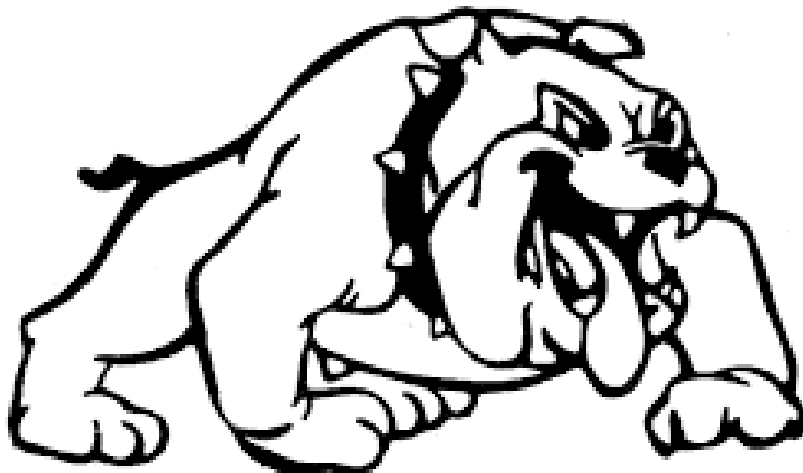


**ROCKCREEK ELEMENTARY SCHOOL
2018-2019 HANDBOOK**

**HOME OF
THE ROCKCREEK BULLDOGS!**



**Rockcreek Elementary School
13000 E 200 S
Columbus, IN 47203
(812)-579-5221- Main Office
(812)-579-6488 - FAX
<http://www.bcsc.k12.in.us/schools/rockcreek/>
Jennifer Dettmer, Principal**

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Dear Parents:

Welcome to the 2018-2019 school year at Rockcreek Elementary School! This handbook of information about Rockcreek is being sent home in the hope you will read and discuss it with your child. It contains explanations of important policies and procedures we use as guidelines in working toward the education, health, and safety of your children. You may find it helpful to keep this handbook at home for reference during the current school year.

**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.bsc.k12.in.us to find School Board Policies and Administrative Guidelines.

ROCKCREEK ELEMENTARY SCHOOL VISION

At Rockcreek Elementary School we strive to establish a safe and positive learning community that works collaboratively in order to develop responsible and respectful lifelong learners.

ARRIVAL/DEPARTURE PROCEDURES

1. Students are admitted to the building no earlier than 8:00 A.M. No supervision is provided until that time.
2. At 8:00 A.M., students should report directly to their homerooms.
3. Students wishing to eat breakfast will eat in the classroom.
4. Students are considered **tardy at 8:15 A.M.**
5. Dismissal times:
 - Grades 4, 5 and 6 and ALL students that are car riders (first bell) 2:35 P.M.
 - Grades K, 1, 2 and 3 (second bell) 2:40 P.M
6. Students must walk in front of the buses. Students should NOT walk behind or around the buses. Students may not re-enter the school after dismissal, unless accompanied by an adult.

CAR RIDERS

1. Morning Drop Off

Students are to be dropped off beginning at 8:00am along the sidewalk in front circle 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 must stop to allow walkers to walk across the parking lot into the building. The tardy bell rings at 8:15am.

Adults should not proceed past the office for any reason without signing in and obtaining a visitors pass from the main office. Please help keep our building safe by following sign in procedures.

2. Afternoon Pick Up

All students that are being picked up by parents, grandparents, or others are to get a number from the office. **Adults picking up children must get in the car line to pick up their children.**

All students who do not ride a school bus are expected to be picked up immediately at the end of the school day unless they are working with a staff member. All students being picked up are dismissed at 2:40pm every day. Cars should continue to move forward in the car rider line in order to make pick up smooth and efficient. Students may only enter cars from the passenger/curb side of vehicle. Grades 4, 5, and 6 are dismissed at 2:35 to go to the buses. Grades K, 1, 2 and 3 are dismissed at 2:40. All students being picked up by parents **MUST** exit the building through the **FRONT DOOR**. Students are not to leave the building at any time other than dismissal time unless they are signed out in the office area. The office staff will call individual rooms and have the student come to the office to be dismissed for the day.

CHANGE OF DISMISSAL PLANS

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. The note must be specific. This note must be taken to the office to be stamped. Parents should only call school in **emergency situations**. These emergency calls must be received before 2:00 p.m. **Please make special effort to make sure your child knows his/her transportation arrangements before they arrive at school each day. Phone calls with transportation changes are sometimes difficult to deliver during the school day.**

ATTENDANCE

Good school attendance is necessary for success in school. Our average daily attendance over the past several years has been nearly 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 (579-5221) by 9:30 a.m. each day of the absence.** If you cannot telephone, please send a note with a sibling stating the reason for the absence. For your convenience voice mail is available to take your calls when the office is closed. If neither is possible, send a note with your child on his/her return to school. If the reason for the absence is not provided, the absence will be recorded as unexcused.
2. If you wish for 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. Family vacations are not considered extenuating circumstances and will result in unexcused absences. 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). Your child is responsible for requesting make up work. Parents can pick up assignments in the office for any child that is absent. Students do not receive academic credit for work missed during an unexcused absence, but the work must be done so students will understand and be able to do the next assignments. Children with an excused absence can receive full credit for work made up in a reasonable amount of time as defined by the teacher.
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.

Excused Absences are as follows:

1. **Illness or injury requiring absence**
2. **Death of an immediate family member**
3. **Death of another person when requested by a parent or guardian(subject to approval)**
4. **School activities approved by the principal**
5. **Special religious observances**
6. **Confirmed medical, dental, and orthodontia appointments**
7. **Participation in state, multi-state, or national competition subject to approval by principal**
8. **When subpoenaed to appear in court as a witness in a judicial proceeding**
9. **Serving as a Page in the Indiana General Assembly**
10. **Working on Election Day**
11. **Other Extenuating Circumstances (may require a form to be completed by the parent for approval)**

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 **8:15 a.m.** tardy bell, he/she will be counted tardy and may 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, 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**

Sign up for E-Alerts at <http://www.bcsc.k12.in.us>

Sign up to receive Rockcreek information through text messages. Text @rcebcs to 81010

For the safety of the children during inclement weather, schools may be closed, dismiss early or have a two-hour delay in starting. Families should be prepared for any of these situations. The school will send home a form to complete regarding your emergency plan. These forms should be returned to your child's teacher.

Children and staff must know the alternative plan for your child in case of an emergency school closing. Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWY (104.9 FM) AND WRZQ (107.3 FM) AND QMIX (107.3). 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 10:15 a.m.

In the first quarter of school, a "Plan B Emergency Plan" sheet will be sent home with each student. This is for a rare occasion that school may be released early. Please think about what your child would do should school be dismissed early. This may or may not be different than a usual dismissal day for your child. The sheet is to be filled out and returned to the teacher to keep on file for the school year.

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.

BEHAVIORAL EXPECTATIONS

BE LINE SKILLS AND LIFELONG GUIDELINES

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

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

Be Here
Be Responsible
Be Respectful
Be Safe
Be a Friend

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

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

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

GENERAL RULES

Our school philosophy emphasized that education is to help the individual develop his/her potential in an atmosphere of self-disciplined behavior. 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.

- Any items of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, gangs (inclusive of clothing, colors, 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 cause significant 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, or 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.
- Printing, patches, or badges, which are profane, promote alcohol or drugs, pro-wrestling, or are suggestive, shall not be worn on clothing or items brought to school (i.e. backpacks, hats, etc.)
- 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, shoes with tall soles/heels and clogs. **Shoes with built-in skates are prohibited.**
- Pro wrestling shirts of any kind shall not be worn to school.
- Hats and caps are prohibited in the school building.

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, lighters, cameras, radios, recorders, skateboards, pets, knives, matches, electronic games and devices, guns, card collections, etc. Toys should not be brought to school without prior teacher permission. CD players and other electronic devices can only be brought to school, including the bus ride to and from school, with special permission by a teacher such as for a field trip. Cell phones are **never** to be brought to school, on the bus, or on a field trip.

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. In all cases, phones, games, etc. will be given to the principal and parents will be called to pick up the item. Rockcreek is not responsible for lost or stolen items.

TREATS AT SCHOOL

For the safety and welfare of all children, treats for birthdays that are brought to school must be store purchased and individually wrapped. **Please contact your child's teacher before sending any treats to school.**

The Food Services Department has birthday party and pizza party packages available should you want to use this. You may call our cafeteria to find out details.

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/>.

School wide Expectations and Procedures

BE HERE - ON TIME, EVERY DAY (8:00-8:15)

	Restroom	Hallways	Cafeteria	Playground	All Settings
Be Responsible	<ul style="list-style-type: none"> -Do your business and leave -Flush toilet paper down the toilet -Flush toilet after each use -Take only 3 pumps for paper towels -Turn off the water on the sink after use. -Put paper towels in the garbage can. 	<ul style="list-style-type: none"> -Keep your voice level 0 to 1 -Keep an arm's length distance from the person in front of you -Keep hands and feet to self -Listen and follow instructions 	<ul style="list-style-type: none"> -Get what you need the first time through the line -Make selections quickly -Keep hands and feet to self -Keep your food on your own tray or lunch box -Clean up your own messes 	<ul style="list-style-type: none"> -Use rock, paper, scissors -Use equipment correctly -Share equipment 	<ul style="list-style-type: none"> -Have supplies on hand for the next activity
Be Respectful	<ul style="list-style-type: none"> -Use voice level 0 or 1 -Use the equipment(toilet, urinal, stalls, doors, sinks) for its purpose -Give people privacy -Use sink for hand washing only 	<ul style="list-style-type: none"> -Keep an arm's length distance from the person in front of you -Keep hands and feet to self -Listen and follow instructions 	<ul style="list-style-type: none"> -Listen to the adult on duty -Keep your voice level 1 or 2 -Keep your bottom on the bench -Keep your feet on the floor -Keep hands and feet to self -Use your polite manners 	<ul style="list-style-type: none"> -Keep hands and feet to self -Listen for instructions -Use equipment for its intended use 	<ul style="list-style-type: none"> -Use voice level 0 or 1 when indoors -Treat others and their property the way you want to be treated
Be Safe	<ul style="list-style-type: none"> -Keep feet on the floor -Keep water in the sink -Use soap & water for washing hands -Use toilet & urinal 	<ul style="list-style-type: none"> -Walk on the right side of the hallway -Walk single file or as instructed by adult/leader -Respect personal space -Follow the instructions of the adult/leader 	<ul style="list-style-type: none"> -Stay in your seat -Eat your own food -Use your own utensils 	<ul style="list-style-type: none"> -Stay in designated areas -Get permission from an adult before you leave an area -Use playground equipment for correct use 	<ul style="list-style-type: none"> -Walk quietly from one area to another -Listen and follow directions
Be a Friend		<ul style="list-style-type: none"> -Use kind language -Smile when you see someone you know -Respect personal space -Keep hands and feet to self 	<ul style="list-style-type: none"> -Keep hands and feet to self -Use kind language 	<ul style="list-style-type: none"> -Ask others to play with you -Share -Offer help if needed 	<ul style="list-style-type: none"> -Offer help to others and accept no if it isn't needed -Treat others the way you want to be treated

Rockcreek Elementary School Discipline Plan

Levels of Behaviors and Interventions

Rockcreek Elementary School Levels of Behaviors and Interventions are based on a system that divides student offenses into four levels, ranging from minor to severe. Level 1 behaviors are considered to be minor acts that are handled in the classroom. Level 2 behaviors may require additional interventions beyond the classroom setting. Level 3 and 4 behaviors will be handled in the office. Level 1 consequences will be relatively light, whereas consequences at Level 4 are much more severe. A detailed description of each level, as well as examples of misconduct and possible consequences are listed in the following section. These are examples. We cannot anticipate all possible acts, and the administration will make a final determination as to which level an act will be assigned. All consequences are administered at the discretion of the principal or designee.

Level 1 – Individual Impact

Defined as: Behavior that solely impacts the student.

Examples: May include but is not limited to: unprepared, out of seat, not following directions, class work incomplete, homework incomplete, not having materials, out of line, breaking pencils, inappropriate play, inappropriate voice level.

Handled by: Adult in charge of the setting in which the problem occurs.

Interventions may include (not limited to):

Timeout in room, practice desired behavior, parent contact, loss of recess, moving seat, problem solving activity, loss of privileges.

Level 2 – Classroom Impact

Defined as: Behavior that disrupts the learning environment of others.

Examples: May include but is not limited to: repeated/chronic Level 1 behaviors or more serious levels of misbehaviors such as: refusing to do work, inappropriate noises, hands not to self, inappropriate clothing, constant talking, talking out, poor hygiene, teasing.

Handled by: Teacher, teacher partner, pupil services teacher, nurse, and/or principal.

Interventions may include (not limited to):

Time out in room or teacher’s partner room, practice desired behavior, telephone call or conference with parents, individual behavior plan, after school or in-school suspension.

Level 3 – Serious Impact

Defined as: Misbehavior that endangers the safety or well-being of students or makes regular classroom activities difficult or impossible.

Examples: may include but not limited to: fighting, intimidation, racial slurs, talking back to adults, bullying, throwing things, inappropriate language, pushing/shoving, disrespect, vandalism, theft, lying, spitting on others.

Handled by: pupil services teacher, principal

Interventions may include (not limited to):

parent conference with principal and other needed professionals, restitution, recess detention, after-school detention, alternative assignments, in-school suspension, out-of-school suspension.

Level 4 – Safety Threat / Illegal

Defined as: Behavior that jeopardizes the safety of students, staff, and/or school property. Acts that may violate BCSC guidelines and/or local, state, and/or federal laws.

Examples: repeated or more serious level of misbehavior such as those listed in **Level 3** and/or: fighting with injury, possession of a weapon, physical threats, taking the property of others using force, sexual harassment, causing harm or attempting harm to another person, vandalism, possessing, using or being under the influence of tobacco, alcohol or a controlled substance.

Handled by: principal or designee

Interventions may include (not limited to):

parent conference with principal and other needed professionals, restitution, recess detention, after-school suspension, out-of-school suspension, out-of-school suspension pending expulsion, referral to proper agency including filing police report. Law enforcement will be notified if any state or federal law is broken.

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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, 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. BCSCS has designated the following information as directory information: Student’s name, photograph, date of birth, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received, school-assigned email accounts and school attending.

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

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.

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 may be found online.

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:

Ms. Teresa Heiny, Assistant Superintendent
2650 Home Avenue
Columbus, IN 47201
812-376-4392

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Policy 2260

The following person has been designated to handle inquires regarding the 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

ENVIRONMENTAL PROTECTION AGENCY (EPA)

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

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.

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.

PETS (Animals)

Pets or other animals of any kind should not be brought to school. If a classroom project requires a live animal, the classroom teacher will make special arrangements for the care/supervision of the animal. Students must gain permission from the teacher prior to bringing in any non-service animal. See policy 8390.

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):** 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. 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.
 - 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 products/alcohol), or weapons (knives, guns, chains, etc.) may result in suspension or expulsion.

SUBSTANCE ABUSE

- A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.
 - Paraphernalia Without Residue*
 - Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.
 - Violation 2: Out of school suspension and a meeting with the Student Assistance Director
 - Violation 3: Expulsion
 - (Paraphernalia with residue may result in immediate suspension or expulsion.)
- Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee, which would support a reasonable suspicion, to believe there is a controlled substance use or possession in the school building or vehicle in the school parking lot.
- When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or

other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.

- **The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE** throughout the school year. If you know of a student in crisis, please call 379-7710. Unless you choose to identify yourself, this is an anonymous call.

FOOD SERVICE

BREAKFAST

Rockcreek serves breakfast daily beginning at 8:00 a.m. Breakfast will be free for students on free and reduced plans.

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. Food brought from home will not be heated or reheated by school staff.

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.

- 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.
- A student may charge up to 3 lunch meals maximum. A staff member may charge up to 3 lunch meals maximum.
- A student who has charged a meal may not charge or purchase “a la carte” items including extra main entrees.
- 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.
- 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 /or sunflower butter sandwich, 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 reasons.

- 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.
- 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.
- 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.
- 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.

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 579-5221. 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 \$3.15.

REMEMBER – YOU MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR BADGE. In order to keep classroom disruptions to a minimum, we must ask parents to wait either in the office hallway or in the cafeteria until the children are dismissed for lunch.

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

ALSO, if you are coming to school to eat lunch with your child, you will be expected to bring either a lunch prepared at home, or to buy a school lunch. **FAST FOOD LUNCHES ARE DISCOURAGED.**

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 the 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

Its Learning: 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

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 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 calls, notes in assignment notebook, interim reports) if a student is frequently not completing assignments. Teachers may require the student to lose recess time to assist the student with further understanding of homework.

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. Parent Portal information is available in the front office. This will be sent home at the beginning of the school year.

IDEAS FOR HELPING YOUR CHILD

Parents can do their part to improve homeworks 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 CARDS

At Rockcreek, 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. Dates report cards will go home are: October 19th, January 11th, March 29th and May 30th. 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 quarter.

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 Parent Portal.

STUDENT RECOGNITION

High academic achievement does not occur without hard work and sacrifice on the part of students and their families. In acknowledgment of this dedication and hard work, Rockcreek recognizes students in grades K - 6 who have demonstrated high academic achievement during each grading period. Students will be recognized by semester for their hard work and growth.

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

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"). **Parents who wish to accompany their child's class on a field trip as a chaperone will be required to complete a criminal history background check application prior to the day of the trip.**

LIBRARY USAGE AND CARE

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

CARE: 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 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 the use of other students. Students who have lost books or continue to return books late may lose the privilege of checking out books to take home.

Rules: In order for the library to be used as much as possible, it is important for students to carefully follow these rules:

- 1) Use quiet voices at all times.
- 2) Take good care of books when getting them out, using them, and putting them away.
- 3) Sign out all books.
- 4) Be a friend to and respect the rights of others in the library.

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 materials fee for grades K – 6 per semester is \$54.73 textbook, \$7 developmentally appropriate materials, \$3.18 technology or \$64.91 per semester or \$129.82 for the year. Applications for assistance will be provided in the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board.

TEXTBOOKS

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

ASSESSMENT

Students in grades 3, 4, 5 and 6 will participate each year in the statewide ILEARN testing each spring. Additional assessments are completed throughout the year consisting of STAR Reading, timed math facts, Pivot Inspect and Individual Reading Inventories. State assessments called I-READ are given in the spring each year to students in the third grade.

Students in grade K, 1, 2 will participate in Pivot Inspect Reading and Math assessments.

STUDENT SERVICES

BEFORE/AFTER SCHOOL PROGRAMS

BCSC offers a before and after-school supervision and enrichment program called i-Care at Rockcreek. This is a fee-based service with a limited number of scholarships available. I-Care may be provided in the morning between 6:30 AM and the beginning of school. I-Care will be provided after school until 6:00 PM. Call (812-418-0924) for additional information about services and charges.

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

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.

GUIDANCE COUNSELOR SERVICES

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

KINDERGARTEN SCREENINGS

Kindergarten students participate in formal and informal screening periodically throughout the year. 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 BCSC’s secondary schools.

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

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

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

INSTRUCTIONAL CONSULTATION TEAM (ICT)

Students struggling academically or behaviorally may be referred to a member of the Rockcreek ICT. The ICT facilitator meets with the teacher in order to identify academic or behavioral concerns. An analysis of the concerns is completed and a plan of action is developed. The facilitator and the teacher will continually monitor progress and make adjustments as needed. Parents are informed and encouraged to be a part of this process.

CONVOCATIONS

Rockcreek will from time to time have convocations. These convocations could cover a variety of topics and may include groups from our local middle schools and high schools. Any time there are convocations and parents have questions regarding the content of the convocations, they may call the school office.

ROCKCREEK BULLDOG BOOSTERS

Rockcreek Elementary School has a very active Bulldog Booster Program that assists the school in a variety of ways. Parents are encouraged to attend the monthly meetings and become involved in the Rockcreek Bulldog Boosters.

RECESS – INDOOR AND OUTDOOR

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

GENERAL INFORMATION

CHANGE OF STUDENT INFORMATION

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

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

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

LOST AND FOUND

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

SCHOOL PROPERTY

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

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

DISTRIBUTION OF MATERIALS

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

SCHOOL PHONES, CELL PHONES, AND ELECTRONIC DEVICES

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

There is no need for students to have cell phones at school. However, if parents feel 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.

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 facebook, cause a disruption at school that interrupts the educational environment.

PARENTS/VISITORS

- Parents are always welcome to visit Rockcreek. For the safety and security of our students, by board policy, parents should make arrangements in advance for a visit with your child's teacher. Doors will be locked until 7:55 a.m. each day. No parents will be allowed in the building until that time. If you wish to talk to a teacher during the first thirty minutes before instruction begins, please contact that teacher in advance.
- Teachers must focus on the business of teaching. Unless arrangements have been made, visits to the classroom will need to be made during the day with an appointment or after school is completed for the day. All visitors must sign in at the office before proceeding to classrooms. Visitor badges must be worn. Parents are encouraged to call the school and leave voice mail messages for teachers as well as use e-mail to contact your child's teacher with daily concerns.
- Children who are not enrolled in Rockcreek will not be permitted to spend any portion of the school day in the building unless the principal and teacher have approved them. 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. All visitors to Rockcreek need to sign in at the office and obtain a visitor's badge.**

VOLUNTEERS/FIELD TRIP CHAPERONES

All volunteers at Rockcreek 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 of the move.
- Return all textbooks and library books.
- Notify your bus driver.

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

USE OF BUILDING

Any group wishing to use the school building should use the on line scheduling system accessible through the BCSC website.

INDOOR AIR QUALITY

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

Indoor Air Quality Coordinator
Bartholomew Consolidated School Corporation
Office 812-376-4231

March 2013

AHERA ANNUAL NOTICE

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

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

These include but are not limited to:

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

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

The Bartholomew Consolidated School Corporation school facilities and buildings which contain asbestos-containing materials (ACMs) and must comply with the 40 CFR 763 Subpart E (AHERA) regulations include:

Columbus North and Columbus East High Schools; Northside Middle School; Clifty Creek; CSA-Lincoln; Mt. Healthy; Parkside; W D Richards; Rockcreek; L C Schmitt, L F Smith, CSA-Fodrea Campus; Taylorsville; and Southside Elementary Schools; the Administration Building; Johnson Education Center; McDowell Adult Education Center; CSA-New Tech and the Transportation/Maintenance Building

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

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

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

EXHIBIT A

In accordance with the US EPA's 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. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons. **All treats are to be commercially prepared and individually wrapped. Do not supply hard candy or any other item that could result in choking.** Birthday invitations for personal parties will not be distributed at school.

ASSIGNMENT BOOKS

Rockcreek students in grades three through six are required to have an Assignment Notebook. Students are given their first book at no charge. If they are lost, the replacement cost is \$3.00. 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 for the yearbook are scheduled in August with retakes scheduled in November. A second option for pictures – spring pictures will be offered in April. Yearbook orders are collected in the spring.

FUNDRAISERS

The school's main fundraiser is the annual Walk-A-Thon. Information regarding the Walk –A-Thon will be sent home several weeks before the event.

Other fundraisers are possible during the year with information being sent home in advance regarding the fundraiser.

BUILDING CRISIS INFORMATION

EMERGENCY DRILLS

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

Parent Receiving Site – Ceraland

Student Evacuation site – Shiloh Baptist Church

SECURITY

The size of our building and the numerous entrances has prompted us to be concerned about the safety of our students and staff. Therefore, all outside entrances, except the main entrance 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 Rockcreek, but we feel it is our responsibility to know who is in our building so we can ensure the safety of our children.

FREE SPEECH

Freedom of speech can take different forms. The U.S. Dept. of Education gives students right to pray, organize groups, and express their faith in classwork, homework, or at a school event. Parents are advised that the U.S. Department of Education publishes annually guidance on constitutionally protected prayer in public elementary and secondary schools. You will be provided the latest copy from the principal upon request.

PLEDGE OF ALLEGIANCE

Policy 8801.01

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

MOMENT OF SILENCE

Policy 8801.02

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

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 using BCSC provided email accounts to others users, both inside and outside of BCSC, for educational purposes.

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.

Chromebooks

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

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.

Guidelines

Handle and Care

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

Storage

- Student will keep the Chromebook in working order by not storing any documents, workbooks, or other personal items in the Chromebook or in the charging unit's slot

Material and Use

- Student will report tech or hardware issues as directed by his/her teacher
- Student will utilize the Chromebook only for educational purposes, keeping only academic work (documents, files, programs, music, etc.) on the device and in Google drive
- Student will keep his log-in information to him/herself
- Student will understand that all searches are tracked by BCSC's filter

Other

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

Bartholomew Consolidated School Corporation

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



2018-2019 CALENDAR DATES

JULY 2018						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
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SEPTEMBER 2018						
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OCTOBER 2018						
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NOVEMBER 2018						
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DECEMBER 2018						
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JANUARY 2019						
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FEBRUARY 2019						
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MARCH 2019						
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APRIL 2019						
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MAY 2019						
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JUNE 2019						
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- August 7 First Teacher Day
- August 8 First Student Day
- September 3 Labor Day Holiday (no school)
- October 8-12 Fall Break (1 week)
- November 21-23 Thanksgiving Break
- December 21 First Semester Ends
- December 24 Winter Break Begins
(Dec. 24 - Jan. 4 Winter Break no school for students)
- January 4 Teacher Day (no school for students)
- January 7 Classes Begin for 2nd Semester
- January 21 Martin Luther King Jr. Day (no school)
- March 11-15 Snow Make-up Days**
** Snow Make Up Day #1 will be on Monday of the Snow Make-Up Days week
- March 18-22 Spring Break Begins (no school)
- April 19 Good Friday (no school)
- May 27 Memorial Day (no school)
- May 30 Last Day for Students
- May 31 Last Teacher Day
- May 31 Graduation: CSA New Tech at CEHS, 7:00pm
- June 1 Graduation: East High School, 10:00 a.m.
- June 1 Graduation: North High School, 1:00 p.m.
- Summer School To be determined

Board Approved: October 23, 2017

Grading Periods	Student Days	Teacher Days
First Semester		
1 st 9 weeks: August 8--October 8	42	43
2 nd 9 weeks: October 15--December 21	47	47
Second Semester		
3 rd 9 weeks: January 7--March 8	44	45
4 th 9 weeks: March 25--May 30	47	47.5

School Closed
 Special Event Day
 Snow Make-up Day

Rockcreek Elementary Faculty and Staff 2018-2019

OFFICE

Principal – Jennifer Dettmer
Counselor – Jim Darnell
Nurse – Jessica Wallpe
Administrative Assistant – Barb Huffman

CLASSROOM TEACHERS

K – Amanda Glick
K – Brittany Boezeman
1st – Amanda Bedel
1st – Kristi Owens
1st - Rhonda Brill
2nd – Misty Stamper
2nd – Deepika Kapoor
3rd – Krea Hill
3rd – Julie Giggy
4th – Matthew Wallace
4th – Kristin Davis
5th – Amy Elsbury
5th – Bridget Houghtelin
6th – Angie Ginder
6th – Kevin Rankin

FACULTY

Art – Megan Erickson
Music – Kim Jones
P.E. – John Sims
Speech & Hearing – Melissa Philippsen
Media Assistant – Talara Henry
Special Needs LRC – Cara Eckleman
Instructional Consultation – Corie Williams
Psychologist – Linda Darr

Book Buddies - Alison Lykins

TECH SUPPORT

Sonny Mitchell
Dustin Parks

TEACHER ASSISTANTS

Jaycie Jagers
Tabitha Jessie
Taylor Jessup
Kelsey Jines
Sharon McDonald
Kirin Sandusky
Dodie Smith

FOOD SERVICE

Wally Denton
Sarah Speer
Connie Williams
Debbie Chandler

BUILDING AND GROUNDS

Bev Asbury
Penny Newby
Pam Maschino

BUS DRIVERS

265 - Candace Luce
251 - Lynn Lykins
131 - Cathy Gilmore
232 - Andy Speer
261 - Marcus Speer

One to One Technology Use Agreement

Student Responsible Use Policy

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

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

RESPONSIBILITIES

The student will:

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

RESTRICTIONS

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.

7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the BCSC asset tab or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply **common sense** to the care and maintenance of district-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

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

COMPUTER DAMAGES

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by BCSC up to the full cost of a replacement device.

BCSC reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
 2. Lending equipment to others other than one's parents/guardians.
 3. Using equipment in an unsafe environment.
 4. Using equipment in an unsafe manner.
 5. Ignoring common sense guidelines delineated above.
- ★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
 - ★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.
 - ★ Access to a BCSC provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the BCSC technology agreements outlined in this document.

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

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

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

Student Name (Printed) _____ Student Name (Signature) _____ Date _____

Parent Name (Printed) _____ Parent Name (Signature) _____ Date _____

ROCKCREEK ELEMENTARY SCHOOL PERMISSION FORM FOR 2018-2019

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 Rockcreek Newsletter, using pictures on bulletin boards, and displaying student work. Sometimes the newspaper will come into school to do a story and pictures on events at Rockcreek. This form also includes permission for this recognition.

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

Please initial next to each item below and sign at the bottom, giving your child permission to participate. Then return it to the classroom teacher.

USE OF INTERNET

_____ I have read the handbook, understand, and agree to the technology policy.

IN-COUNTY FIELD TRIPS

_____ Study trips (field trips) within Bartholomew County

_____ BCSC district educational programs such as the Symphony and Outdoor Lab

_____ Events at other BCSC Schools

MEDIA/PHOTO/INFORMATION RELEASE

_____ I have read the handbook regarding release of directory information. I understand and agree to the release.

Student Name: _____ Homeroom Teacher: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____