

# CENTRAL ELEMENTARY SCHOOL

Beech Grove City Schools

*Home of the Hornets*



## 2023-2024 Student Handbook

1000 Main Street  
Beech Grove, IN 46107

Phone: 317-784-4565  
Fax: 317781-2930

# Central Elementary School

## School Administration

Ms. Stephanie Cotter - Principal

Mr. Clay Vondielingen - Assistant Principal

## Board of School Trustees

*Jannis King, President*

*Rob Challis, VP*

*Jill Laker, Member*

*April McManus, Member*

*Beth Prindle, Member*

*Rick Skirvin, Member*

*Tara Wolf, Member*

## District Administration

Dr. Laura Hammack - Superintendent

Mr. Brian Garman - Director of Personnel

Mrs. Mary Story - Director of TSL Grant

Mrs. Amy Reeves - Directory of Exceptional Learners

Mrs. Mitzi Garman - Director of Communications

Mr. Tom Gearhart - Director of Operations

*The Beech Grove City Schools Student Code of Conduct will be upheld as a shared responsibility to the students, families, staff, and community to ensure that an optimum learning environment exists. Beech Grove City Schools believes that it is in the best interests of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role in helping students remain drug-free. Instructional staff at Central Elementary School shall function as a means for assessment, intervention, referral, and support for students experiencing academic or behavioral problems. The staff will follow a systematic process for handling all referrals in an equitable way. The function of the staff is to identify and refer students who have problems to appropriate resources within the school setting or to community individuals or agencies.*

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that parents may have during the school year and to provide specific information about certain School Board policies and guidelines. Please take time to become familiar with the following important information contained in this student/parent handbook and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your building principal, Ms. Cotter. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the School Board's policies and the School's rules. Copies of the current School Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

## **MISSION**

Our mission at Central Elementary School is to empower ALL students to embrace learning and strive to achieve their full potential while building their social, emotional, and physical well-being. We will motivate our young students to contribute to their community by practicing the core values of Central Elementary School: Respect & Responsibility.

## **VISION**

Our vision is to provide students with a fully inclusive, safe, and challenging learning environment where all students are motivated to think critically, problem solve, and communicate effectively while embracing diversity and cultural differences.

## **BELIEF STATEMENT**

Central Elementary school personnel are committed to partnering with students, parents, families, and community members to ensure each child is provided relevant learning opportunities, inside and outside of the classroom that help them develop the knowledge, compassion, and character necessary to succeed in a rapidly changing world.

## **DAILY PLEDGE**

Students and staff members begin each school day by reciting our daily pledge.  
*"I am respectful. I am responsible. I will do my personal best today."*

## **SCHOOL COLORS**

Black and Orange

## **SCHOOL MASCOT**

Hornet

## **EQUAL EDUCATION OPPORTUNITY (See Policy 2260)**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint.

A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below: Steve Bair, Assistant Superintendent for Curriculum & Instruction (317) 788-4481 The complaint procedure is described on Form 2260 F2.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10\_ days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing).

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## COMMUNICATION

### **SKYWARD/PARENT SQUARE INFORMATION**

Skyward, our Student Information System, gives parents and students access to educational records and houses student and family contact information. It is important that the school be informed of any change of address, telephone number, etc., for our students and families.

Updating this information can be done through Skyward. Parent Square is an automated way to contact families. By updating Skyward records, parents can be sure to receive the most up-to-date automated information from Beech Grove City Schools.

### **WEBSITES**

There is timely information posted concerning the school corporation on the BGCS District Web Page. There are links for menu, calendar, newsletters, announcements, staff directory including e-mail, and much more. We invite you to please visit our District and School Facebook pages regularly for the most up-to-date information, announcements, and celebrations.

District Website: [www.bgcs.k12.in.us](http://www.bgcs.k12.in.us)

Central Website: <https://www.bgcs.k12.in.us/Central-Elementary>

District Facebook Page: <https://www.facebook.com/BeechGroveCitySchools>

Central Facebook Page: <https://www.facebook.com/BGCentralElementarySchool>

### **EMAIL**

E-mail is an efficient way to communicate with any Beech Grove City School Employee. If you have any problems sending an email to a BGCS employee, please contact the Beech Grove City School Technology Center at 317-780-5055.

### **PHONE ACCESS**

It is very important to communicate regularly with the school for a variety of reasons. Parents may call the school office at (317) 784-4565 during regular school hours 7:30 a.m. to 3:30 p.m. to speak with office staff or leave a message for a teacher. No calls will be forwarded directly to the teacher during the instructional day. Calls will be forwarded to the teacher's voicemail in order to not interrupt student learning.

### **PARENT SQUARE**

Central Elementary teachers utilize Parent Square as a form of communication with school families. Please join your child's classroom account in order to obtain important information and updates.

## ADMISSION POLICIES

### **BEECH GROVE RESIDENTS**

Children entering public school for the first time must present certification of birth and immunization records in accordance with Indiana school laws. Indiana law requires that school-age children must attend school in the district in which their parents/legal guardians have "legal settlement" unless they are approved as "transfer" students. **Non-compliance of this policy would result in expulsion of the student, additional civil action, and retroactive payment of damages and legal fees.**

For enrollment in Central Elementary School, proof of residency is required for new students and students who move within Beech Grove at any time during the school year. The parent or legal guardian shall provide the required documentation to the school from the applicable section listed below:

1. Homeowner (**two of the following**)
  - a. Home closing statement
  - b. Payroll check from current employer verifying address within BGCS
  - c. Verification of a mortgage receipt verifying address within BGCS
  - d. Current utility bill receipts with parents/guardians name and address included on the bill
2. Renter or persons residing with another resident (**two of the following**)
  - a. Current lease agreement or landlord verification of residency on the Beech Grove City School District
  - b. Payroll check or statement from current employer which verifies an address within the Beech Grove City School District
  - c. Current bank statement which verifies an address within Beech Grove City School District
  - d. Current utility bill receipt with your name and address included on the bill
  - e. Voter registration card

*\*\*When divorced, Parents must provide a copy of the custody papers as proof that the child may attend BGCS.*

### **NONRESIDENT/TRANSFER STUDENTS (Policy 5111)**

Students without legal settlement in BGCS will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation. Transfer student applications must be submitted to the administration building. No transportation will be provided and attendance criteria is required to maintain enrollment.

### **HOMELESS STUDENTS (Policy 5111.01)**

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency. For additional information contact the Assistant Superintendent for Curriculum & Instruction at 317-788-4481.

## **SKYWARD UPDATES**

**Address:** If your address changes during the school year, you will need to supply the office with 2 proofs of residency for the new address.

**Phone Numbers:** If your phone number changes during the school year, you will need to call the office and report your new phone number. This change **MUST** be made by office staff. The teacher **DOES NOT** have access to change information in skyward.

**Emergency Contacts:** It is important that each child has multiple emergency contacts with working phone numbers. In the event we cannot reach primary caregivers, it is important that school is able to contact a family member or close friend.

**Primary contacts:** If changes are made during the school year to any custodial agreements, it is imperative that the school receives a copy of the court documents.

## **DAILY TIME AND SCHEDULE**

Children should not arrive on school grounds before 7:00 a.m. School staff will supervise students in the gymnasium beginning at 7:00. Please do not release your child to enter the building before 7:00. Children must stay outside the building until 7:00 a.m. The tardy bell rings at 7:30 a.m. **All children must be in their classrooms by 7:30 or they will be counted tardy.** The afternoon dismissal will be at 2:30 p.m. **Each Wednesday the students will be released at 1:40.** This early release is to provide time for the staff to participate in professional development activities. It is the parent's responsibility to assure their child is picked up at dismissal if they do not ride the bus. We understand incidents happen that can occasionally cause a delay. If this is the case, please call the school and inform us.

## **ARRIVAL, DISMISSAL, AND LEAVING SCHOOL**

THE CAR RIDER LINE BEGINS AT THE FRONT OF THE SCHOOL AND STUDENTS ENTER THROUGH THE GYM DOORS ON 10TH AVE.

### **EARLY DROP-OFF**

Students may be dropped off, beginning at 7:00 AM when the "Early Drop-Off Open" sign is out. If a line develops in the parking lot, please allow space for staff to access the parking spaces closest to the school.

### **MORNING CAR RIDERS**

1. The regular car-rider line starts at 7:20 AM. ALL students must be dropped off through the line. Students can NOT be dropped off from the street.
2. Cars need to enter at Entrance 1 and wind through the parking lot. You will exit onto 10<sup>th</sup> Ave., which is a one-way street going north, and stop on 10th so your child can enter the building. (See map.)

### **AFTERNOON CAR RIDERS**

1. NO CAR-RIDER CARS ARE TO BE IN THE PARKING LOT UNTIL 1:30 PM AND THEY MUST BE IN A PARKING SPACE UNTIL 2:00 PM. STAFF WILL NOTIFY CARS WHEN THEY CAN PULL UP IN FRONT OF THE SCHOOL.
2. ALL students must be picked up through the line.
3. Cars need to follow the same procedure as in the morning.

### **WALKERS AND STUDENTS WALKING WITH PARENTS TO CARS**

Due to safety reasons, students who walk home or walk with parents to cars will be dismissed last. The car-liner ride must be completed before it is safe for students to walk outside of the school.

### **GENERAL INFORMATION**

1. There is a sign to mark the beginning of the car line. Please start the line at this spot. Once the line stops, all students in cars parked in the yellow curb area may exit the car.
2. Drivers need to stay in line until the car in front of them moves. Do NOT pull out and go around the line unless staff has directed you to do so.
3. Students MUST exit/enter on the curbside of the car.
4. The car must come to a complete stop before the student exits or enters the car.
5. In the morning, students need to be ready to exit the car as soon as it comes to a complete stop. In the afternoon, students need to enter the car, buckle up, and be ready for the car to move as quickly as possible.
6. Students are to remain on the sidewalk at all times as they enter and exit the school. Students are to walk at all times.
7. In the afternoon, drivers must display the Central car-rider number on the driver's side where staff can see it. If the driver does not have the number, then he/she MUST stop and check in with the first staff person that they come to. (Numbers will be ready by the end of the first week of school.) If you lose your number, please call the office for a replacement card.



## **OTHER THINGS YOU CAN DO TO HELP THE LINE GO SMOOTHLY**

1. Please do not wait and watch your child enter the building. The line must move quickly and smoothly at all times.
2. Please be patient and alert.
3. If you have questions about procedures, please do not ask staff during the pick-up/drop-off times. The line of cars must keep moving. Please feel free to call the office (784-4565) with your questions later in the day.

## **BUS SAFETY**

Although not required, the Beech Grove City School system furnishes bus transportation for all children. Children need to keep this in mind as they choose their bus behavior. Misconduct may result in the suspension of this riding privilege.

Each school bus driver is responsible for the safety of his passengers and is entitled to the full cooperation of each passenger. Loud noise and distracting behavior can seriously jeopardize the safety of the entire bus. **Though electronic games, IPODS, cell phones may be allowed on the bus, they are not to be seen with a child while either leaving or prior to entering the bus.**

The following offenses are subject to a written citation (a copy of which the parents will receive):

1. Disobeying the bus driver's requests
2. Failure to remain seated and facing forward
3. Not keeping aisle clear; not keeping hands/feet to self
4. Throwing objects on the bus or out the window
5. Eating or drinking
6. Other discourteous, inappropriate, offensive or unsafe behavior

**\*\*After the third offense, the student will be subject to suspension of bus privileges.**

**\*\*A single serious offense may result in loss of bus privileges and/or suspension or expulsion.**

**\*\*Bus riders should have a backpack or tote bag in which to keep all their school supplies. This helps eliminate the dangerous possibility of chasing after loose papers, etc.**

## **LEAVING EARLY**

If it is necessary for your child to leave school during the school day, parents are to notify the teacher and the office by note or phone to ensure they are ready to leave and minimize disruption in the classroom. If for any reason the parent will not be picking up the child in person, they should notify us as to whom to expect. All persons picking up students must report to the office and sign the child out. Everyone, with no exceptions, must show a photo id when picking up a child. This is primarily for safety reasons; we want to protect your child.

If, for some reason, no one is in the office when your child is ready to be checked out, PLEASE wait until someone returns to leave. Please make sure any person who is not familiar with these procedures is aware of them before they pick up your child. **A reminder:** if a child leaves early (even 10 minutes) and even returns, it will eliminate them from any consideration for perfect attendance. If a child leaves school during the day and returns anytime during the day, it will also affect perfect attendance.

## **TRANSPORTATION CHANGES**

Teachers will send children home the way they usually go home unless they receive a note in the morning. Last minute changes by phone should be made only in an emergency. **No changes in transportation will be made after 2:00 p.m.**

## **AFTER SCHOOL CARE**

The Baxter YMCA will furnish an after school daycare service from 2:30 p.m. to 6:00 p.m. For more information, please contact the Baxter YMCA at 317-881-9347.

The Beech Grove Community Center will offer Buzz Club after school care each week. For more information, please contact the Community Center at 317-788-4986.

## ATTENDANCE

One of the goals in our School Improvement Plan is to reach 97% attendance rate for the year. In order for this to happen, cooperation from the parents is critical. Your assistance in helping us reach this goal is greatly appreciated. We have also set high achievement goals for our school. There is a close relationship to performance in school and attendance. Our expectation is for students to strive to be in attendance every day possible. Of course illness and emergencies do arise, but those are the only reasons for excused absences. Parents, it is your duty and it is State law for children to be in school and on time. Any parent or guardian who willfully allows unexcused absences are violating State statute and are then subject to referral to Marion County Prosecutor's Office which could lead to further actions by Child Protective Services.

\*\*\*Central has a guideline of reserving the right to consider retention of the grade level, no matter what the child's performance, based on 15 or more excused or unexcused absences. \*\*\* After 10 absences a doctor's note will be required in order for a child to receive an excused absence due to illness. After 10 absences a school representative will be notified and they will be in contact with the parents to determine the causes.

### Perfect Attendance:

Our perfect attendance policy was established by Central's School-Community Council several years ago. For a child to be considered to have perfect attendance they must be at school: on time, all day, everyday. If, for whatever reason, a child leaves the building early, or during the day and returns, they are NO longer eligible for perfect attendance. With Central's goal of increasing overall attendance, the Council wanted to send the message that "perfect" means exactly that, PERFECT.

### Outstanding Attendance:

Since we have such a strict Perfect Attendance policy we have an additional award for those children who miss only one day of school and have no more than 2 of a combination of tardies and/or leaving school early. We refer to this as the Outstanding Attendance Award.

### Met Attendance Goal:

Since we are emphasizing to our children the importance of reaching our Corporation goal of 97% attendance, we wanted to recognize those children who met this goal in one year. This would be the equivalent of no more than 5 days absent and a combination of no more than 5 tardies and/or leaving school early.

These attendance awards are based on those who are enrolled from the first day of school.

### Absences

An Excused Absence is a personal illness of the student, a death in the family, or religious activities occurring during a school day.

An Unexcused Absence is any excuse other than personal illness of the student. Some examples of an Unexcused Absence are oversleeping, vacations, birthdays, etc.

### **Make-Up Work Due to Excused Absence**

We all get sick throughout a year's time. When your child misses school due to illness they will be missing the work assigned during that period. When your child is absent we try to cooperate with the parents in helping get the work home to the student. If you want us to send homework missed due to absences, please call the school and make arrangements. You can leave these arrangements by also recording it on the Attendance Line. It is the parent's responsibility to see to it this work does get taken home, but we will try to help in any reasonable way we can. A general rule for how much time is allotted for the make-up work to be due is: allow one day for every day absent. So if your child is ill two days, they get two days once they return to make up the work. Of course, there are always exceptions to the rule, especially if you make special arrangements with the teacher. If your child's absence is unexcused, then the school takes the position that no additional time be allowed for make-up purposes.

**We strongly discourage parents from taking their children out of school for family vacations or trips.** Missed work may or may not be provided based on the discretion of the classroom teacher. Absence due to vacation will be considered unexcused.

School attendance is critical for your child's achievement and success. Any unnecessary absences will keep us from attaining our achievement and attendance goal, which is 97% this year.

### **Reporting Your Child's Absence**

If your child is ill or must miss for emergency-type reasons, please call the school. We strongly encourage you to use the school's Absence Line. The public can access this 24 hours a day. By calling school and choosing "1" from the menu you can record all the necessary information concerning your child's absence. This is the best method of reporting your child's absence since you can avoid delays by trying to get a hold of someone in the Office, and can call at anytime. This Absence Line gets checked by 9:00 a.m. each morning. Please describe what arrangements you are requesting concerning having your child's missed work getting home. We can then inform their teacher and can arrange, if possible with the classroom teacher, for the work that they missed to be brought home or picked up by someone of your choosing. If you do not call to report an absence, you will receive an automated call requesting information regarding your child's absence. Please call the office as soon as possible after receiving the reminder call.

### **Withdrawals**

Any student who wishes to withdraw from Central Elementary should report to the school office with a note stating his intentions at least two days before his last day in school. Book rental will be pro-rated and returned upon request.

## BEHAVIOR MANAGEMENT

Central follows the PBIS framework - Positive Behavior Interventions and Support System. The goal of PBIS is to create a social culture in our school building that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

We will use PBIS to create a social culture by:

- \* having 2 school wide expectations for all students, staff, and settings. Be Respectful and Be Responsible
- \* direct instruction of the expected behavior
- \* organize routines and transitions for students and staff (ex. arrival, dismissal, hallway, cafeteria)
- \* regularly acknowledge expected behaviors
- \* respond to problem behaviors with consistent and mild consequences that are focused on re-teaching the expectation

We would like to request that parents ask and remind their child(ren) every day before school what the expectations are and each day after school ask their child(ren) to give an example of how they followed the expectation.

Please watch for PBIS information throughout the year from classroom teachers and administration. Your child(ren) will also earn points throughout the day through an incentive system that will earn them rewards and incentives from the school.

The staff at Central Elementary has developed school-wide expectations for all children based on the principles of PBIS. The school-wide expectations are Respect and Responsibility. Expectations have been developed for all common areas in the building. Students will receive specific instruction and direction on how to behave. These will be reinforced by all staff throughout the school day. As well, they will be enforced at all times. By having common expectations, a safe and successful learning environment will be established. All Central staff is expected to ensure these expectations are met.

### **Bullying, Intimidation, and/or Threats in School**

Due to Indiana legislation concerning bullying, intimidation, and/or threats, Central Elementary has adopted a fairly strict policy in compliance of the code. The first time a child is deemed guilty of one of the three infractions, they will spend 1 day of **In School Suspension**. The second offense and beyond will result in **Out of School Suspension**.

Indiana Code defines bullying as:

“Any overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior has the purpose or effect of unreasonably interfering with the student’s ability to benefit from their education or of creating an intimidating, hostile, or offensive environment.”

Central Elementary uses the following as our definition for bullying:

**Bullying is words or actions that hurt another person’s body or feelings. In addition all three of these conditions MUST be present for an action to be considered bullying:**

1. The action was done on purpose. It was not an accident.
2. The action has happened repeatedly. It has happened more than one time.
3. The action occurs between at least two people who have a difference in power. The person who is hurting someone is bigger, stronger, or has outnumbered the other person.

Students or parents should contact the school administration or child’s teacher immediately if they feel a student is being bullied, harassed, or threatened in any way.

### **Central Elementary Behavior Report**

We have a procedure to aid in the communication between staff and principal concerning discipline problems. Each student will bring with them a detailed behavior report to any office referral. This referral will be mailed home to notify parents of any serious disciplinary incident. In addition, parents will be contacted by phone for any office referrals. Open and effective communication between home and school is critical to solving any discipline issues.

## STUDENT CODE OF CONDUCT 2021-2022

### GENERAL SCHOOL EXPECTATIONS

Students enrolled in the Beech Grove City Schools are expected to adopt an attitude that is conducive to an educational environment. Established expectations are to be adhered to while (1) on school property, before, during and after school hours including weekends, and any other time when the school is being used by a school group, (2) off school property at, prior to and immediately following a school activity, function or event and (3) traveling to or from school or school activity, function or event. These general expectations include:

- be punctual at all times
- be honest with school staff and fellow students
- stay in assigned areas
- be responsible for personal items and school materials
- adhere to directions and comply with requests made by school officials
- place all refuse in waste receptacles
- avoid inappropriate and rowdy behavior and language
- avoid public displays that will cause a disruption to our educational process
- bring no dangerous or unnecessary items to school
- walk through hallways quietly and orderly
- be considerate of fellow students and their personal items and school materials
- assume responsibility for using school-owned equipment in the manner for which it is intended and in its designated location
- dress in a manner that will not cause a disruption to our educational process
- report the actions or plans of another person to a teacher or principal where those actions or plans, if carried out, could result in harm to another person or persons or damage to property.

### ATTENDANCE POLICY

**Rationale** – Regular attendance is important if students are to experience success in school. Additionally, regular and punctual attendance is important in helping students to develop habits necessary for situations they will encounter after they leave school. Indiana Law (I.C. 20-33-2) requires regular school attendance. It is the parent's responsibility to ensure their child attends school as required by Indiana Law, with noted exceptions. Each Beech Grove City School will comply with these exceptions.

A student is not considered absent when he or she is performing one of the following:

- a. Is a member of a school sponsored field trip.
- b. Is serving as a Page or Honoree in the Indiana General Assembly.
- c. Is issued a subpoena to appear in court as a witness in a judicial proceeding.
- d. Is a helper to a political candidate, a political party, or to a precinct election board on the date of an election.
- e. Is serving in National Guard Duty

#### Excessive Absences

Grades K-3 – When a student has 5 absences, a letter is sent to the parents. When a student has 10 absences, parents are required to attend a conference with the principal and/or home school advisor. Failure to comply with the attendance policy may result in the Beech Grove Police Department and the Marion County Prosecutor's Office involvement for educational neglect or truancy.

Grades 4-6 – When a student has 5 absences, without parent notification or verification, parents will be contacted. When a student has 10 absences, without documentation from a doctor or hospital, parents will receive written notification. Parents may then be requested to meet with school officials. Failure to comply with the attendance policy may result in the Beech Grove Police Department and the Marion County Prosecutor's Office involvement for educational neglect or truancy.

Grades 7-8 – When a student has 7 or more absences in a nine week grading period, no credit will be given for any subject. A doctor's note waives those days that specifically apply to those absences. When a student accumulates 10 or more days of absences in a nine week grading period, no credit will be given in any subject unless the student is enrolled in an alternative education program approved by school administration. Educational neglect or truancy forms will be filed with the Marion County Prosecutor's Office on any student that accumulates 2 nine-week periods of no credit. Individual teachers may issue an "N" for no credit to students who have exceeded the same requirements as above to their individual classes.

Grades 9-12 – When a student has 5 absences to any class during a nine week grading period, no credit may be received for that class. A doctor’s note will waive any or all absences. When a student has 9 absences to any class during a semester, no credit may be received for that class. A doctor’s note will waive any or all absences. When a student has 16 absences in a semester, no credit will be given for that class unless the student is enrolled in a pre-arranged alternative education program approved by the school administration. The freshman teams will have an adjusted attendance criteria for the morning classes. Failure to comply with the attendance policy may result in the Beech Grove Police Department and the Marion County Prosecutor’s Office involvement for educational neglect or truancy.

## **DRESS CODE**

**Rationale** - Beech Grove City Schools strives to provide a safe and productive learning environment for all students. In order to achieve this, students are expected to dress appropriately during school hours and at all school sponsored functions. We strongly believe the way a student looks and dresses affects attitudes, behavior, and school safety. (Support Documentation Cited: National School Safety Center – 2000, National Association of Secondary School Principals – 1998, U.S. Department of Education – 1996.) Health related safety issues are also of serious concern regarding various garments and ornaments. When a student’s dress is clearly dangerous, and a student’s dress and appearance is disruptive or distracting to other students and to the teachers, and it interferes with the learning process, such dress shall be prohibited.

- the wearing of any article of clothing with names of other schools, secret clubs, gangs or such organizations
- alcohol, tobacco or illegal drug references or innuendo
- garments that are excessively worn, have been altered, are not worn as designed or are in poor condition
- backless halters, bare midriff blouses or shirts, tank tops, spaghetti strap tops and mesh shirts and/or any tops that do not cover the shoulders
- headwear such as hats, caps, visors, bandanas, and scarves
- skirts and shorts that are inappropriate in length will not be permitted
- footwear must have a sole. House slippers and flip-flops are not acceptable.
- coats and jackets should not be worn in the classroom
- any tight fitting garments, such as spandex pants, will not be permitted unless they are worn with an appropriate outer garment
- see through garments
- pants should be appropriately fitted at the waist

Note: Additional age appropriate items will be listed in each of the buildings handbooks.

### Infractions

Grades K-3 – Parents will be contacted if a change of clothing is necessary. If parent contact is not possible, the student will be placed in the office area for the day or until parent contact is made. If parent contact is not possible, appropriate clothing will be provided for the student.

Grades 4-6 – Parents will be contacted if a change of clothing is necessary. If parent contact is not possible, the student will be placed in the office area for the day or until parent contact is made. If parent contact is not possible, appropriate clothing will be provided for the student. Students with repeated problems will be subject to additional disciplinary action.

Grades 7-8 – Parents will be contacted if a change of clothing is necessary. If parent contact is not possible, the student will be placed in ISS for the day. Students with repeated problems will be subject to additional disciplinary action.

Grades 9-12 – Parents will be contacted if a change of clothing is necessary. Students may check out clothes from the bookstore. If a student obtains parental permission to go home for acceptable clothing, it will count as an absence for that block. Students will be assigned ISS for a second violation and all subsequent violations.

## IN SCHOOL SUSPENSION

**Rationale** – Students who do not comply with school expectations are removed from the normal school setting. They are allowed to do their assignments in an isolated area under strict supervision. This affords them the opportunity to pay the penalty for inappropriate behaviors without the total loss of classroom instruction.

### Excessive In School Suspension Days

Grades K-3 – There is not a formal in school suspension room or teacher. Students who require some form of separation from the group will be housed in an appropriate manner at the discretion of the building administrator or designee.

Grades 4-6 – There is not a formal in school suspension room or teacher. Students who require some form of separation from the group will be housed in an appropriate manner at the discretion of the building administrator or designee.

Grades 7-8 -A student misconduct report is filed. There is a parent/administrator contact (by phone, parent conference or written correspondence). When a student reaches 7 discipline occurrences resulting in ISS or OSS, a parent conference is required. Students reaching 10 disciplinary occurrences resulting in ISS or OSS may be subject to expulsion from school. There is a “buy-back” clause in the ISS/OSS agreement. Any student with more than 3 recorded days of ISS may have one infraction number deleted for every 20 consecutive school days without an infraction. Student conduct reports will remain on file for the entire year.

Grades 9-12 – A student misconduct report is filed. There is a parent/teacher contact/conference and a dean/student/parent contact/conference with each occurrence. If a student accumulates 6 ISS days, a parent conference with the assistant principal is required. If a student accumulates 9 ISS days, he/she is subjected to an expulsion hearing. Students who re-enroll after being expelled are allowed to accumulate 4 ISS days for the school that semester.

## TARDY POLICY

**Rationale-** Promptness is important for student success in school, as well as in the world of work. Students are expected to be in school and class on time.

### Excessive Tardiness

Grades K-3 – When a student is tardy 5 times, a letter is sent to the parents. When a student is tardy 10 times, parents are required to attend a conference with the principal and/or home school advisor.

Failure to comply with the tardy policy may result in the Beech Grove Police Department and the Marion County Prosecutor’s Office involvement for educational neglect or truancy.

Grades 4-6 – When a student is tardy 5 times, parents will be notified and a conference with the student is held. When a student is late 10 times, he/she is required to serve detention to make up the time. Failure to comply with the tardy policy may result in the Beech Grove Police Department and the Marion County Prosecutor’s Office involvement for educational neglect or truancy.

Grades 7-8 When a student is tardy 3 times to school during a semester, a conference will take place with the student and a written warning will be given. When a student is tardy 4 times to school during a semester, a letter of notification will be mailed to the parent. When a student is tardy 6 times, a referral will be written and a student will receive one day in ISS. For every 3<sup>rd</sup> tardy after number 6, a referral will be written and the administration will use various disciplinary consequences and parental intervention to help the student become more successful at school. This policy starts over after each semester. Students who have accumulated 6 or more tardies to school are ineligible to receive perfect attendance honors.

Grades 9-12 – When a student is tardy 3 times during a semester, a detention is served. When a student is tardy 5 times during a semester, a parent conference is held. When a student is tardy 7 times during a semester, ISS is served. When a student is tardy 8 or more times during a semester, it will count as an absence for the particular class in which he/she is tardy.

## DEFINITIONS OF SPECIFIC SCHOOL RULE INFRACTIONS

**Arson** – The willful and malicious burning or attempt to burn, any school corporation building or property.

**Attendance** – Excessive absences.

**Bullying/Harassment /Verbal Threat** – Any overt, repeated acts or gestures, including verbal, written, or electronic communications transmitted; physical act committed; or any other behaviors committed by a student or a group of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior has the purpose or effect of unreasonably interfering with the student's ability to benefit from their education or of creating an intimidating, hostile or offensive environment.

**Bus Policy Infractions** – Behaviors that interfere with the safe operation of the school bus or jeopardize the safety of the passengers.

**Cheating** – Academic cheating includes plagiarism, copying homework and any other method of taking credit for school work that is not one's own.

**Computer Usage Infractions** – Actions that do not adhere to the provisions of the authorized user policy or federal law with regard to computer facilities and equipment. Creating emails, web blogs, web sites, etc... with the intent to harass, ridicule, humiliate, intimidate, or harm individuals.

**Disruptive Behavior** – Continuously and intentionally making noise or acting in any manner as to seriously interfere with the ability of the teacher or any of the other school personnel to conduct the educational function under his/her supervision.

**Dress Code** – Any article of clothing or appearance that is considered inappropriate, unsafe, or is distracting to the learning environment.

**Extortion** – Threatening or intimidating any person for the purpose or intent of obtaining money or anything of substantial value from that person.

**Failure to Report** – Failing to report the actions or plans of another person to a teacher or principal where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.

**Fighting** – Engaging in aggressive, physical contact by one or more persons in the course of which punches are thrown or any part of the body is used either aggressively or in retaliation, for the purpose of restraining or inflicting injury or pain upon another person.

**Forgery/Altering** – The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school documents with the intent to defraud.

**Inappropriate Language** – The use of poor language, such as degrading ethnic, religious, racial remarks or profanity directed at, or concerning others.

**Inciting Others** – Encouraging or intimidating others to fail to comply with general school expectations.

**Insubordination** – The willful failure to respond or carry out a reasonable request given by an authorized school official. Insubordination would include, but not be limited to, leaving the classroom without permission and failing to report to a scheduled class or assigned school location.

**Intimidation/Threat to staff members** – Any action or behavior that intentionally puts a faculty member's health in danger.

**Misrepresentation** – The act of falsely reporting incidents, making false accusations or giving false testimony to school officials.

**Possession of Chemical Propellants** – Knowingly possessing, using or transmitting mace, pepper spray or chemical propellants of similar nature and purpose.

**Possession of Drugs/Alcohol** – Knowingly possessing, using, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, look-alike drug, alcoholic beverage or intoxicant of any kind.



**Possession of Explosive Devices** – Knowingly possessing, using, selling or transmitting explosive devices not considered to be weapons. An example might be some types of fireworks.

**Possession of Inappropriate Materials** – Knowingly possessing, using or transmitting materials not necessary for school use. Examples would include electronic games, radios, televisions, tapes, CDs, water propellant devices, playing cards, cell phones, beepers, pagers, laser lights, tape players and/or CD players.

**Possession of Paraphernalia** – Knowingly possessing, using or providing to another person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens. Examples would include pipes, roach clips and/or rolling papers.

**Possession of Tobacco Products** – Knowingly possessing or using any tobacco product on school property.

**Possession of Weapons** – Knowingly possessing or using any type of weapon or look-alike weapon. Possessing an instrument that is readily capable of causing serious bodily injury.

**Selling of Non-School Items** – The selling of non-school sponsored items without the permission of the school building administrators.

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**Theft** – The act of taking, being in possession of or acquiring the property of others without their knowledge and/or consent. This would include any school equipment and/or materials.

**Throwing** – The intentional act of throwing or shooting inappropriate objects. Examples would include coins, food, spit balls, rubber bands and/or containers.

**Truancy** – The intentional act of unauthorized absences from school.

**Vandalism** – The act of destruction or defacing property belonging to others. This also includes tampering with school lockers.

**Wrong Location** – The act of being in an area of the school not supervised by appropriate school officials.

## **CONSEQUENCES FOR SCHOOL RULE INFRACTIONS**

**Administrative Referral** – The student is referred to a school building administrator by a teacher or other school personnel. The student will be expected to explain his/her actions with regard to the reason for the referral. Action taken by the administrator will be in keeping with state law, student handbook provisions and the student code of conduct.

**After School Detention** – Students may be kept after school as a result of misconduct. Students detained after school will be notified in advance in order to make parents aware of location, amount of time required and arrangements for alternative transportation, if necessary.

**Child Protection Service** – A student is referred to the juvenile agency by the school to ensure that he/she is placed in an environment that is suitable to sustain educational success.

**Classroom Plan** – Teacher's individual classroom plans include specific rules and consequences. These plans place responsibility for both positive and negative behaviors with the student. The plan is progressive in nature, based on the severity and repetition of the unacceptable behaviors.

**Expulsion** – A student, due to disciplinary action, is not allowed to attend school for a period in excess of 10 school days or is separated from school attendance for the balance of the current semester, school year or calendar year, as required or permitted under applicable law.

**Guidance Referral** – The student is referred to a guidance counselor by other school personnel. The student will be expected to explain his/her actions with regard to the reason for the referral. Action taken by the counselor will be in keeping with state law, student handbook provisions and the student code of conduct.

**Item Confiscated** – Materials that are not deemed appropriate or necessary for school use will be taken into possession by school personnel. They will be stored in a secure place within the building. These items then may be disposed of by the school, returned to students after school hours, returned to parents or used as evidence in disciplinary matters.

**In School Suspension** – Students who do not comply with school rules are removed from the normal school setting, but are allowed to do their assignments in an isolated area under strict supervision. This affords them the opportunity to pay the penalty for inappropriate behaviors without the total loss of classroom instruction.

**Lost Privileges** – Students who do not comply with school rules will lose the opportunity to take part in specified activities that are a part of the normal school agenda.

**No Credit** – A student, due to disciplinary action or excessive absences, does not receive academic credit for an assigned subject or course.

**Out of School Suspension** – Disciplinary action whereby a student is separated from school attendance for a period of ten days or less and which does not constitute expulsion. The school administrator may suspend a student up to ten days for violation of state law, student handbook provisions or the student code of conduct.

**Parent Conference/Contact** – The parent or guardian of a student will be made aware of disciplinary action taken with regard to his/her student. This contact may take the form of a telephone conference, a personal meeting with appropriate school authorities or a mailed letter or disciplinary referral.

**Police Referral** – A student or suspicious activity will be referred to the Beech Grove City Police Department. They will cooperate with the school in the investigation of any matter that is deemed appropriate.

**Removed from Class** – Disciplinary action whereby a student is separated from the other students in his/her class. A teacher may remove a student temporarily, but for no longer than one school day. Habitual removal from class will be grounds for suspension from class.

**Restitution** – A student will restore, refund or otherwise make good on any damage or loss that he/she has caused to occur.

**Student Conference** – The student is referred to appropriate school personnel. The student will be expected to explain the reason for his/her conference. Action taken as a result of the conference will be in keeping with state law, student handbook provisions and the student code of conduct.

### **Book Rental**

All Beech Grove City Schools have a book rental program. Book Rental is requested at the beginning of the year. **CHECKS SHOULD BE MADE OUT TO: Central Elementary.** If a situation exists in your family that would make full payment of your book rental a financial hardship, please contact us. We will be more than glad to work with you to set up installments. Thank you for your cooperation and support. Please call if you have any questions.

If a textbook is lost or stolen, the student (and parent) is responsible for replacing it. We have a list of the textbook costs in the office. If you leave the district entirely, we prorate the portion of rental and fees not used, upon request, and return it to you.

2nd.....\$175.00  
3rd.....\$175.00

**Beech Grove City Schools will be accepting Visa and MasterCard payments to pay for textbook rental and cafeteria fees for the 2022-2032 school year. Parents/Guardians will be able to do this at their child's school, during registration, or online (cafeteria only) through our corporation's website. Parents/Guardians will also be able to view their child's cafeteria account balance via the website. Additional details are available in the school office.**

## Cafeteria Information

Our school cafeteria is designed to serve a balanced lunch program for our children by offering a wide variety of lunch choices daily. It is our hope that by offering more food choices, each student will fill their tray with food items they like and will eat the healthy choices they have chosen.

Monday (or the first day of the week) is the day we prefer you would prepay for the week. Prepayment may be paid as far in advance as you choose.

We have a computerized lunch accounting system. Here are key points that will make using these procedures more effective.

1. Parents may send any amount of money at any time (Mondays are still preferred) and the entire amount will be credited to your child's account. No change will be given for lunch money.
2. Charge slips will be sent home. Further information concerning charge slips follows:
  - a. A student will be allowed three (3) lunch charges. The unpaid charges must be paid within five (5) school days. Any student who has exceeded the charge limit will be provided an alternative lunch.
  - b. No charges will be allowed for breakfast.
  - c. No charges will be allowed during the last month of school.

Parents may take their child (only) out of the building for lunch during the student's lunch period. However this will affect their perfect attendance status. No visitors will be allowed during lunch. This includes both in the cafeteria and bringing in outside food. While we appreciate our families and guests, there are many factors that have contributed to this procedure.

- Central has experienced increased student enrollment. We have plenty of space for our students, but no additional space for visitors.
- Student safety is one of our highest priorities. Eliminating lunch visitors will reduce the traffic of people in and out of the building, thus creating a safer environment for each student.

We realize this change will be disappointing to some. However, we are making this decision, which is in the best interest of our students. Please note that this change is district-wide.

Indiana code authorizes financial assistance for breakfast and lunch to families who meet eligibility requirements.

Information and forms will be available in the school office and may be picked up at registration or throughout the school year. Those who qualify for reduced meals pay \$ .40 for lunch. Those who qualify for free receive both breakfast and lunch at no cost. Please note that Central Elementary provides a Universal Free Breakfast program – all students are able to receive breakfast at no cost.

Money left on account at the end of the year is carried over to the next year at all Beech Grove schools. Any student leaving Beech Grove schools must request a refund before the last day of school.

### Prices:

**\*\*Free to ALL students 2021-2022 school year\*\***

Student Breakfast	\$ free	Student Lunch	\$ free
Milk & Juice	\$ free	Milk & Juice	\$ free

### **Lunch/Recess Schedule**

Team	Teachers	Related	Lunch	Recess
<b>Beech 2</b>	Ross/Minton	<b>8:10 - 8:55</b>	<b>10:30-11:00</b>	<b>12:40 - 1:10</b>
	Zellar/Mercado			<b>1:10-1:40</b>
<b>Grove 2</b>	Ringham/Fuchs Marshall/Royalty	<b>9:00-9:45</b>	<b>11:05-11:35</b>	<b>10:35-11:05</b>
<b>Beech 3</b>	Herron/Muir Beckman/Daugherty	<b>9:50-10:35</b>	<b>11:40-12:10</b>	<b>12:10-12:40</b>
<b>Grove 3</b>	Wymer/Boden Nulliner/Runner	<b>12:45-1:30</b>	<b>12:15-12:45</b>	<b>11:45-12:15</b>

## **Behavior in the Cafeteria**

We want the children's lunch period to be an enjoyable and sociable time for them. Conversation should be part of the process. We must, however, enforce certain rules simply due to the large number of children we serve per lunch period. The rules are simple and short and common as hallway and restroom rules.

**PLEASE: No carbonated beverages (colas, sodas) in the cafeteria during lunch.**

### **Cafeteria**

- Keep voice level at 2 until the last two minutes, the voice level 0-1
- Keep unfriendly hands and feet to self
- Face forward in line
- Memorize lunch number
- Stay seated unless given permission
- Face table you are seated at
- Follow walking patterns
- Leave your space neat and tidy

## **Technology**

### **Computer Policy**

1. All users of corporation computer facilities and equipment are expected to adhere to the provisions of Public Law 96-517, Section 7(b) with regard to copyrighted software.
2. Unauthorized copies of any software on computers belonging to the school are prohibited.
3. Installing, copying, altering, or tampering with data files, software programs, or system settings on any school computer is not permitted.
4. Unauthorized persons may not use equipment, software, security passwords or access codes belonging to the school to access or attempt to access data files, a network, or data systems either in local or remote locations.
5. Anyone witnessing the violation of any of the above provisions should immediately report the violation to the teacher or administrator in charge.

### **Penalties**

Any violation of the above policies will be viewed as destruction of school property. Using another student's data as their own is considered cheating. Consequences may include:

1. Denial of access to computers
2. Out of school suspension or expulsion
3. Financial responsibility for damages will be incurred by all individuals who abuse or misuse technology.

### **Use Of Instructional Technology**

Chromebooks are located in all second and third grade classrooms. Internet access is available to staff and students. With access to various technologies and to people all over the world, also comes the availability of material that may not be considered of educational value. Beech Grove City Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials an industrious user may discover.

## **Dress and Grooming**

Children are to dress in a manner reasonably suited for school purposes. Students are not allowed to wear hats, scarves or flip-flops in the building except on designated days. Shirts that depict violence, tank tops/spaghetti straps, clothes that are suggestive, or clothes that use inappropriate language are not acceptable. Short length must be at least to the end of the child's fingertips.

Since we normally go out for recess, children should be dressed properly for weather and safety. Backless shoes and flip-flops can be dangerous on the playground. Jewelry, **roller shoes**, and clothes that make noise interfere with the learning environment in the classroom and are not permitted.

The Principal or the principal's designee will determine if clothing meets these guidelines. Clothing must generally be safe and not distracting in the classroom. Also, please be aware of your child's cleanliness, neatness, and general appearance.

We want the children to come to school comfortable for the day's work lying ahead of them. We do hope good judgment and common sense prevails when choosing the clothes for that day. It is important that the appearance of the children be non-distracting to the learning environment of each classroom. We would like to suggest a minimum temperature of 70 degrees before shorts are worn to school. If your child comes to school and it is cooler than this, we may call you to bring in warmer clothes. Thank you for your cooperation.

The following outlines the expectations of the dress code for all Beech Grove City School students.

### **Beech Grove City Schools Standardized Dress**

1. Pants, Capris, Shorts, and Skirts must be worn at the waist. Undergarments may not be seen above the waistline.
2. Pajamas or similar nightwear are not permitted.
3. Logoed merchandise from other high schools are not permitted.
4. Hats, head coverings, sunglasses, curlers and slippers are not permitted at any time during the school day.
5. Clothing and jewelry with double meanings, sexual references, satanic symbols, or advertising for alcohol, drugs & tobacco are not permitted.
6. All tops must reach down to at least the waistband. Exposed midriffs are not permitted.
7. Absolutely no plunging necklines or exposed cleavage are permitted. Appropriate undergarments must be worn at all times.
8. Dresses, skirts, and shorts must be near knee length or longer. Dresses, skirts, shorts, pants, and capris must have NO holes, cuts, rips, or frays.
9. All tops must be capped at the shoulders or have sleeves. Spaghetti straps and visible undergarment straps are not permitted.
10. Yoga Pants, Spandex Pants, Spandex Shorts, and Leggings are not permitted unless they are worn under another piece of clothing ( example: Dress, skirts, and appropriate gym trunks)
11. The administration reserves the right to determine appropriate dress or attire and will offer an alternative clothing choice or will send the student home for the school day if this dress policy is not appropriately followed.

### **Electronic Devices**

Cell phones or any other communication devices are not allowed for use throughout the school. They are disruptive to the educational environment. However, we recognize that some students use cell phones after school to contact parents. Cell phones are to remain turned off and in the child's backpack for the entire school day. As well, we are not responsible for any lost or stolen phones. If one is

discovered, the teacher will keep it on their desk until the end of the day when it will be returned to the child. Parents will be contacted. There are telephones in each classroom as well as email access during the day. If an emergency arises either at school or at home we have plenty of ways to get in touch with those needed. Please note that any electronic devices brought to school are at the child's risk. The school is not responsible for any lost or stolen items.

## Emergency Drills

**Fire Drills:** Once a month, in accordance with State law, Central will hold fire drills. We do this to practice and remind ourselves the proper procedures that must be followed in the event of a real fire. These procedures are in place to assure for the maximum amount of safety. The teachers will go over specifics of the procedures but two rules are for everyone: WALK AT ALL TIMES, and NO TALKING.

**Tornado /Severe Storm Drills:** Periodically throughout the school year we practice the procedures we should follow in the event of severe weather. The teachers will go over specific procedures, however, the same two rules as above apply.

**Disaster Drills:** We will also be holding disaster drills. These will be held several times during the year.

## Emergency School Closings

Emergency delays or school closings are sometimes made due to severe weather. Even though decisions to delay the opening of school will be announced by 6:00 a.m., a decision could still be made to close school. Please listen to local radio and T.V. stations listed below to determine if Beech Grove City Schools have been closed. Parents are asked not to call the school. This ties up the school's lines, which are needed to notify employees, bus drivers, and media. Additionally, you will receive an automated phone call regarding the closing.

### **Checking the Opening Greeting for Closings or Delays**

Notification of school closings or delays can also be found by visiting the district's website at [www.bgcs.k12.in.us](http://www.bgcs.k12.in.us), logging on to Facebook, or following the twitter feed.

### **Closing During the School Day**

Please make arrangements for your children in the event school is closed while in session. The same sources as above would be used in the event this unusual occurrence takes place. The school office will have personnel up to one hour after this dismissal to ensure all students are picked up. **However, please remember it is the parents' responsibility to have made previous arrangements.**

## Enrollment Information

The safety of all our children is a primary concern of everyone here at Central. Your child is your most important possession and we are entrusted to provide proper care. We try our best to keep things safe here at school, but accidents do happen. It is necessary that the school knows another person or your family doctor to contact in the event there is an accident and you cannot be reached. Please make sure that all information is updated in your child's Skyward account. We also need to know of any special medical considerations your child may have. Again, you can make note of this in Skyward.

## **Field Trips**

Students at Central Elementary may have opportunities for first hand learning experiences such as field trips. Teachers appreciate parents who support these educational opportunities by chaperoning and providing for the added expenses of this educational practice.

### **Use of Chaperones**

The following guidelines for chaperones will apply for field trips:

1. Teachers will schedule as many parents as is appropriate and would be judged reasonable for the nature of the activity and where the activity is taking place. Our destinations sometimes have restrictions or requirements as to the number of participants, and our arrangements are made well in advance. It is necessary to schedule parent participation to ensure a successful outing. The goal is to provide the best possible educational experience for our *children*.
2. If parents attend a field trip, their role is to help with the supervision of students. Each chaperone will be given our "Field Trip Chaperone Expectations" before each trip. Since this is the primary goal, parents need to give undivided attention to the students. Because of liability reasons, non-school age children cannot accompany parents on the trip.

3. Parents wanting to chaperone a field trip must have a Limited Criminal History check performed. See the **Criminal History Check** section of this Handbook.
4. All students and parent chaperones must ride the bus to and from the field trip destination.
5. If a child is late to school and misses a field trip, he/she should be brought to school. No child should be driven to the field trip destination to join his/her class.

## **Grading and Report Cards**

In grades 2 and 3, letter grades (A,B,C,D or F) are given in the following subjects every nine weeks: Language Arts, Math, Science and Social Studies. Related Arts classes will record grades each Semester.

Report cards will be sent home at the end of each nine-week grading period and the report card envelope must be signed and returned to school within a reasonable amount of time. Teachers are always happy to talk with parents about the work of their child. Please contact the teacher to set up an appointment if you have any questions or concerns.

A student must be in school 25 days or more during the 9-week grading period to receive grades for the nine weeks.

The school adopted grading system is as follows:

- A = 90 - 100% = outstanding
- B = 80 - 89% = good work
- C = 70 - 79% = average work
- D = 60 - 69% = below average work
- F = 0 - 59% = failing

We expect all our students to make their maximum effort in classes. Not every test taken or paper written will be perfect however, we expect best efforts.

Parents, if you suspect there is a problem, or want to be informed on your child's progress, please call the school and set up a conference. This may take place over the phone, google meet, or in person. We do ask that you call before coming to ensure the availability of the teacher. Feel free to call and leave your child's teacher a voicemail message. The more aware of the progress of your child, the less "surprises" there will be when report cards are issued (see schedule in calendar).

When the 4th grading period has begun, and you are concerned about your child's lack of progress, call the school and arrange a conference with the teacher, principal, or both to discuss options or strategies. These may pertain to: Tutoring, Remediation, Screening, or Retention. Without your input, we may be forced to recommend something that is not satisfactory to you.

Conference times come at the end of the first 9 weeks. Please contact school staff any time there is a concern about academic success.

Formal testing, mandated by the State, occurs in grade 3 (ILEARN) in April. Third Graders will also be required to take I-READ 3 a formal test that measures reading skills in March. In addition, the iReady diagnostic assessment is given to all 2<sup>nd</sup> and 3<sup>rd</sup> grade children in August, December, and again in May. The purpose of this instrument is to measure the amount of academic growth your child has experienced in the current year. All of these tests are an indicator of your child's progress. Please use them, as we do, as a tool and NOT as the entire truth.

## Medical

### Health Services

The Health Services office is located in the Main Office area. Our School Nurse is in our building every day between the hours of 7:45 a.m.-2:45 p.m. The Health Service program of Central provides for the protection, promotion, and maintenance of the good health of our children. Parents are encouraged to call the Health Assistant anytime there may be a health related problem.

**Action Plans:** Students with asthma, a bee sting allergy, food allergies or seizures must have an Action Plan on file with the school clinic. Copies of these plans should be completed and turned in prior to the first day of school along with any necessary medications as indicated on the Action Plan. These plans can be found on the BGCS website or picked up in the clinic.

### Immunization Record

The State of Indiana requires parents of children in the elementary school to furnish the school with a record showing proof of the child's immunizations. Children must be immunized against diphtheria, whooping cough, tetanus, measles, rubella and polio. Children will not be allowed to attend school until the immunization record is on file in the office. The following requirements must be met:

**5 DTap; 4 Polio; 2 MMR; 3 Hepatitis B; 2 Varicella**

### Head Lice

Head lice can become a serious problem in schools. Children pass them to each other, and no one is immune to getting them. Parents can help by letting the school know anytime they find lice in their children's hair. No one likes to deal with the lice problem, but having them does not mean that a child or his/her home is dirty. Everyone working together can reduce the problem. Children with live lice will be sent home and may not return to school until they are free of lice. Your child will need to be accompanied by an adult the following day to be rechecked. Children may not ride the bus until they are lice free.

**Absence because of head lice will be excused only for the day following the day the child is sent home.**

### Medication

Indiana State Law requires that schools observe certain regulations when administering medication to students. If students must have medication of any type including over-the-counter drugs (such as Tylenol, cough drops and topical medications) given during school hours we require:

1. A consent form to be filled out by parent or guardian.
2. All prescriptions must come to school in the original bottle with the pharmacy label on them.
3. Over-the-counter medication must be sent in the original container labeled with the student's name. The form should be filled out with parent/guardian's instructions of what medicine is to be given, when and how often it is to be given.
4. We are not permitted to administer doses greater than recommended on the non-prescription containers without a written physician's order.

For the students who will be receiving medication on a daily basis during the school year, any changes that are needed in meds or dosage given should be made in writing and be accompanied by a signed script from your child's physician.

Medication will be stored and administered by a designated person in the school office.

**Indiana code 16-1-9** requires that students must be excluded (remain at home or be sent home from school) if they have an unidentified rash, temperature of 100 or greater, infectious disease: Hand, Foot & Mouth Disease, Hepatitis, Measles, Rubella, Chicken Pox, Scarlet Fever, & Streptococcal Infection (until free of fever and on appropriate therapy for 24 hours) Tuberculosis (until on drug therapy and sputum smears are negative) Diarrhea Diseases (until free of diarrhea) Conjunctivitis/Pink Eye (while eye is pink and discharging or under treatment) Viral Meningitis, lice and scabies (until appropriate treatment is initiated)



## **Medical Excuse Notes**

If a medical condition has prohibited your child from participating in a particular activity **a physician's statement** must accompany the child each day or state the length of time he will not be participating in that particular activity.

## **Student Accidents & Insurance**

If a serious injury occurs during the school day, parents will be notified and asked to pick up their child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student will be released to the person designated by the parent at registration as the Emergency Contact Person.

## **Student Insurance**

Please note that the Beech Grove City Schools do not provide accident insurance protection for those pupils who may be injured through accidents at school. If parents wish to have coverage, it is offered by the school through the K&K Insurance Company. Information concerning cost and procedures may be obtained through the office.

## **Homework**

Students at Central will complete homework each night. Each evening students will be expected to read a book at their independent reading level. They will bring home a book each night. Every night students will practice their math facts based on their progress in the classroom. Teachers may provide additional reading or math practice each evening. These activities should reinforce the skills that the students have been learning in class. Any time there is a question about a homework assignment, please contact your child's teacher.

## **Home-School Communication**

### **Back to School Night/Open Houses**

Our Back to School Open House will be held July 26th from 4:00 - 6:00. This is a great opportunity to meet your child's teacher, visit your child's room, drop off school supplies, and ask any questions you might have. Teachers may also use this time for a brief meeting to go over expectations for the year and answer any questions the parents may have.

### **Newsletter**

Your child's teacher will send home a newsletter a minimum of once per month. This will contain all the latest announcements, news items, and celebrations that have recently occurred at Central. Please also connect with your child's teacher via dojo for current information.

### **Non-Discrimination Policy**

It is the policy of Beech Grove City Schools not to discriminate on the basis of sex, color, race, national origin, or handicap in its educational programs, activities, or employment policies as required by state or federal law. Inquires regarding compliance may be directed to: Tom Keeley (employment), 5334 Hornet Avenue, Beech Grove, IN 46107-2306, phone (317) 788-4481, or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

### **Parent/Teacher Conferences**

There will be at least one parent/teacher conference during the year. This conference is officially designated to take place in the month of September. We know other conferences may be necessary from time to time and can be initiated by either the family or the teacher. Due to daily schedules, teachers are not always available by phone, but will return calls as quickly as possible.

## Volunteers

We invite you to share with us as active participants in this home-school partnership to produce a meaningful experience for your children. When you do volunteer your time, please sign in and out in the notebook in the Office and get a visitor badge. The community takes pride in the past volunteer efforts at this school. Classroom volunteers enrich the educational experiences by assisting teachers with instructional tasks. Dependability, flexibility, willingness to assist in any capacity, and an interest in the education of children are qualities that describe a good classroom volunteer. Any parent interested in volunteering any of their time should call their child's teacher to inquire.

## Criminal History Check

Many of our teachers like to have parents assist in the classroom. There are also parents who express an interest in assisting in the school or assisting with various types of classroom parties ranging from birthdays to Valentine's Day. We must inform you that due to changes in the laws that have been passed to assure safety for your children, that any adult who would like to be in the classroom for any of these (or other) purposes **MUST have a Criminal History check performed**. Information concerning the criminal history check procedures may be obtained in the school office. This information was also given to you in the folder that you received at registration. If a parent/adult simply wants to attend special programs, then this check is not required.

## Phone Access

By dialing the school number, 784-4565, parents may report an absence through an automated system or access a list of school activities. It is also possible to leave a voice message with your child's teacher any time during the normal school hours of 7:10 a.m. - 2:45 p.m. Children will be allowed to accept calls at school only in an emergency. The principal must give permission for children to accept calls.

## Playground Rules

As part of the Safe-School Initiative, we can no longer allow parents or guests to come to recess with any of the children. One major reason is children this age can get confused as to which adult they should go to if there is a problem or if they are seeking permission to reenter the building. We don't want any of our children doing anything without our knowledge. Also, sometimes guests simply "show up" at recess and the Office or the teachers know nothing about these people. To ensure we have a criminal history check and know of their presence on school grounds, the Safe-Schools Committee has recommended these changes for the safety of the children. Of course, if there are special events taking place like Field Day or something similar, parents are more than welcome to come and watch.

### **Playground Expectations:**

- Use Kind Words
- Follow Equipment Rules
- Keep Unfriendly hands and feet to self
- Line up quick and quiet
- Stay in play area

In addition to the above rules, absolutely **no snow or ice is to be thrown at any time in any form**. Consequence will be an automatic loss of recess for 3 days. During recess, students must obtain permission from a teacher before reentering building. We realize that when you come over to the school after hours or during the summer you may have a different set of rules to go by. However, during school it is the staff's responsibility to keep the playground safe for our children. All the children are our responsibility. That's why we have to enforce these special rules.

We will be going out for recess unless it is raining or if there is thunder/lighting. **In the winter we go out for recess unless the wind chill and/or temperature is 26 degrees or below**. Please dress your child appropriately. We feel the children need the activity and the fresh air is good for them. **Children will not be allowed to stay inside from recess unless accompanied by a note from a doctor**.

## Related Curriculum

Because of the formation of Academic Teams, we have also structured the Related Curriculum schedule (Computer Science, Art, Music, Physical Education, and STEAM). To allow for the necessary collaboration among the staff as well as offer your children well rounded related curriculum offerings. The schedule is below:

Team	Teachers	Related	Lunch	Recess
<b>Beech 2</b>	Ross/Minton	<b>8:10 - 8:55</b>	<b>10:30-11:00</b>	<b>12:40 - 1:10</b>
	Zellar/Mercado			<b>1:10-1:40</b>
<b>Grove 2</b>	Ringham/Fuchs Marshall/Royalty	<b>9:00-9:45</b>	<b>11:05-11:35</b>	<b>10:35-11:05</b>
<b>Beech 3</b>	Herron/Muir Beckman/Daugherty	<b>9:50-10:35</b>	<b>11:40-12:10</b>	<b>12:10-12:40</b>
<b>Grove 3</b>	Wymer/Boden Nulliner/Runner	<b>12:45-1:30</b>	<b>12:15-12:45</b>	<b>11:45-12:15</b>

## Retentions

Retaining a child in the grade they currently are in is never a pleasant topic. Traditionally, when children are retained, they would start the curriculum over in the grade they were repeating, thus most of the statistics show that retention does not work. However, with Beech Grove City Schools Continuous Progress Philosophy, which is fully implemented at Central, this is not the case. In the case that a child is retained, the teacher's responsibility is to start the new year at the point the child left off at the end of the previous year, thus eliminating discouragement, and maximizing continuous growth, which is our goal.

Our teachers have developed criteria to assist in this decision. Much of it is based on data, but still the teacher's sense of what the child can really do is factored in as well. Below are the criteria we use:

- iReady Results from Fall to Spring Testing
- Performance on ILEARN (3<sup>rd</sup> grade)
- Performance on I-READ (3<sup>rd</sup> Grade)
- Fountas and Pinnell Reading scores
- Post test results lower than 80% (Proficiency level)
- Attendance
- Teacher Input

## **School Parties**

The 2nd and 3rd graders at Central Elementary participate in two classroom parties per year. These parties are in celebration of Christmas/Winter Holidays and Valentine's Day. Teachers will be asking for donations to assist in having these parties. The teachers and students greatly appreciate the time and donations that parents are able to provide.

## **Birthday Parties**

Small birthday observations can provide a pleasant break. To continue to provide the opportunity for birthday recognition the staff, the School Community Council, and the P.T.O. have established the following guidelines.

**1. Before bringing treats to school, the parent must contact the teacher.**

2. Items brought in must be in the original container and bought at a store or bakery in accordance with Board of Health regulations. Homemade treats will not be passed out and will be sent home. Please include napkins.
3. Only clear drinks will be allowed.
4. Please do not send: Balloons, flowers, or other special items to school since they are not allowed on the bus. We also do not want yard signs delivered to the building. If these items are sent they will remain in the Office until the end of the day where the child can pick them up and be taken home by the parent.
5. **Private birthday invitations will not be allowed to be passed out at school.**

## **Security Measures**

Below are the security measures that have been instituted here at Central to ensure your child's safety. These are in place for their benefit. Parents/guests, please do your part to follow these measures. We think you will appreciate these efforts:

1. All doors will be locked during the school day. Staff members and children are prohibited from opening a locked door to individuals not wearing a Visitor Badge.
2. EVERYONE entering the building must report to the Office and pick-up a Visitor Badge/Sticker and fill in appropriate blanks.
3. ALL parents/guardians must pick up students at the Office. No parent can go to a teacher's room without the teacher being notified in advance and agreeing to see the parent.
4. Staff members are required to report to the Office any individual(s) not wearing a Visitor Badge.
5. Please note the new guidelines outlined under **Playground Rules** and **Criminal History Check**.

## **Visitors and Visitations**

Students are not permitted to bring other children to visit school during school hours. Interested parents are always welcome to volunteer. However, all visitors must report to the school office and receive a visitor pass. Please note the new guidelines outlined under **Playground Rules** and **Criminal History Check**. Parents need to keep in mind that each school day is very busy for teachers. It is inappropriate for parents to drop in to visit without prior notification. If parents want a conference with a school official, they should arrange an appointment in advance.

Parents may walk children to the classroom on the first day of school without signing the guest register. At all other times, children should walk to their classrooms by themselves.

## **Non-Custodial Parent Access**

**Records, grades, teacher meetings, school events:** Non-custodial parents have equal access unless the custodial parent produces a court order that limits the non-custodial parent's right to access records and participate in school activities.

**Access to child at school:** non-custodial parents do not have a right of access to the child at school unless they produce a court order specifically allowing for visitation at school.

### **Entering the Building After Hours**

The building is locked after 3:30 p.m. If you need to come to the building after school dismisses, please call to let us know you are coming. There may not be access to some classrooms in the building. Children **must** be accompanied by an adult before they will be allowed to reenter the building. Children will not be allowed to reenter by themselves. This is for your child's safety and security reasons. **No one will be allowed to reenter the building after 3:15 p.m.** except to pick up children in After School Care. Thank you for your cooperation.

### **Central Elementary Students and Community**

When a student is on their way to and from school, they are expected to follow all the rules of the Beech Grove community. Once students have crossed 10<sup>th</sup> Ave., Main St., and/or Albany St. and are off of school property they fall under the jurisdiction of the Beech Grove Police Department. Parents, if you notice any serious problems, we encourage you to contact the Police. Students, you are to be good citizens off school grounds as if you are on school property.

### **Safety**

Central Elementary prides itself in its safety record, particularly concerning pedestrian and traffic laws. Children are to walk at all times when entering and being dismissed from school. All children must obey crossing guards at all crosswalks. They are to also stay off the grass, to ensure our yard can maintain its current status.

### **Smoke/Tobacco Free Environment**

The Board is dedicated to providing a healthy, comfortable and productive environment for students, staff and citizens. Moreover, the Board recognizes and supports the positive impact and the importance of adult role modeling for students during their school year in a smoke/tobacco free environment. The Board prohibits the use of all tobacco products within the Corporation owned or leased buildings, in all Corporation owned or leased vehicles and on all Corporation owned or leased grounds. This policy is in force twenty-four (24) hours a day. During school-sponsored events open to the public, the administration (assistant superintendent and/or school principal) is granted the authority to allow for a temporary exception to this policy by designating a smoking area outside of the corporation building where adult non-student visitors may smoke or use tobacco products. No area shall be designated which results in students, non-smoking visitors, or employees being exposed to secondhand smoke.

### **Speech and Hearing Program**

Central Elementary has a full time Speech & Language Pathologist on staff. She is here to screen the speech and hearing of students referred to her by parents and teachers. If the screening indicates further diagnosing, the parents will be contacted for their permission. Students who qualify for enrollment in the program will meet with the speech teacher based on their need.

### **When to Send a Note**

Please send a note with your child...

ANYTIME there is a change in after-school plans –

- going to a different place and/or getting there in a different way.
- if someone plans to pick up a child before 2:40 p.m. for any reason.
- when a child is tardy.
- if a child needs to be excused (physician's statement) if there are certain activities from which the child should be excluded.
- with detailed instructions if any medication is to be taken at school. (This applies to over the counter medications as well as prescriptions.)
- if any of the emergency contacts/phone numbers change during the year.

