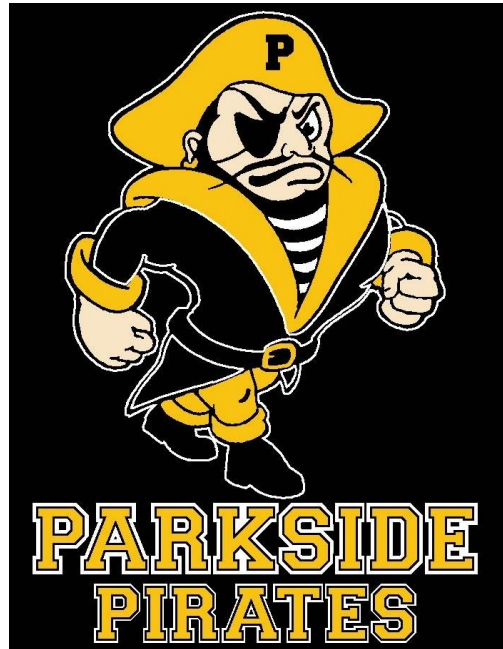


**Parkside Elementary School
2019-20 Handbook**

Parkside Pirates



**Parkside Elementary School
1400 Parkside Drive
School Phone Number 812-376-4314
Fax 812-376-4324
www.besc.k12.in.us
Christopher L. Smith
Principal
Dana Bodart
Assistant Principal**

Table of Contents

BCSC Mission Statement ; Vision Statement; High Expectation Objectives; Parkside Vision; Parkside Goals	3
ARRIVAL/DISMISSAL	
Car Riders; Change of Dismissal Plans	4
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.	7-11
SCHOOL DISCIPLINE PLAN	11-12
FERPA	13-14
STUDENT HAZING & BULLYING	14
ANTI-HARASSMENT	14
NON-DISCRIMINATION POLICY & GANG ACTIVITY POLICY.....	15
Nondiscrimination and Access to Equal Educational Opportunity.....	15
EPA	15
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	15-18
FOOD SERVICE	
Breakfast; Lunch; Lunch Assistance; Visitors for Lunch; Wellness Policy	18-20
ACADEMICS	
Homework; Recommended Minutes of Homework; Parent Involvement; Incomplete Assignments; Parent Connect; Ideas for Helping Your Child; Report Cards; Grading Scale; Study Trips; Library; Library Usage and Care; Book Rental Fees; Textbooks; Itslearning; Chromebooks Vision Statements, Assessment, and Dyslexia Screening	20-24
STUDENT SERVICES	
Before/After School Programs; Counselor; Kindergarten Screenings; Policies for Athletic, Extra Curricular & Co-curricular Activities; Convos, Parties; PTO; Recess	24-26
GENERAL INFORMATION	
Change Of Student Information; Lost and Found; School Property; Distribution of Materials; Telephones, Cell Phones, and Electronic Devices; Chromebook Use Guidelines, Interruptions; Parent/Visitors; Volunteers/Field Trip Chaperones; What to Do When Moving; Use of Building; Indoor Air Quality; Parties and Treats; Animals on School Property; Textbooks; Assignment Books; Checks; Smoking; School Pictures and Yearbook; Free Speech; Fund Raiser ...	26-31
BUILDING CRISIS INFORMATION	
Emergency Drills; Safe Schools Emergency Planning; Parent Receiving Site; Student Evacuation Site; Security	31-32
PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE.....	32
TECHNOLOGY AND INTERNET USE POLICY	33-34
CALENDAR	35
STAFF PAGE.....	36
SIGNATURE PAGE.....	37
TECHNOLOGY AGREEMENT FORM.....	38

DEAR PARENTS, STUDENTS AND STAFF

Welcome! On behalf of the faculty, staff, and administration, we welcome you to this academic school year. We are pleased that you are part of the Parkside Elementary School community. We anticipate your involvement and cooperation in making this year successful.

The following information is provided to help answer many questions students and parents have concerning the activities, procedures, and rules for the successful daily operation of Parkside Elementary School. Through experience, we have found that establishing and sharing clear guidelines will help us have an orderly school environment that is conducive to learning.

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION MISSION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION VISION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION HIGH EXPECTATION OBJECTIVES

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

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

Please visit www.bcsc.k12.in.us to find School Board Policies and Administrative Guidelines.

PARKSIDE ELEMENTARY SCHOOL VISION

Parkside School is a safe and caring place where stakeholders work together. We encourage lifelong learners who contribute positively to society.

SCHOOL GOALS

1. Parkside students will maintain a 98% or higher attendance percentage for the 2019-20 school year.
2. Parkside students will improve knowledge and application of Building Wide PBIS Expectations as measured by the number of office referrals, in & out of school suspensions, and expulsions.
3. Parkside students will improve knowledge and application of writing rubric requirements as measured by BCSC quarterly writing assessments and ILEARN.
4. Parkside students will increase problem-solving skills as measured by ILEARN and classroom performance.

ARRIVAL/DISMISSAL

1. Students are admitted to the building no earlier than 8:00 A.M. Students eating breakfast are admitted to the building no earlier than 7:45 A.M. Walkers enter through the doors on the back side of the building by the cafeteria and car riders enter through the east doors. Unless the student is eating breakfast, students must remain in the courtyard or the hallway outside of the cafeteria, depending on the daily weather. Students remain on the bus unless they are eating breakfast. All students in the cafeteria should be eating breakfast, and they should remain in the cafeteria until the 8:00 bell.
2. At 8:00 A.M., students may report directly to their homerooms unless they eat breakfast at school and need more time in the cafeteria.
3. Students are considered **tardy at 8:10 A.M.**
4. Dismissal times:
 - Buses and Car Riders 2:37 P.M.
 - Walkers, after buses have left—approximately 2:45-2:50.
5. **Please send a written note if your child will be using a different mode of transportation to go home at the end of school. If there is no note, the child will be dismissed from school in the usual manner.**
6. Students may not re-enter the school after dismissal, unless accompanied by an adult.

Arrival:

Buses – south side (main entrance) 7:45 - 8:00
Cars – east side 7:45 - 8:05
Walkers/Bikers – north side (playground) 7:45 - 8:05

Dismissal:

Buses – south side 2:37
Cars – east side 2:37
Walkers/Bikers – playground – *as soon as buses clear*

Walkers/Bikers enter and exit the building through the doors on the back side of the building by the cafeteria. Students will proceed to the cafeteria for breakfast or go to the waiting areas by the gym or Kindergarten if they arrive before 8:10. The bicycle racks are on the concrete pad by the playground.

CAR RIDERS

1. Morning Drop Off

- Students are to be dropped off beginning at 7:45 along the sidewalk on the east side of the building. They may not be dropped off at any other location. Cars are to remain in a single line next to the sidewalk. Cars should not be left unattended during arrival and dismissal times. The tardy bell rings at 8:10.

2. Afternoon Pick Up

- **Drivers are to use the process outlined below.**
Students who are car riders will be picked up on the “EAST” side of the building.
- **Please do not pull away from the sidewalk and drive around cars in front of you.**
- Students’ car number tags are to be displayed in the front window of the vehicle. **Please display the car number tag until your child is in your vehicle.** This will assist the adults on duty in getting your child safely and quickly to your car.

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

Johnny will go home with Sally. This note must be taken to the office to be stamped. If there is no note, the child will be dismissed from school in the usual manner. Parents should only call school in **emergency situations**. These emergency calls must be received before 2:00 p.m.

ATTENDANCE

Good school attendance is necessary for success in school. Our average daily attendance over the past several years has been around 97%, which shows excellent support by the home. However, our goal is 98%. If there are problems that may limit your child's ability to attend school, please be sure to contact us. The ATTEND Team, composed of BCSC elementary and middle schools and service organizations in our county, developed and created our attendance guidelines. Those guidelines are as follows:

1. **If your child is absent, contact the school (812.376.4314) by 8:30.** If you cannot telephone, please send a note with a sibling stating the reason for the absence. If neither is possible, send a note with your child on his/her return to school.
2. If you wish your child to be excused from school for "highly extenuating circumstances" or for participation in a non-school sponsored state, multi-state or national competition, please obtain a special request form from the school. This request should be submitted and discussed at least two days before the scheduled absence.
3. **If your child misses more than five days of school in a semester because of illness, you may be asked to provide a statement from your doctor.**
4. Following **excused** absences, teachers will work with students to ensure missed work is made up. Parents may pick up assignments during the period of a student's extended absence (two or more days). **Students do not receive academic credit for any work missed during any unexcused absence, but the work must be done** so students will understand and be able to do the next assignments.
5. If a student is to be released during school hours, a note should be sent to the teacher explaining the reason/s.
6. A BCSC form must be filled out and returned to the office to confirm medical and dental appointments made during the school day.
7. Your child is responsible for requesting and completing missed classroom work and homework assignments. If a student is absent one day, he/she will collect his/her assignments upon returning to school. A family member may pick up assignments during a period of a student's extended absence (two or more days). If the assignments are requested before the extended absence, they will be accommodated when possible. Parents can phone the school to request homework.

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 should notify the school by phone or written note when a child is late.

ATTEND

ATTEND is a coalition of schools, law enforcement agencies, community organizations 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

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 QMIX (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. Sign up for E-Alerts at <http://bcsc.k12.in.us/Page/16874>.

BUS SCHEDULES

Check the BCSC website for latest bus information: **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. Should your bus be running later than its regularly scheduled time, please view the Transportation link for delay information on the BCSC website.

BEHAVIORAL EXPECTATIONS

POSITIVE BEHAVIOR INSTRUCTIONAL SUPPORT

In order for children to reach their full potential they need a nurturing environment with consistent and positive expectations. Not only do these expectations need to be modeled, they also need to be taught and reinforced daily. As a part of the PBIS (Positive Behavior Instructional Support) process, Parkside adopted the following building wide expectations as our “Pirates’ Code”:

WE ARE: KIND, SAFE, TRUTHFUL, RESPONSIBLE AND RESPECTFUL

We also teach additional life skills which include **Active Listening, No Put Downs, Personal Best, Common Sense, Cooperation, Courage, Curiosity, Effort, Flexibility, Friendship, Initiative, Integrity, Organization, Patience, Perseverance, Pride, Problem Solving, and Sense of Humor.**

Family cooperation and assistance will greatly help in reaching our common goal of instilling valuable life skills within each student. Please reinforce Parkside’s expectations at home.

Most students are able to meet these expectations most of the time. Positive behavior is acknowledged with Parkside Treasure Bucks that children redeem on a monthly basis for school supplies and coupons for special privileges. When students make choices that do not follow the expectations, logical consequences will occur to assist them to make better choices. These consequences will be age appropriate and may include student/teacher and/or parent/teacher conferences, loss of recess, loss of privileges, office time out, community service, in-school or out of school suspension.

Our ultimate goal is for each student to become self-disciplined, caring individuals. The expectations and ensuing consequences 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.

PERSONAL APPEARANCE

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

- Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, violence, gangs (inclusive of clothing colors and symbols, or promotes racial disruptions by bearing a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, confederate flags or articles, Neo-Nazi or any other “hate” groups that support racial disruption) or anything immoral or illegal, will be deemed inappropriate and may not be worn in school or at a school function.
- Students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. Students, shall not at school, on school property, or at school activities wear or have in their possession any written material, either

printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated.

- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- Sleeveless shirts are permitted, however, no spaghetti straps, tank tops or halter-tops should be worn. Undergarments and torso should not be visible.
- Clothing must be a safe fit. Shorts must be an appropriate length (shorts that reach the bottom of the student's fingertips when arms are extended down are appropriate). Pants must come to the waist and stay up.
- Sensible shoes are to be worn at all times to assist in student safety. Shoes that may restrict activities include high heels, flip flops, slippers, shoes with tall soles/heels and clogs. Shoes with built-in skates are prohibited.
- Clothing and accessories such as, but not limited to, pajamas, blankets, non-religious hats and caps must be left at home, as should attire that may cause property damage and/or injury.

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

WHAT TO LEAVE AT HOME

Anything not needed for class should be left at home: iPods, MP3 players, cd's, 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 hand-held portable telephones used on school grounds during school hours in a situation not related to a school purpose or an educational function may also be grounds for suspension or expulsion from school. **Parkside is not responsible for lost or stolen items.**

Bartholomew Consolidated School Corporation Rules and Regulations for Bus Riders

Bus Riding Policies

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

Bus Expectations: Boarding, Riding and Unloading

Boarding

Arrive to bus stop 5 minutes before bus arrival.

For your child's safety, refrain from chasing a moving bus.

Wait for the bus to come to a complete stop.

Hands to self when boarding the bus.

Backpack on back or carry on.

Enter one student at a time.

If seats are assigned, go to assigned seat.

Fasten seat belt if one is provided and remain in seat when bus is in motion.

Riding

Back to back, Seat to seat,

Feet to floor, and out of the aisle.

Backpack in your lap or in front of you in your space.

Hands to self and away from equipment on the bus.

When riding the bus please remember:

- Use a reasonable conversation voice.
- Hands to self.
- Toys, pencils/pens or other items, should stay in your backpack.
- Treat each other with respect.

Unloading

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

Wait until bus stops completely and door opens.

Exit single file.

Walk away from bus.

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

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

- Tell the bus driver of any danger or emergency.
- Ask to open or close a window.
- Language should be clean and free of profanity.
- Head, arms, or any object must stay inside the bus.
- Place any trash in bus trash can before unloading.
- Avoid bringing food, drinks and/or gum on the bus. Eating, drinking, or chewing gum is not permitted for the safety of all students.
- Be kind and courteous to other riders and the bus driver.
- Refrain from using scents such as perfumes, hand sanitizers due to existing health conditions (allergies, asthma) of students and transportation staff.

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects.

The bus driver is trained to take care of emergency situations. Students need to: **stay seated and remain calm.**

Misbehavior on the bus

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

The severity of the offense may overrule the following disciplinary action.

1. Written Warning:

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

2. First Offense:

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

In the event of a bus suspension:

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

3. Second Offense:

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

In the event of a bus suspension:

- Suspension will take place the following day.
- Parent/guardian will be provided a yellow copy of the School Bus Incident Report.
- After the completion of the suspension and the yellow copy of the School Bus Incident Report is signed by parent/guardian and returned to the bus driver, the student may board the bus and ride.
 - A bus contract notifying the student, parent/guardian and school officials that another bus discipline report may result in loss of bus privileges for the remainder of the school year may be completed.

4. Third Offense:

Upon notification to the principal by Transportation of the student's third offense, the principal may take action to suspend the student from riding any BCSC school bus for the remainder of the school year.

- Parent/guardian will be provided a white copy of the School Bus Incident Report noting violation of the contract.

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

For more information on BCSC Transportation policy 8600, please refer to <http://www.neola.com/bartholomew-in/>.

Cafeteria Rules

(Also see Food Service on page 18) A nutritious lunch is served daily; therefore, students are encouraged to participate in our lunch program. Students who bring lunches from home will store them in the classroom.

The amount of money sent to school is applied to your child's lunch account. No change is given. If a child forgets his/her lunch money, he/she may get an EMERGENCY meal, which should be paid for the following day. Students may not have more than two consecutive EMERGENCY meals. A note for an overdue account notifies parents. This is sent home in the Tuesday communication folder.

Parents who may wish to eat lunch with their child are asked to order lunch by no later than 9:00 a.m. that day. This may be done through a note or a call to the office. Bi-monthly lunch account statements are sent home on Tuesdays. Some simple rules of courteous behavior, which will make the lunch period pleasant and relaxed, are;

We Are:	Cafeteria (Lunch & Breakfast)
Kind	<ul style="list-style-type: none"> -Use appropriate language free of profanity, insults & offensive content when talking at your table - Anyone is allowed to sit by you - At breakfast, fill up one table before starting another
Safe	<ul style="list-style-type: none"> - Remain seated on your pockets until dismissed - Keep hands, feet, and other objects to your self - Stay in ABC line and walk at all times - Maintain personal boundaries - Push in your seat
Truthful	<ul style="list-style-type: none"> - Take only food you have paid for - Practice “important telling” rather than tattling - You are responsible for your choices - You are in charge of you
Responsible	<ul style="list-style-type: none"> - Get condiments before you are seated - Chairs are to remain in place, sit where there is a chair - Raise hand if you need help or more food

SCHOOL DISCIPLINE PLAN

A Parkside Calendar is sent home in the first Tuesday Communication Folder of the year. Contained in the calendar are the various procedures for the school, rules matrixes for multiple areas of the school, level I, II and III behavior definitions, list of possible consequences for each behavior level, description of the incentive plan, copy of the office referral and other pertinent information. As a part of PBIS an additional behavior reporting form was initiated in 2010-11 for teachers to use for level I and II behaviors. This is not an office referral and is a method for teachers to communicate with parents to assist in eliminating the need for an office referral. It is important to maintain positive communication between home and school.

**PARKSIDE ELEMENTARY
TEACHER TO PARENT COMMUNICATION**

Student Name: _____ **Date:** _____

Location of Infraction/Teacher: _____

Homeroom Teacher: _____

Presenting Teacher Signature: _____

Level I Behaviors

- _____ Running in the building
- _____ Name calling/put downs
- _____ Not prepared for class
- _____ Copied from another student
- _____ Did not tell the truth
- _____ Did not complete assignments
- _____ Disruptive behavior
- _____ Inappropriate items at school
- _____ Electronic devices at school

- _____ Not paying attention/talking during class
- _____ Inappropriate dress
- _____ Non-directed profanity
- _____ Uncooperative behavior
- _____ Unsafe/Rough play
- _____ Play fighting

Level I Consequences

- _____ Loss of privileges
- _____ Time Out
- _____ Recess Detention
- Day: _____
- _____ Verbal redirection
- _____ Apology/Restitution

- _____ Student written letter home
- _____ Other: _____

Level II Behaviors

- _____ Chronic Level I Behavior
- Description: _____
- _____

- _____ Disrespect authority
- _____ Failure to do homework
- _____ Minor vandalism
- _____ Cheating

Level II Consequences

- _____ Verbal correction
- _____ Loss of privileges
- _____ Recess Detention
- Day: _____
- _____ Behavior Contract
- _____ Time out
- _____ After school detention
- Day: _____

- _____ Apology/Restitution
- _____ Other: _____

COMMENTS: _____

After discussing this behavior report with your child, please sign and return this report to the classroom teacher the following school day.

Parent Signature _____

Date _____

**Parkside Pirates' Code: We are Kind We are Safe We are Truthful
We are Responsible We are Respectful**

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 20202-4600

Disclosure of Student Directory Information

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

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

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

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

Student Hazing & Bullying (overview)

Policy 5516

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

Criminal Organizations and Criminal Organization Activity)

Policy 5840

Notice of this policy must be published in student handbooks and the policy shall be posted on the corporation website.

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

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:

Teresa Heiny, Assistant Superintendent
1200 Central Avenue
Columbus, IN 47201
812-376-4392

Nondiscriminatory and Access to Equal Educational Opportunity

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

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

EPA

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

Pest Control and Use of Pesticides

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

HEALTH SERVICES

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

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

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

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

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

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

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

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

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

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

6. Lice: The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.

7. **Health Screenings:** The state required health screenings are listed below. Parents are notified by letter of the hearing and vision failures in order for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.

Service:	Administered by:
Speech & Hearing Test (Grades 1, 4)	School Nurse/Speech/Hearing Therapist
Vision Test (Grades 1, 3, 5)	School Nurse/Optometrists
Height & Weight (Grades K-6)	School Nurse
Blood Pressure Screening (Grade 1, 3, 5)	School Nurse

8. **Appointments:** It is recommended to schedule medical and dental appointments after the school day. If a student has an appointment during the day, the appointment must be confirmed by written documentation from the medical/dental office and returned to the office.

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 possessions, 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

BULLYING

Policy 5517.01

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

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

FOOD SERVICE

BREAKFAST

Parkside serves breakfast daily beginning at 7:45 a.m. Adults may join us for breakfast. Student breakfast is free for students who qualify for free/reduced lunch. Breakfast is \$1.35 for students not on assistance. Adult breakfast is \$1.85. (prices subject to change) All students in the cafeteria should be eating breakfast, and they should remain in the cafeteria until the 8:00 bell.

LUNCH

Students may either bring a sack lunch or purchase a school lunch. **Do not send carbonated drinks (Colas, 7-Up, etc.), food in glass containers or knives with your child for lunch.**

Lunch purchasing procedures

1. Our lunch payment program is computerized. With this system each student has his/her own account so money can be added to the account at any time. The price of the lunch will be deducted as students get their lunch each day. 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 will be \$2.70 daily and \$13.50 per week and \$3.50 daily for adults. Reduced price lunches are 40 cents per day or \$2.00 per week. Milk is 45 cents per carton. (Prices subject to change each year).

3. You may pay for lunches using VISA or MasterCard using www.MySchoolBucks.com. We encourage you to pay for more than one week at a time when using a credit card.
4. Parents can bring money to the café 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 school between 7:30 – 1:30 at 376-4314.

5. Please send your child's lunch money on Monday in an envelope with his/her first and last name, teacher's name and amount of money written on the front. You can send money for more than one child in an envelope as long as all names are on the front of the envelope with the amount of money to put in each account.
6. We will only allow students to have three emergency lunches. Notes are sent home from the cafeteria if your child has depleted their account and have charged a lunch. Schools will provide an alternate meal of a complimentary peanut butter sandwich (grilled cheese or sun butter), vegetable, fruit, and milk until charged lunches have been paid in full. If food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. A student will not be denied a meal for any disciplinary reason. Negative Account Balances above \$25.00 will be sent to a collection agency.
7. A variety of ala carte items (e.g. fruit rolls) are on sale in the cafeteria each day. Students may purchase **NO MORE THAN TWO OF THESE EACH DAY AFTER THEY HAVE FINISHED EATING THEIR REGULAR LUNCH**. Ala carte items **MUST** be purchased with cash unless parents have made specific arrangements with the cafeteria manager to deduct the cost from the student's account.
8. **FOOD AND DRINKS ARE NOT TO BE TAKEN TO THE PLAYGROUND AREA OR BACK TO CLASSROOM.**

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 376-4314. The lunch status of all students is confidential.

Visitors for Lunch

Parents are always welcome to eat lunch with their child in the cafeteria. In order to help our kitchen staff with their preparations, please send a note to your child's teacher the day you plan to eat with us or call the school cafeteria no later than 9:00 a.m. to let our kitchen staff know. The price for an adult lunch is \$3.50. **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.

BCSC PROCEDURES FOR STUDENT LUNCH/MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Bartholomew Consolidated School Corporation (BCSC) will adhere to the following meal charge procedure.

5. All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the students account for the following year. Deposits may be made at the school cafeteria by cash, online using MySchoolBucks.com , Visa; Master Card; or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.
6. A student may charge up to 3 lunch meals maximum. A staff member may charge up to 3 lunch meals maximum.
7. A student who has charged a meal may not charge or purchase "a la carte" items including extra main entrees.
8. Elementary students will be sent home written notices of any outstanding negative balances in the students lunch/meal account at a minimum weekly until the balance is paid in full. Parents are encouraged to register students on MySchoolbucks.com to view account balances/purchase histories/ and to set up electronic low balance notices at no cost. The food service manager or other school personnel will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

9. If a student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal. Schools will provide an alternate meal of a complimentary peanut butter sandwich, vegetable and milk until charged lunches have been paid in full. If food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. A student will not be denied a meal for any disciplinary reasons.
10. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
11. All accounts must be settled prior to the end of the school year. Letters will be sent home approximately 6 weeks before the end of the school year to students who have any negative balances. Negative balances of more than \$25.00 not paid in full in 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation.
12. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will remain in the food service account.
13. Meal assistance is available to all BCSC Students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until meal assistance applications have been processed and approved. Due to the large number of students attending BCSC Schools, it may be a few weeks before all applications are processed. It is recommended each student start the school year with two weeks of lunch money in their account to avoid charges and to allow time for applications to be processed. Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance. Students approved for meal assistance for free or reduced prices meals will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

BCSC WELLNESS POLICY

Policy 8510

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

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

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

ACADEMICS

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 (first one provided by the school) or bring home their assignments in folders depending upon teacher's choice. The teacher will explain the assignments fully; allow time for questions; and either demonstrate examples or allow students to begin the assignment in class. It is the responsibility of the student to record assignments and gather necessary materials for the assignment. Students are responsible for returning assignments on time.

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

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

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

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

Incomplete Assignments: 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. **Homework for a student with an excused absence will be due the day following the return. The parent should make arrangements for the completion of homework assignments during prolonged absence with the teacher. It is the responsibility of the student to obtain the assignment, complete it, and submit it to the appropriate teacher within the allotted time.**

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

Parent Portal: Parent Portal is designed to link parents and schools together via the Internet. It enables parents to access their children's school records. You may view health and immunization, assignments, grades, attendance, and discipline. Grades and missing assignments can be found through PowerSchool Parent Portal. Please stop by Parkside's main office to apply obtain the username and password for your child.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homework when they:

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

Children can improve their study habits if they:

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

REPORT CARD

At Parkside, 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. Students will receive grades in art, music, and physical education at the end of each semester.

As part of the implementation of quality tools, all classrooms are encouraged to use data folders. 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 Power School Parent Portal.

STUDENT RECOGNITION

High academic achievement does not occur without hard work and sacrifice on the part of students and their families.

Kindergarten through 6th grade participate in a standards based grading and report card system. In an effort to more effectively communicate what students know and are able to do aligned to grade level standards. The grading scale is as follows:

Kindergarten – 6th Grade

Level of Mastery

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

ASA=Academic Success Award; AGA=Academic Growth Award

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

Academic Success Awards only at end of 2nd semester

Academic Growth Awards at end of 1st semester and 2nd semester

STUDY TRIPS (field trips)

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

LIBRARY

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

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

LIBRARY USAGE AND CARE:

Each classroom at Parkside comes to the library for a 25-minute period the same time each week. Library books are kept in a special order called Dewey Decimal, so please use a shelf marker as you look for books.

General rules for caring for library books include:

1. Carry your books to and from school inside your backpack so they keep dry and protected.
2. Have a safe place at home to always keep your library books so you can find them each week.
3. Keep your library books away from pets and small children so the books aren't torn or damaged.
4. Always have clean hands when you are reading your library books.
5. Don't trade library books with other children in the classroom. Instead bring the book back to the library and the other child can check it out in their name there.

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 fees for kindergarten-fifth grade per

semester include a material fee, art fee, music fee and science fee of \$65.22 per semester. This would be \$130.44 per year. Sixth grade fees include a material fee, art fee, music fee, and science fee of \$76.10 per semester or \$152.20 per year. Sixth grade students who are in band will also have a small fee for band that is under \$1. 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.

ITSLEARNING

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

CHROMEBOOKS VISION STATEMENT

Each BCSC student in grades 1-6 has an internet-enabled device available for use each day in his/her classroom. Teachers use technology to plan, organize, and implement universally designed activities that support deeper learning. Students use technology responsibly and use tools to take ownership of their learning, to collaborate, and to create. When an activity can be done more effectively without using technology, teachers and students are comfortable using low and no-tech tools. Access to technology is not used to reward or punish, but as a critical tool for learning. Teachers and students attempt to troubleshoot problems independently, as a group, and then effectively communicate problems to designated technology staff using the appropriate method. Technology staff is responsive, timely, and communicative in addressing problems.

ASSESSMENT

Students in grades 3,4,5 and 6 will participate each year in the statewide ILEARN testing each spring. Students in grades K-2 will participate each year in the Indiana Reading Diagnostic Test, 3 times a year. 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.

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.

DYSLEXIA SCREENING

BCSC uses an approved universal literacy screening for all students in kindergarten through second grade. The screening process includes six components of literacy instruction: letter naming fluency, phonemic segmentation fluency, nonsense word fluency, word reading, fluency, and oral reading fluency. The universal

screening uses a research based program, DIBELS 8, which can also identify risk factors for dyslexia. This program is used as a regular part of literacy instruction and assessment in our kindergarten through second grade classrooms. If you have any questions about the DIBELS program and/or screening process, please contact your school principal.

STUDENTS SERVICES

BEFORE/AFTER SCHOOL PROGRAMS

BCSC offers a before and after-school supervision and enrichment program called i-Care at Parkside. 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 start of school. I-Care will be provided after school until 6:00 PM. Call Anna Villa at 418-0924 for additional information about services and charges.

The Foundation for Youth provides a bus for after-school programs at the Boys and Girls Club. Please contact Boys and Girls Club for more information.

COUNSELOR

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

KINDERGARTEN SCREENINGS

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

Academic eligibility for student athletes is a school decision based on academic effort and growth of each individual student.

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

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

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

for the nurse to recheck before returning to class. If your child has a dr. appointment and can produce a dr. slip, he/she may attend the evening event.

CONVOCATIONS

From time-to-time, convocations that fit with our school goals may be scheduled. Parents may be invited to some of these assemblies, depending on seating capacity.

PARTIES

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. Student birthdays are recognized on the announcements and with birthday cards/pencils. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons.

All treats are to be commercially prepared or individually wrapped. Do not supply hard candy or any other item that could result in choking. Please do not have birthday flowers, balloons, etc. delivered to the school.

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

PTO

The Parent Teacher Organization is open to all parents and teachers. This organization assists Parkside Elementary in achieving school goals.

RECESS (IN AND OUT)

Students do play outside during the winter, except when it is extremely cold or wet (below 20 degree, including wind chill). We expect students to participate in recess. **Students should be dressed appropriately for outside play. Students will not be held inside if they consistently dress inappropriately for the weather.**

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.
- make sure lunch account is paid in full.
- 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. Items not claimed will be donated to local charities periodically.

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.

Parkside Elementary is the property of tax-paying citizens. Parents are asked to encourage their children to take pride in their school. Students should respect the school and be responsible for keeping our building clean and presentable.

DISTRIBUTION OF MATERIALS

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

SCHOOL PHONES, CELL PHONES, AND ELECTRONIC DEVICES

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

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

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

CHROMEBOOK USE GUIDELINES

- Student will carry Chromebook with two hands at all times.
- Student will carefully pick up, move, and set down Chromebook.
- Student will keep Chromebook on desks, tables, or in the charging unit at all times, except when carrying.
- Student will touch, carry, move, or use **ONLY** his/her assigned Chromebook.
- Student will plug the Chromebook in to charge the battery each time it's returned to the charging unit.
- Student will store the Chromebook in his/her assigned charging unit and slot.
- Student will keep the Chromebook in working order by not storing any documents, workbooks, or other personal items in the Chromebook charging slot.
- Student will report tech or hardware issues as directed by his/her teacher.
- Student will utilize the Chromebook only for educational purposes, keeping only academic work (documents, files, programs, music, etc.) on the device and in Google Drive.
- Student will keep his/her log-in information secure.
- Student will understand that all searches and all work completed on his/her device is his/her responsibility and that searches are tracked by BCSC's filter.
- Student will follow all rules and expectations regarding proper and acceptable use of the Chromebook as set forth by his/her teacher.

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

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

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

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

No parking is allowed at curbed areas. If the parking lot is full, parking is available on the street or at the park.

VOLUNTEERS/FIELD TRIP CHAPERONES

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

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.
- Make sure lunch account is paid in full.
- Notify your bus driver.

Please report any change of phone numbers to the office. This is very important in the event of an emergency.

USE OF BUILDING

Any group wishing to use the school building must fill out a request on line. The link can be found on the BCSC or Parkside web sites. Questions may be directed to John Johnson at Columbus North High School (376-4236).

AHERA

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

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. Student birthdays are recognized on the announcements and with birthday cards/pencils. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons.

All treats are to be commercially prepared or individually wrapped. Do not supply hard candy or any other item that could result in choking. Please do not have birthday flowers, balloons, etc. delivered to the school.

The Food Services make available a birthday party package and pizza party package should you want to use this. You may call our cafeteria to find out details. Birthday invitations for personal parties will not be distributed at school.

ANIMALS ON SCHOOL CORPORATION PROPERTY

Policy 8390

The Board recognizes that there are many occasions when animals are present on School Corporation property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents/guardians, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and Indiana law and this policy.

This policy shall apply to all animals on School Corporation property, including service animals. Copies of the full policy can be viewed online.

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

Parkside students in grades three through six are required to have a Parkside Assignment Book. Students are given their first book at no charge. If they are lost, the replacement cost is \$5.00. Students write their assignments in the book every day. Teachers may include comments in the assignment book. The assignment book is taken home daily and shared with the parents or other important people. The parent/important person must sign the book and the student must return the assignment book to school every day. Teachers may check the assignment book each morning for the 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.

CHECKS

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

SMOKING

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

SCHOOL PICTURES AND YEARBOOK

School pictures will be taken in the fall and the spring. You are not required to order, but all pictures will be taken for the class photo. Yearbooks will be available to purchase in the spring.

FREE SPEECH - 5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, in school activities on Corporation premises, and on school vehicles.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically. I.C. 20-8.1-5.1, 20-9.1-5-19

FUNDRAISERS

All fundraisers should be approved by the building principal. Parkside Elementary families are generous in giving to others. Please do not feel obligated to donate to any or all fundraisers.

BUILDING CRISIS INFORMATION

EMERGENCY DRILLS

Drills are held regularly to help ensure the safety of the students at Parkside 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 & Parkside Elementary Emergency Situations Procedures, is available for parent review in the school office.

Parent Receiving Site: Northside Middle School Gymnasium,

Student Evacuation site: IUPUC, 4601 Central Avenue

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 Parkside Dr. will be locked. The panic hardware on the doors allows them to be used as exits at any time. All people entering the building while students are present must sign in at the office and wear a nametag while in the building. You are always welcome in Parkside, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.

PLEDGE OF ALLEGIANCE

Policy 8801.01

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

MOMENT OF SILENCE

Policy 8801.02

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

NOTIFICATION TO PARENTS REGARDING ACCOUNTS FOR COMPUTER NETWORKS

Bartholomew Consolidated School Corporation (BCSC) will be providing your child with access to current technologies including the Internet and access to the BCSC computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that 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.bsc.k12.in.us/TechnologyHandbook

Bartholomew Consolidated School Corporation

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



JULY 2019						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	Tu	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2019						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
S	M	Tu	W	Th	F	S
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2020						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020						
S	M	Tu	W	Th	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2019-2020 CALENDAR DATES

August	6	First Teacher Day
August	7	First Student Day
September	2	Labor Day (no school)
October	7-11	Fall Break (1 week)
November	27-29	Thanksgiving Break
December	20	First Semester Ends
December	23	Winter Break Begins
		(Dec. 23-Jan.3 Winter Break no school for students)
January	3	Teacher Day (no school for students)
January	6	Classes Begin for 2nd Semester
January	20	Martin Luther King Jr. Day (no school)
March	9-13	Snow Make-up Days**
	**	Snow Make Up Day #1 will be on Monday of the Snow Make-Up Days week
March	16-20	Spring Break (no school)
April	10	Good Friday (no school)
May	25	Memorial Day (no school)
May	28	Last Day for Students
May	29	Last Teacher Day
May	29	Graduation: CSA New Tech at CEHS, 7:00pm
May	30	Graduation: North High School-10:00 a.m.
May	30	Graduation: East High School-1:00 p.m.

Grading Periods	Student Days	Teacher Days
<i>First Semester</i>		
1st 9 weeks: August 7--October 4	42	43
2nd 9 weeks: October 14--December 21	47	47
<i>Second Semester</i>		
3rd 9 weeks: January 6--March 6	44	45
4th 9 weeks: March 23--May 28	47	47.5

School Closed
 Special Event Day
 Snow Make-up Day

Parkside Elementary School
Staff Roster 2019-20

Office: Christopher Smith, Principal Dana Bodart Asst. Principal
Courtney Fisher, Counselor Rebekah Thompson, Nurse
Isabelle Sciutto, Administrative Assistant Kristina Ebersold, Secretary

Kindergarten Teachers: Michelle Critzer, Anita Grider, Allison Beckner, Erin Griffin

Grade 1: Laura Gallion, Julie Euler, Luann Starnes, Katie Trotta

Grade 2: Amber Elwood, Kanen Hashman, Dana Sprong, Jenny Taylor,

Grade 3: Jolinn Bodkins, Debbie Brougher, Lori Love, Sabrina Rawlins,

Grade 4: Holle Psota, Ann Ruble, Dana Thompson, Regina Stem

Grade 5: Darlene Abplanalp, Holly Chastain, Edie Logston, Scott Rayburn, Adam Ulrich

Grade 6: Susie Baker, Russanna Hendrickson, Stephanie Rawlings, Liz Stroh

LRC teachers Tony Romanski, Jessica Ruble, Jessica Meek

ELL Teacher: Katie Schadenfroh, Megan Cline

Related Arts: Kristen Wiley – PE, Megan Novak – Music, Sonya Vallette – Art, Pete Law, Music, Katelin Couch, Art

Media Center: Debbie Harmon – Library Teacher Assistant,

LRC Teacher Assistants: Rebekah Albers, Robin Collins, Donna Hatchett, Barbara Herrera, Kendra McLaughlin, Julie Perkinson, Zoe Smith

Prime Time Teacher Assistants: Jamie Cain, Belinda Gregory, Lesley Jones, Jane McLemore, Brooke Miller, Cindy Chodan, Rhonda Pierce, Angela Ross, Amy Reese,

ESL Teacher Assistants: Kristine Kim, Smriti Bhanji,

STEM Lab Assistants: Tiffany Lowe, Galynn Hermann

Speech Teachers: Christine Pumphery, Zach Smith

Special Early Childhood Teachers: Alicia Harrison, Natasha Adams

Custodians: Moe Humphrey, Betsy Angyal, Amy Wilder, Brandon Foley, Donald Morgan, Katharine Eden

Cafeteria Workers: Marsha Jones, Brenda Smith, Debbie Taylor, Cherlyn Calloway, Hong Wen Duan, Joanne Heavrin, Rita Sujon

Parkside Elementary School
PERMISSION FORM FOR 2019-20

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 Pirate Press, 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 Parkside. This form also includes permission for recognition to be reported in the newspaper and forms of other media.

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.

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 cross the activity(ies) off the list.

- Study trips (field trips) within Bartholomew County
- BCSC district educational programs such as the Symphony and Outdoor Lab
- Events at North/East High Schools and Northside/Central Middle Schools
- Public recognition of student success in the Pirate Press and at convocations
- Use of student photos and work for bulletin boards and displays in school
- Picture and name in the newspaper or other media
- Use of the Internet

My child has my permission to participate in the initialed activities below: (indicate permission by checking each line)

_____ Media Release _____ Technology Policy (found in the handbook) _____ In-county field trips
 _____ Photo release _____ Read handbook and agree to follow

Parkside has permission to disclose directory information from my child’s education records without prior written consent, unless you notify the school office in writing. BCSC has designated the following information as directory information: [Note: the Local Educational Agency (LEA) may, but does not have to, include all the information listed below.] Full policy may be seen on our web site under the “For Parents” tab.

- | | |
|---|--|
| <ul style="list-style-type: none"> -Student’s name -Address -Telephone listing -Photograph -Date and place of birth -Major field of study -Dates of attendance -Grade level | <ul style="list-style-type: none"> -Participation in officially recognized activities and sports -Weight and height of members of athletic teams -Electronic mail address -Degrees, honors, and awards received -The most recent educational agency or institution attended -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.
 (A student’s SSN, in whole or in part, cannot be used for this purpose.) |
|---|--|

Student name Homeroom Teacher Parent Signature