is free for students who qualify for free and reduced lunch. Breakfast is \$1.25 for students not on assistance. (Prices subject to change each year).
2. You may pay for lunches using VISA or MASTERCARD using [www.mylunchmoney.com](http://www.mylunchmoney.com).
3. Parents can bring money to the cafeteria to add money to their child's account any school day between 7:30 and 9:30 a.m. Questions about your child's account can be handled by calling the cafeteria between 7:30 a.m.–1:30 p.m. Monday - Friday. Cafeteria phone number is 376-4328.
4. Please send your child's lunch money on Monday in an envelope with his/her first and last name, teacher's name and amount of money written on the front. You can send money for more than one child in an envelope as long as all names are on the front of the envelope with the amount of money to put in each account.
5. We will only allow students to have two emergency lunches. After that, we will provide a peanut butter sandwich and milk. Notes are sent home from the cafeteria if your child has depleted their account and have charged a lunch.
6. **FOOD AND DRINKS ARE NOT TO BE TAKEN TO THE PLAYGROUND AREA OR BACK TO CLASSROOM** unless specified by the teacher.

### **Lunch Assistance**

Forms for lunch assistance are sent home on the first day of school each year. If you need lunch assistance, please complete the form and return it to school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced lunch, please call the school office at 376-4311. The lunch status of all students is confidential.

### **Visitors for Lunch**

Parents are always welcome to eat lunch with their child in the cafeteria. In order to help our kitchen staff with their preparations, please send a note to your child's teacher the day you plan to eat with us or call the school cafeteria at 376-4328 no later than 9:00 a.m. to let our kitchen staff know. The price for an adult lunch is \$3.00. **REMEMBER – YOU MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR BADGE.** In order to keep classroom disruptions to a minimum, we must ask parents to wait either in the office hallway or in the cafeteria until the children are dismissed for lunch.

Due to insurance regulations, only students **ENROLLED** at Richards may play on the playground during school hours.

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.

### **BULLYING INCIDENT REPORT**

Staff at Richards Elementary School take bullying very seriously. 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. 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.

## ACADEMICS

### HOMEWORK

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

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

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

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

Fifth and sixth grade teachers have a web page connected to the Richards' website. Homework is posted weekly.

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

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

**Incomplete Assignments:** Teachers will notify the parents (phone call, notes in assignment notebook, interim reports) if a student is frequently not completing assignments. Teachers may require the student to lose recess time, or with parent consent, stay after school for homework help if the problem persists. The homework help is designed to replace detention for students who are having difficulty submitting assignments on time due to failure to comprehend or certain poor study habits. An adult will supervise the homework time and provide help with assignments.

Parent or student concerns about homework assignments should first be discussed with the teacher. A conference should be scheduled if necessary.

**Parent Portal:** ParentPortal is designed to link parents and schools together via the internet. It enables parents to access their children's school records. You may view health and immunization, assignments, grades, attendance, and discipline. Grades and missing assignments can be found through PowerSchool ParentPortal. Please contact Richards' main office at 376-4311 to apply for a username and password.

### **IDEAS FOR HELPING YOUR CHILD**

Parents can do their part to improve homework when they:

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

Children can improve their study habits if they:

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

### **REPORT CARD/CONFERENCES**

At Richards, students learn to set their own learning goals and to chart their progress in the key areas of reading, writing, math, attendance, and discipline.

Students in grades K-6 will receive report cards on the Friday after the end of each nine weeks. Parents will be notified halfway through each grading period if their child is having serious problems in any subject area. Dates report cards will go home are: October 25<sup>th</sup>, January 10<sup>th</sup>, April 4<sup>th</sup> and June 3<sup>rd</sup>. Students will receive grades in art, music, and physical education at the end of each semester. Kindergarten students receive report cards at the end of each semester.

As part of the implementation of quality tools, all classrooms are encouraged to use data folders and to engage in at least some student-led conferences. Parents are encouraged to schedule meetings with your child's teacher whenever you have questions or concerns.

Grades and missing assignments can be found through ParentPortal.

## HONOR ROLL/STUDENT RECOGNITION

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

The grading scale is as follows:

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

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

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

Handwriting will not be included on Honor Roll.

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

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

## STUDY TRIPS (field trips)

Study trips are part of the curriculum and are designed to fulfill educational goals. We hope you will encourage your children to participate in these activities. Teachers will notify you of study trips. If the field trip is outside of Bartholomew County, teachers will obtain your written permission. Signing page 35 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 many study trips. Students’ siblings are not permitted to accompany parent chaperones on field trips. School rules are enforced on all field trips (this includes BCSC’s “No Smoking Policy”). Chaperones must have completed and passed a criminal history check prior to the field trip.

## LIBRARY USAGE AND CARE

The Richards’ Library Media Center provides recreational and resource books and materials for school stakeholders. Our library catalog and circulation processes are automated using the Mandarin Library System. Mrs. Taylor, our Media Specialist, is at Richards on Wednesdays and Thursdays. Our Media Assistant, Mrs. Snider, is at Richards every day. They are happy to assist you and your students by locating materials, recommending books, helping with research, providing instruction, and so forth - just ask! Students are typically instructed in library catalog use during the first semester of fourth grade.

Students usually visit the library media center once a week with their class and may also (with teacher’s permission) visit on a pass during Open Book Exchange times or to use reference materials.

Kindergarten students borrow one book at a time. Second grade students may borrow 2 books and one magazine at a time. Third – sixth grade students may borrow any combination of three print materials.

**Loan Limits** - general books and magazines may be checked out for two weeks. Reference materials may be used for one day.

**Returns and Renewals** - All materials that are due from a student must be returned prior to checking out more. Books may be renewed 2-3 times if no one else is waiting for them.

**Students must have the book(s) with them in order to renew them.**

**Overdue and Lost/Damaged Materials** - It is a privilege and a responsibility to borrow Media Center materials. Students are expected to properly care for and return promptly all borrowed materials. Overdue lists are issued periodically. Overdue fines are not charged, but students having an item overdue for three weeks or more will receive a parent note with a replacement cost in case the item cannot be found. Parents are responsible to pay for lost or damaged materials. Some exceptions such as house fires, floods, etc. are made. We can accommodate “installment” payments if the entire amount cannot be paid at one time. A refund will be given if a book is later found and returned. Students with habitually late or lost materials may be given a “delinquent” status, which allows only one book to be checked out.

### **BOOK RENTAL FEES**

Book rental fees may change. The fee rates will be announced at the beginning of each school year. Parents will be notified of changes. Last year our fees were as follows: The textbook rental fee for kindergarten per semester is \$20.00, \$14.56 consumable fee, \$2.50 technology fee, and \$7.50 student activity/science fee or \$44.56 per semester. This would be \$89.12 per year for kindergarten. For grades one – six the fee per semester is \$50.43, \$7.50 student activity/science fee, \$5.29 technology fee, and \$.50 science fee or \$63.72 per semester or \$127.44 per year. Applications for assistance will be provided in the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board.

### **TEXTBOOKS**

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

### **ASSESSMENT**

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

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

## **STUDENT SERVICES**

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

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

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

### **STUDENT COUNCIL**

The Student Council will communicate positive ideas between all students and staff and help organize school-related projects to improve citizenship and responsibility. A Student Council representative and an alternate will be selected from each homeroom in grades 3-6. Both the member and alternate must be approved by the homeroom teacher, and meet the academic and citizenship criteria for “Extra Curricular Sports”.

### **ELEMENTARY COUNSELOR**

Richards has an Elementary Counselor 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 Elementary Counselor is available to meet with the parent to discuss anything that may affect a student’s performance at school.

### **PROJECT CONNECT**

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

### **CHANGE OF STUDENT INFORMATION**

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

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

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

### **KINDERGARTEN SCREENINGS**

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



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

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

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

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

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

## **INSTRUCTIONAL CONSULTATION TEAM (ICAT)**

Students struggling academically or behaviorally may be referred to a member of the Richards ICAT. The ICAT Facilitator meets for an initial meeting with the teacher where 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 an extension of classroom activities, Indiana State Standards, or celebrations. Grade levels are assigned specific areas to sit. Students must enter and exit as directed by their teacher or other staff member. There is to be no stomping on the bleachers.

## **RICHARDS' PARENT TEACHER ORGANIZATION (PTO)**

The Richards' Parent Teacher Organization is a very active and vital organization. The Richards' PTO purpose is two-fold ... first to provide activities which promote family involvement, and second to raise funds to supplement the needs of the school. Richards' PTO meets monthly and NEEDS YOUR SUPPORT. If you are willing to volunteer, even an hour per week to help our PTO accomplish its goals or have any questions about the organization, please call the school office at 376-4311.

## **RECESS**

Fresh air and outdoor play activity are beneficial to students. We do go outside for recess whenever the weather permits. In the winter a combination of the wind chill factor and temperature is looked at using twenty degrees as our cut-off for outdoor play. All students should have appropriate clothing for outdoor play. Contact our school nurse if you need assistance in obtaining warm clothing. Students with health conditions that don't allow outside play must provide a doctor's statement. All students must participate in outdoor recess, unless a doctor's statement is on file.

## **GENERAL INFORMATION**

### **CHANGE OF STUDENT INFORMATION**

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

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

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

### **LOST AND FOUND**

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

### **SCHOOL PROPERTY**

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

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

### **DISTRIBUTION OF MATERIALS**

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

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

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

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

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

### **INTERRUPTIONS**

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

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

## PARENTS/VISITORS

- Parents are always welcome to visit Richards Elementary. For the safety and security of our students, by board policy, parents should make arrangements **in advance** with the child's teacher. **Teachers must focus on the business of teaching. Unless arrangements have been made, visits to the classroom will need to be made outside class time. All visitors must sign in at the office before proceeding to classrooms. Visitor badges must be worn.**
- Children who are not enrolled in Richards will not be permitted to spend any portion of the school day in the building unless it has been approved by the principal and teacher. This does not apply to children who are accompanying parents for a visit.
- Since you are helping us set the proper example for our students, we expect ALL parents and visitors to dress appropriately (follow the student dress code) when visiting the school and/or accompanying a class on a field trip.
- The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. During the school day all outside entrances, except the main entrance on Fairlawn Drive will be locked. The panic hardware on the doors allows them to be used as exits at any time. All people entering the building must sign in at the office and wear a name tag while in the building. You are always welcome at Richards, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.
- Limited visitor parking is available in the front parking lot, or you may park near the tennis courts and walk around to the front of the building for entrance. Please refrain from parking in the lot at Par 3 Golf Course.

## VOLUNTEERS/FIELD TRIP CHAPERONES

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

## 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 office. This is very important in event of emergency.**

## USE OF BUILDING

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

## PARTIES AND TREATS

Each year, a class will have no more than three parties. Contact your child's teacher if you would like to provide a classroom birthday treat. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons. **All treats are to be commercially prepared and individually wrapped. Do not supply hard candy or any other item that could result in choking.**

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

### **PETS (Animals)**

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

### **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.

### **ASSIGNMENT BOOKS**

Richards' students in grades two – six will be required to have a Richards Assignment Book. Students are given their first book at no charge, the replacement cost is \$5.00 if the book is lost. Students write their assignments in the book every day. Teachers may include comments in the assignment book. The assignment book goes with the student to the nurse, office, etc. and may also include information from these people. The assignment book is taken home daily and shared with the parents or other important people. The parent/important person must sign the book and the student must return the assignment book to school every day. Teachers check the assignment book each morning for the parent signature and to read any notes that have been included. The assignment book is a great tool for helping our students with organization and for communication between home and school. The assignment book is a running record for the school year, so pages should not be removed from the assignment book.

### **BOOKSTORE**

School supplies may be purchased at the bookstore outside the library. Pencils, erasers and notebooks are available. It is the student's responsibility to have the supplies necessary for daily schoolwork. Pencils and erasers are \$.25 each. Notebooks are \$.75.

### **CHECKS**

All checks issued to our school must have your current name and address. Please include your child's name in the memo section. There will be a \$25.00 fee on all checks returned for insufficient funds.

### **SMOKING**

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

### **SCHOOL PICTURES AND YEARBOOK**

School pictures are scheduled for Tuesday, August 20, 2013. Yearbook orders are taken in the Spring.

### **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. Parents are advised that the U.S. Department of Education publishes annually guidance on constitutionally protected prayer in public elementary and secondary schools. You will be provided the latest copy from the principal upon request.

### **FUNDRAISING**

Richards will once again sponsor a fall fundraising program. This will pay for playground equipment, computers, and additional classroom materials. The students will obtain additional information in the fall.

## BUILDING CRISIS INFORMATION

### EMERGENCY DRILLS

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

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

### SAFE SCHOOLS EMERGENCY PLANNING

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

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

Parent Receiving Site – L. F. Smith Elementary School

Student Evacuation Site – First Baptist Church

### SECURITY

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

### INDOOR AIR QUALITY

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

Charlie McCoy

Indoor Air Quality Coordinator

Bartholomew Consolidated School Corporation

Office 812-376-4231 Cell 812-374-6936

E-mail [mccoych@bcsc.k12.in.us](mailto:mccoych@bcsc.k12.in.us)

March 2013

AHERA ANNUAL NOTICE

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

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

These include but are not limited to:

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

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teachers organizations, that the asbestos management plans required under this act are available for

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

The Bartholomew Consolidated School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763 Subpart E (ASHERA) regulations include: **Columbus North and Columbus East High Schools; Northside Middle School; Clifty Creek; CSA-Lincoln; Mt. Healthy; Parkside; W D Richards; Rockcreek; L C Schmitt, L F Smith, CSA-Fodrea Campus; Taylorsville; and Southside Elementary Schools; the Administration Building; Johnson Education Center; McDowell Adult Education Center; CSA-New Tech and the Transportation/Maintenance Building**

Listed is a brief description of asbestos projects currently ongoing and completed at our facilities this past school year, as well as activities currently scheduled for the 2013/2014 school year. Detailed reports of each activity will become a part of each school's asbestos management plan and may be reviewed in the school office.

- The next required triennial reinspection will be conducted in March of 2014
- Six month periodic surveillance: Completed in March 2013
- Completed asbestos abatement project: McDowell: July/August 2012
- Six month periodic surveillances: Scheduled for March and September each year
- Projects scheduled for the summer of 2013 asbestos abatement: Johnson, Columbus East High School, Columbus North High School, Lincoln Elementary, and McDowell Adult Education Center

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

#### EXHIBIT A

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

#### PLEDGE OF ALLEGIANCE

Policy 8801.01

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

#### MOMENT OF SILENCE

Policy 8801.02

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

## **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 s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

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

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

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

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

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

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

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

Access to the BCSC's electronic communications system(s) and technology resources is provided without charge to students for instructional purposes and is a privilege, not a right. All students shall be required to acknowledge receipt and understanding of the administrative regulations governing use of the system(s) and shall agree in

writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with BCSC policies and regulations.

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

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

Users MAY NOT:

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

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



**BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION  
2013-2014 School Year**

First Teacher Day	Friday	August 2
First Student Day	Monday	August 5
Labor Day Holiday (no school)	Monday	September 2
Fall Break (2 weeks)	Mon-Fri	October 7-18
Thanksgiving Break	Thurs-Fri	November 28, 29
First Semester Ends	Friday	December 20
Christmas Break	Monday	Dec 23-Jan 6

Records Day for Teachers	Monday	January 6
Classes Resume for Students	Tuesday	January 7
PreK Registration	Thurs-Fri	January 9-17
Martin Luther King Holiday (no school)	Monday	January 20
Kindergarten Registration	Mon-Fri	March 10-14
Spring Break (1 <sup>st</sup> week-protected)	Mon-Fri	March 17-28
Spring Break/Snow Make-up Days #2-#6 (starting with 3/28 and going backwards)	Mon-Fri	March 24-28
Good Friday Holiday/Snow Make-up Day #1	Friday	April 18
Memorial Day Holiday (no school)	Monday	May 26
Last Student Day	Monday	June 3
Last Teacher Day (half day)	To follow last student day	
Graduation: New Tech High School	Friday	June 6
Graduation: North High School-10:00 a.m.	Saturday	June 7
East High School-1:00 p.m.	Saturday	June 7

Summer School	<i>To be determined</i>	
Independence Day Holiday	Friday	July 4

**Grading Periods**

	<u>Student Days</u>	<u>Teacher Days</u>
<u>First Semester:</u>		
1st 9 weeks: August 5 – October 4	44	45
2 <sup>nd</sup> 9 weeks: October 21 – December 20	43	43
<u>Second Semester:</u>		
3 <sup>rd</sup> 9 weeks: January 7 – March 14	47	48
4 <sup>th</sup> 9 weeks: March 31 – June 3	46	46.5

**Testing**

(exact tests and dates to be determined by IDOE)

December 2013-January 2014	Winter ECA Test/Retest (secondary)
March 2014	ISTEP+ Applied Skills
March 2014	IREAD-3
April - May 2014	Spring ECA Test/Retest (secondary)
April 2014	ACT
April - May 2014	ISTEP+ Multiple Choice

**Richards Elementary School  
Staff Roster 2013-14**

**Office:** Darin Sprong, Principal  
Debbie Greene, Admin. Ass't.  
Michelle Emmert, Secretary  
Brelyn Critzer, Elementary Counselor  
Kathy Smith, Nurse

**Kindergarten:** Teachers: Kelly Anderson, Karen Gaddis, Billie Park  
Teacher Assistants: Debbie Price, Lori Roney, Diana Wang

**Grade 1:** Sara Branaman, Sarah Frasier, Libby Ingram, Melissa Voils

**Grade 2:** Jeff Bray, Carolyn Harper, Susie Johnson

**Grade 3:** Debbie Burnett, Jim Porter, Tracey Stevens

**Grade 4:** Barry Grimes, Greg Morris, Deanna Wenzler

**Grade 5:** Lora Coles, Jennifer Deckard, Ginger Williams

**Grade 6:** Glen Brown, Kaity Day, Gail Koors

**Special Education:** Teachers: Christie Shaff (LRC), Karen Weaver (LRC), Rachel Henry (Speech/Lang Pthlgst) Wendy Phillips (Psych), Amanda Kintner (OT), Tami Hebert (ICT Crdntr)

**LRC Teacher Ass'ts:** Susan DeBolt, Janet Jackson

**Related Arts:** Betsy Larson – Art; Jonathan Martin – PE;  
Molly Lueken – Music; Tim Brookshire – Band

**Media Center:** Pennie Snider-Library Teacher Assistant

**Teacher Assistants:** Jennifer Bailey, Cathy Brummett, Janine Ford, Heidi Jones,  
Pam Maschino, Susie Renner, Brenda Sprague

**ESL tutor:** Shannan Fields

**Book Buddies:** Emily Lambrecht

**Beacon:** Gina Perkins  
**Minds on Math:** Karen Hull

**Cafeteria:** Janealis Brandsma, Susan Blackburn, Marlena Blankenhorn, Pat Epler,  
Sandy Harlow, Melissa Hebestreit, Jo Jones, Amy McKinney

**Custodians:** Betty Rutan, Patsy Fudge

W.D. Richards Elementary School  
PERMISSION FORM FOR 2013-14

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

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

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

Indoor rock climbing is one of the fastest growing activities today. It simultaneously develops coordination, strength, flexibility, and cardiovascular fitness. Additionally, it helps with problem solving, goal setting, perseverance, inner confidence and patience. At Richards Elementary, during physical education classes, our students may use a traverse climbing wall. At it’s highest point, the wall measures nine (9) feet and is 20 feet long. Participants climb horizontally (sideways) along the wall to the other side. During the climb their feet will never be higher than four (4) feet off the ground. There is also a safety mat under the wall and your child will be under supervision at all times.

Please sign the permission form below and return it to the classroom teacher. **If there are any activities in which you do not want your child to participate, please check the item as listed below:**

IN-COUNTY FIELD TRIPS

- Study trips (field trips) within Bartholomew County
- BCSC district educational programs such as the Symphony and Outdoor Lab
- Events at North or East High Schools or Central or Northside Middle Schools

MEDIA RELEASE

- Public recognition of student success in the Richards Raider Newsletter, on the school website, and at convocations
- Picture and/or name in the newspaper, school newsletter, and/or the school website

PHOTO RELEASE

- Use of student photos and work for bulletin boards and displays in school
- Picture and/or name in the newspaper, school newsletter, and/or the school website
- Use of the Internet- I have read the handbook and agree to follow the technology policy.

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

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Homeroom

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date