

2022-2023  
Bluffton-Harrison  
Elementary School  
Student Handbook



Work Hard, Do Your Best, Be Good To Each Other, and Be Safe

# **Bluffton-Harrison Elementary School**



**Welcome to Bluffton-Harrison Elementary School, a place where we all work hard, do our best, are good to each other, and are safe.**

**We hope that you find this school year challenging, exciting, and rewarding. Our teachers and staff are committed to providing your child a quality education.**



Bluffton-Harrison Elementary School

1100 East Spring Street

Bluffton, IN 46714

Phone: (260) 824-0333

Fax: (260) 824-0512

[www.bhmsd.org](http://www.bhmsd.org)

Schlaura Linderwell, Principal

Alyssa Moser, Assistant Principal

Ashley Kilgore, Guidance Counselor

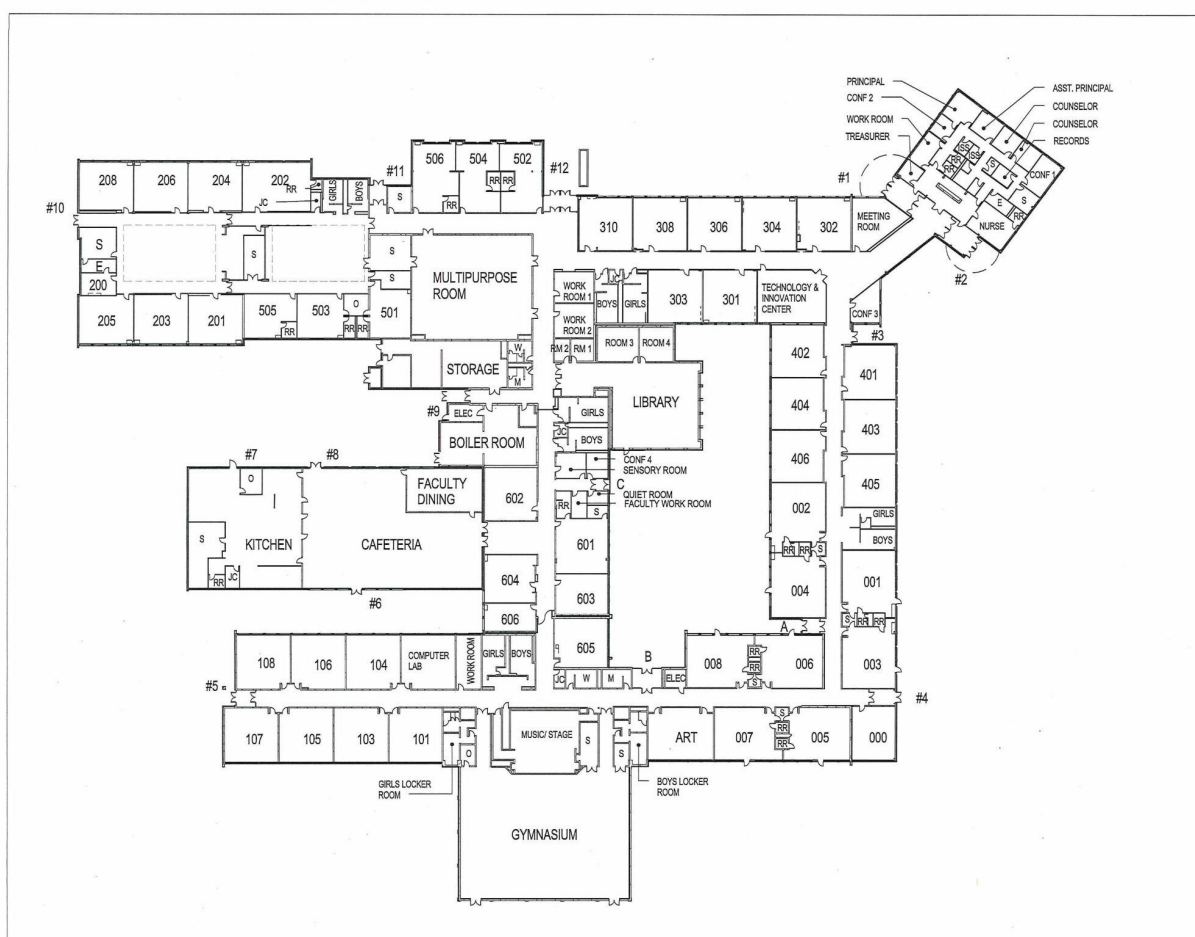
Kole Meyer, Guidance Counselor

# Chapter 1 - General Information

## Mission Statement

A learning community where a quality education empowers all students to learn and achieve to their full potential.

## School Map



# School Year Events Calendar 2022-2023

TBD

# School Procedures

## **Bluffton-Harrison Tiger Cubs' Preschool**

(A.M. 8:15 - 11:00) (P.M. 11:45 - 2:30)

\*times subject to change

## **Kindergarten - Grade Four**

7:50 K-4th Grade Students Admitted to Classrooms

8:00 Tardy Bell

2:50 Car Riders

3:00 K-4th Grade Students Dismissed

## **Two Hour Delay Days**

1. School will begin two hours later.
2. Breakfast will not be served.
3. Lunch will be served.
4. Pre-school follows an alternate schedule:

AM 10:15 - 12:15

PM 12:45 - 2:45

### **Lunch Schedule** \*Subject to Change

10:50 - 11:20 Kindergarten  
11:10 - 11:40 Grade 1 Lunch  
11:25 - 11:55 Grade 2 Lunch  
11:45 - 12:15 Grade 3 Lunch  
12:00 - 12:30 Grade 4 Lunch

***\*\*If school is cancelled due to inclement weather, all scheduled extracurricular activities at the elementary school will also be cancelled.***

## **Chapter 2 - Student/Parent Information**

### **Absence and Attendance Procedures**

A student's attendance is essential to learning - learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or explanation. Research indicates that a direct correlation exists between school attendance and achievement. Higher academic achievement generally occurs for students who regularly attend classes, while excessive absences generally result in achievement below the level of expectation and/or failure. Attendance is also recorded on all students' transcripts. Regular school attendance improves learning, establishes dependable work habits, and allows students to take full advantage of the educational opportunities necessary for their development.

For the safety of your child, parents are required to contact the school office the morning of the absence even if the teacher has been informed. When

an absence occurs and the school is not notified, a school representative will call home to verify the absence. If a parent cannot be reached, a school representative will visit the home to verify the child's whereabouts.

When students arrive at school after 8:00 a.m. they will be counted tardy. A student will be counted half-day if they arrive after 10:30 a.m. The following policy will be enforced:

### **Procedure for Absences**

1. When a student is absent, the office (824-0333) must receive a note or a phone call by the student's parent/guardian explaining the reason for the absence.
2. If the office does not receive a note or phone call, a phone call to parents will be made.
3. If a parent/guardian is not able to be reached a school official will make a home visit as a precaution for the safety of the child.

### **Attendance Problems**

#### **Absences**

Each student shall be allowed **five countable total absences** per semester. Again, a note or phone call by a parent/guardian is required.

Absences that are **countable** toward the maximum of five absences per semester:

1. Personal illness not requiring a doctor's attention. Consecutive days of illness will accumulate and each day will be counted as one (1) day of absence.
2. Personal-related absences (i.e. go to work with your parent day.)
3. Any non-countable absences if a note is not submitted within two (2) days of the student returning to school.



4. Any absence not defined as non-countable.

Absences that are **non-countable** toward the maximum of five absences per semester:

1. Absences of the student when confirmed by a doctor or dentist (Exact dates must be specified by the doctor in writing.) A doctor's note must be submitted within (2) days after returning to school.
2. Attendance at a funeral when requested by a parent.
3. Approved vacation with parents.
4. Absences due to religious holiday or observance.
5. Absences during the school day when being sent home by the school nurse.

\*Each absence after the five allowed countable absences will be marked as an unexcused absence. After unexcused absences reach 10 for the school year an educational neglect referral to the Department of Child Services and/or Wells County Probation may be issued.

\*Parents will be notified by letter when their child has accumulated 5 unexcused absences. A school official may also make contact by phone to discuss the attendance concerns and brainstorm options for improving student attendance.

### **Excessive Tardy Procedures**

Students are considered tardy to school if they arrive later than 8:00 am.

1. Each student is allowed up to four (4) tardies each semester.
2. After a student reaches four (4) tardies in the same semester, parents will be contacted by the school through an attendance letter.
3. After the four (4) allowed tardies, each additional tardy will be considered a half-day unexcused absence.

4. In addition to the tardy counting as a half-day unexcused absence, students with excessive tardiness may be referred to the office. The following may occur:
  - a. Lunch detention
  - b. Loss of recess
  - c. In-School-Suspension

## **Truancy**

1. Attendance in school is compulsory as provided by Indiana Code 20-8.1-3-17. Failure of the child to attend school even one day without an excuse is truancy.
2. Students who are truant will receive disciplinary action that could include the following:
  - a. Lunch detention
  - b. Loss of recess
  - c. In-School Suspension

## **Transportation**

Bluffton-Harrison Elementary School will not accept a telephone call for the change in the way children are to go home. A written note signed by a parent/guardian is necessary to change the transportation for a child on any given school day. The note must explain the bus number change, the address and name of where the child will be getting off the bus, as well as the parent/guardian signature. If changing your child to be picked up by car, this change will also need to be in writing and signed by the parent/guardian. All notes must be received at the school office before 2:00 pm. The note may be sent to school with children, brought in to the school office by the parent/guardian, faxed to the school office at 824-0512, or emailed to [estrans@bhmsd.org](mailto:estrans@bhmsd.org) and a staff member will reply to you for confirmation. If the note is faxed, please telephone the office to confirm the note was received via the fax.

Transportation-students may ride a bus, walk, or be a car rider.

**ALL NOTES ARE LOGGED IN THE OFFICE AND RETURNED TO THE CHILD'S TEACHER FOR REFERENCE AT DISMISSAL. IF THE NOTE PERTAINS TO A BUS CHANGE, THE CHILD WILL HAND THE NOTE TO THE BUS DRIVER UPON BOARDING THE BUS AT DISMISSAL.**

### **Transportation: Bike Riders and/or Walkers**

Third and fourth grade students are permitted to ride their bikes to school. Students should park their bikes in the bike racks (at Door #3) and enter Door #3. Students are responsible for their bikes and will be dismissed from Door #3 after the buses have been dismissed. Any student is permitted to walk to school. Walkers must enter the building at Door #1 or Door #2. Walkers will be dismissed after the buses have been dismissed. Bike riders and walkers should not arrive at school before 7:50 am.

### **Transportation: Car Riders**

#### **Bringing Students to School and Picking Them Up**

Car riders will be dropped off/picked up on the north side of the building (entering off of Spring Street). Students will enter the building using Door #12 and/or Door #1. Parents are asked not to park and get out of their cars, as this may cause unnecessary delays and safety concerns during morning drop-off and at dismissal time. Parents who drive their children to school are asked to use the north parking lot along Spring Street. Parents should drop their children off at school between 7:40-7:50 am. Drivers should be in single file along the curb when dropping your children off or picking them up. Drivers are asked to pull up to the sign before dropping children off or picking up students. This will allow for multiple cars to drop off or pick up at the same time. For safety reasons drivers are never allowed to drop students off or pick them up on double lines. **For safety concerns, students are not permitted to be dropped off on the east side of the building. If you are in need of entering the office, you may park in the east parking lot and enter through Door #2.**

Parents dropping off and picking up preschool students will enter the parking lot on the east side of the building (entering off of Stogdill Road).

Students will use Door #2 to enter the building. Preschool teachers will greet and assist students.

## **Transportation: Buses and Bus Conduct**

The Bluffton-Harrison Elementary School provides transportation to and from school for students in kindergarten through grade four. We believe that riding the bus is a privilege, and students are expected to show good behavior at the bus stop and on the school bus at all times. Students riding the bus are expected to observe and obey the following procedures:

Students can only ride their assigned bus. Exceptions only occur with a signed note from a parent/guardian.

Students must be respectful to other students and the bus driver.

Students must remain seated and facing forward during the entire bus trip.

Students must keep hands and feet to themselves.

Students shall not transport balloons, flowers, glass or large objects on the bus.

Students shall follow all other school procedures.

The school's authority begins when the student enters the bus and ends when the student is dropped off at the bus stop in the afternoon. Failure to abide by the bus rules could result in the following consequences:

- 1st Offense = written warning by the principal or school official

- 2nd Offense = loss of bus-riding privileges for one day

- 3rd Offense = loss of bus-riding privileges for three days

- 4th Offense = loss of bus-riding privileges for five days

- 5th Offense = loss of bus-riding privileges for the semester

Students committing serious bus misconduct could be taken off the bus immediately at the discretion of the administration.

## Dress Code

Bluffton-Harrison Elementary School students are expected to dress appropriately. Students are not permitted to dress or appear in any manner that is unhealthy, obscene, or excessively distracting. Clothing and/or attachments which promote or advertise drugs, alcohol, or tobacco products will not be allowed. Clothing that has pictures, writing, etc. which represents violence is not permitted. Shorts may be worn to school when the weather reaches an appropriate temperature. Hats should be removed when entering the building. Any clothing or other items considered by the school administration to be disruptive to the educational process will not be permitted.

## Cell Phone Policy

Students are discouraged from bringing a cell phone to school. If students bring a cell phone to school, it shall be kept in the student's backpack and turned off during the school day and should be for after school situations only (i.e. scout meetings, basketball). Students who need to use a telephone during the school day may get permission from their teacher to use the classroom or office telephone. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may result in suspension or expulsion.

## Electronic Images

Students are prohibited from taking or capturing photographic images, video files, or audio files during the school day without permission from a teacher or administrator. Students are never allowed to take or capture photographic images, video files, or audio files within an area where there is a reasonable expectation of privacy such as a restroom.

**NOTE: THE IPAD IS THE PROPERTY OF THE SCHOOL AND IS ALWAYS SUBJECT TO INSPECTION.**

## Guidance Services

The Bluffton-Harrison Elementary School has two counselors to help students deal with any conflicts that keep them from performing their best in the classroom. The school counselors do a variety of classroom guidance activities, as well as small groups. Please feel free to contact the counselors if any questions or concerns arise.

Mrs. Ashley Kilgore: [akilgore@bhmsd.org](mailto:akilgore@bhmsd.org)

Mr. Kole Meyer: [kmeyer@bhmsd.org](mailto:kmeyer@bhmsd.org)

## Internet Use

Students who use the internet must abide by school board policy IIBGA-E. Students who violate any portion of this policy may have their access privileges revoked, school disciplinary action may be taken, and/or appropriate legal action. Copies of the entire school board policy are available on the district's website at [www.bhmsd.org](http://www.bhmsd.org).

## Lost and Found

Students who find lost articles are asked to take them to the designated Lost and Found area where they may be claimed by the owner. Items not claimed will be donated at the end of each quarter.

## School Lunch

Students who wish to participate in the school lunch program will be provided a nutritious lunch each day if they elect to purchase a lunch. Lunch pricing can be found on the school lunch menu that is sent home monthly. The lunch menu is also posted monthly on the website: [www.bhmsd.org](http://www.bhmsd.org).

Students may bring in as much money as they would like, as students' debit card accounts will be credited every time that money is brought to

school. Students are encouraged to bring lunch money in an envelope with the student's name and teacher's name on it. Parents may utilize MyLunchMoney.com to deposit money into a student's lunch account and to view purchases. Please visit the "Parent/Students" section of the district website for a direct link to MyLunchMoney.com. The school participates in the free or reduced lunch program.

Students will be given one I.O.U. when they have no lunch money in their account. However, after one I.O.U. the student will not be given a hot lunch from school, but will be given a peanut butter sandwich and a carton of milk for lunch. This will continue until more lunch money is sent back in to the school. Students who choose not to buy the school lunch are encouraged to bring a nutritional lunch from home that does not need to be refrigerated at school. Students are not allowed to bring pop to school. Any student who for medical reasons is not allowed to eat certain foods or drink milk needs to let the school know so that other plans can be made.

The Bluffton-Harrison Metropolitan School District welcomes parents to come to school and eat lunch with their children. An adult lunch may be purchased through the regular lunch program. Please telephone the office prior to eating so an adult meal can be added to the lunch count. Lunch pricing can be found on the school lunch menu that is sent home monthly. We would ask that parents refrain from bringing food purchased in a restaurant or "fast food" into school to avoid conflicts with other students. If fast food is brought in, you may be asked to eat in a separate designated area. Parents who bring in a lunch from home are strongly encouraged to pack healthy items to model good eating habits in front of the students.

### **Lunch Schedule 2022-2023**

10:50-11:20	Kindergarten
11:10-11:40	Grade 1 Lunch
11:25-11:55	Grade 2 Lunch
11:45-12:15	Grade 3 Lunch
12:00-12:30	Grade 4 Lunch

\*Subject to change

**Moment of Silence/Pledge of Allegiance**

## **Moment of Silence:**

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 in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of a student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

## **Pledge of Allegiance:**

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:



- a. The student chooses not to participate; or
- b. The student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge. During the Pledge of Allegiance, students who choose to participate shall stand and recite the Pledge while facing the U.S. flag with their right hands over their hearts.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

## Emergency Closings or Delays

When school is closed or delayed due to road conditions, fog, or other emergencies, television station WPTA CHANNEL 21 ALIVE, WISE CHANNEL 33, [www.indiananewscenter.com](http://www.indiananewscenter.com) and WANE CHANNEL 15, [www.wane.com](http://www.wane.com) will be notified. In addition, an announcement will be placed on the Twitter feed located on our district homepage: [www.bhmsd.org](http://www.bhmsd.org).

SchoolMessenger is also available for BHMSD students. SchoolMessenger is an automated telephone service that will notify all families by phone within minutes of an emergency or situation that causes a delay, cancellation, or early dismissal. When used, the service will simultaneously call all phone numbers in our parent contact list and deliver a recorded message from a school from a school administrator. The service will deliver the message to both live answer and answering machines. When completing your child's enrollment form at the beginning of the school year, you will have the opportunity to supply the school system with the phone numbers that you wish to have in this automated system, or you can select the "do not call" option.

If there is a need to delay the starting of school, the following schedule will be followed:

## TWO HOUR DELAY

School will begin two hours later.

Breakfast will not be served.

Lunch will be served.

Pre-school follows an alternate schedule:

AM 10:15-12:15

PM 12:45-2:45

## Textbooks

The school rents books/technological devices to all students. The cost of textbooks represents a major investment of taxpayers' money. Unreasonable damage to textbooks or devices will result in fines.

## Study Trips

BHES students may participate in a variety of study trips. Parent chaperones may be needed on many of these study trips. Only people designated by the teacher will be allowed to supervise. Parent chaperones are to refrain from smoking while on the study trip. Parent chaperones are asked not to bring any younger siblings on the study trip. All students are required to ride to and from the study trip on the school bus. Adults participating in study trips and/or classroom activities will need to complete a criminal history background check available in the school office. This must be completed at least 48 hours prior to the activity.

## Directory Information

Directory Information is defined as "information in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." The Bluffton-Harrison M.S.D. designates the following items as Directory Information: student name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of

athletic teams, hair and eye color, dates of attendance, degrees and awards received, most recent previous school attended, photograph and videotape not used in disciplinary matter, student work displayed at the discretion of the teacher with no grade displayed. The corporation may disclose any of those items without prior written consent, unless notified in writing to the contrary by September 1, 2021.

Email notification: BHMSD faculty and staff may utilize parent/guardian email addresses to send information regarding school announcements, events, etc. with permission of building administrators. Email addresses will not be given to outside agencies.

## Chapter 3 - Health and Safety

### Health and Safety

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

Specific age/grade level requirements are included in the enrollment packet at the beginning of each school year or may be obtained from the school nurse. A full-time nurse is on duty at Bluffton-Harrison Elementary School. Students with the following symptoms should remain home from school to prevent the spread of illness: a temperature higher than 100 degrees, continued discomfort, a suspicious rash, a constant cough, or red, irritated eyes with drainage. Parents may call the school nurse during school hours to discuss the student's symptoms in order to determine if the student should remain home from school. If a student becomes ill at school, the parents will be notified. It is important for the school to have current contact information in order to contact a parent as quickly as possible. When it is necessary for a student to take medication during school hours, our school policy requires that the following conditions be met:

All medication brought to school must be in the original labeled container and accompanied by a parental consent form. Consent forms and the school's medication policy are available from the school nurse or on the district website under the "student health" section.

Students in Preschool through grade 8 are not allowed to transport medication FROM school. A student is allowed to bring a medication to the school, but the school will not be liable for lost or stolen medication that is brought to the school by a student, or those medications that are carried by a student. Exception: If an inhaler needs to be transported to and from school with a student, a doctor's note and parent note must be provided to the school.

## CHIRP (Children & Hoosiers Immunization Registry Program)

BHMSD participates in CHIRP, a free and innovative online system that stores and updates immunization records of both children and adults in Indiana. It is confidential and free. You will be given a form to complete from the school nurse giving the school nurse permission to register your child's immunization records onto this program.

## School Emergency Procedures

Fire drills are required by law and are held periodically so orderly evacuation of the building may be accomplished.

Severe weather drills are also required. Each room has specific instructions. Notification to move the protective areas will be by signal or over the public address system. Everyone is to obey all instructions and remain absolutely quiet.

Other emergency procedures will be practiced on a periodic basis and may include partial and total building lockdowns, bus evacuations, etc.

### **Fire Drills**

Fire and storm drills are held at various times throughout the school year. When drills are in session, remember the following:

1. Exit the building according to the fire drill instructions posted in the classroom.
2. Students are expected to be quiet during the drill and walk to the designated area.
3. Students and staff are to wait for the instructions from the administrative staff.

### **Storm Drills**

Students are to exit their classrooms as soon as possible and go directly to the storm-safe area according to the instructions posted in the classrooms.

1. Students are to get in the storm-safe position as instructed by the teachers.
2. Students are to remain in that position and wait for the instructions of the administrative staff.

## **Chapter 4 - Homework and Policies**

### **Grading System**

Students in kindergarten through the fourth grade will be assessed by their teachers to determine each child's proficiency in the Indiana Academic Standards. Students receive grade cards four times each year, and parents may check student progress by logging into PowerSchool. Parents who need assistance using PowerSchool should contact the school office.

\*K-2 students may receive percentages as well as plus, check, or minus. Teachers may also utilize a checklist to provide additional information about student progress on the standards.

\*CLT classes follow the E, S, N grading system.

Grade 3-4	Percentage
A	90-100
B	89-90
C	70-79
D	60-69
F	Below 60
Grade K-2	Percentage
+	Excellent (85-100)
/	Satisfactory (70-84)
-	Needs Improvement (0-69)
CLT Grades	Meaning
E	Excellent
S	Satisfactory
N	Needs Improvement

## Homework Policy

Staff members at BHES believe that homework is a valuable tool to help students meet Indiana Academic Standards. Homework is part of the educational experience. Students improve their understanding of subject matter and develop study skills while they also foster character traits of independence, responsibility, organization, and time management.

The amount of homework will vary from student to student depending on a student's reading level, his/her amount of background knowledge on a subject, and his/her time on task at school. It is difficult for students who are weak in Academic Standards to catch up with their peers during the regular school day; therefore, homework is one way to help increase achievement.

IAC 6.1-5-9 identifies homework as an out-of-school assignment that contributes to the educational process of the student. Homework is viewed as an extension of class work and relates to the objectives of the curriculum.

Parents and students should set aside a specific time each evening to complete assignments. Our goal at Bluffton-Harrison Elementary is to promote lifelong learning by guiding all students toward their maximum potential. By working together, faculty, students, and parents can help each child attain this goal.

## Honor Roll

The Bluffton-Harrison Elementary has an honor roll and high honor roll for fourth grade students. Any student receiving all A's and B's, including all B's, and no N (Needs Improvement) in related arts subjects is eligible for the honor roll. Any student receiving all A's and no N (Needs Improvement) in related arts subjects is eligible for the high honor roll each quarter.

## Promotion and Retention

Promotion and retention decisions are always made in the best long-term interest of the student. Teachers will notify parents when retention may be in the best interest of the student. Parents and teachers will work together to make the most appropriate decision for each student. Students are only retained when the student would benefit from another year of academic, emotional and social growth. The Bluffton-Harrison School Board Policy places the final responsibility for promotion or retention with the building principal.

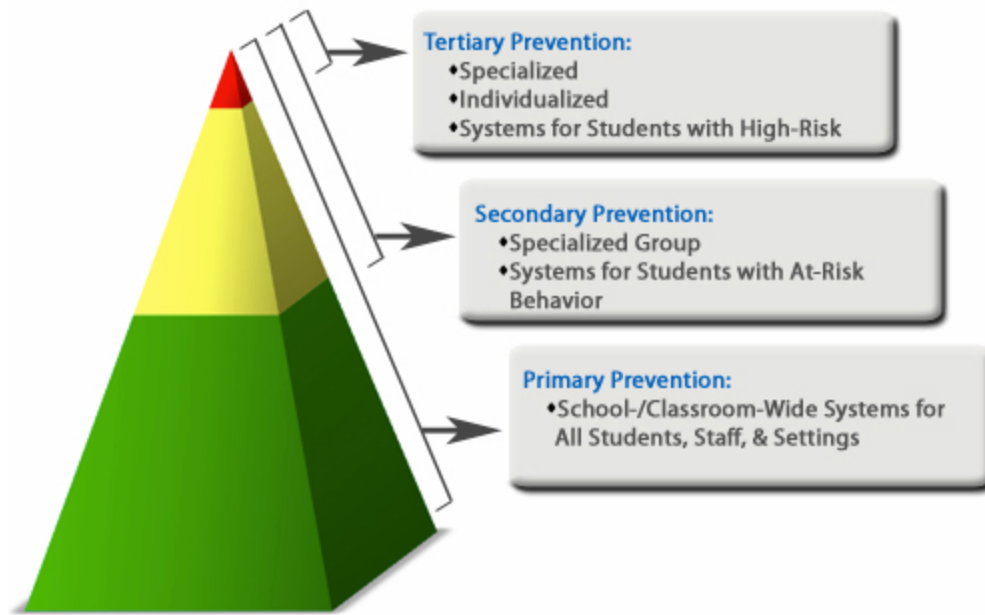
## Chapter 5 - Student Behavior

### Goal

The goal of Bluffton-Harrison Elementary School's discipline policy is to provide a positive learning environment where students are expected and encouraged to respect others, the property of others, and themselves. Our policy is driven by the belief that the purpose of education is to prepare our students for life, and exercising self-control is a key ingredient to a successful future. We will follow the belief that students should work hard, do their best, be good to others, and be safe.

Discipline involves the establishment of guidelines for acceptable student behavior. These guidelines encourage students to use self-control in following the procedures that have been established. It also includes administering appropriate consequences to students when they choose not to follow procedures and giving encouragement to students when they do follow procedures.





<http://www.sjusd.org/student-services/pbis/what-is-pbis/>

## School-Wide Behavior Expectations

Bluffton-Harrison Elementary School began the transition to PBIS school during the 2015 school year. Policies and procedures have been developed and implementation began during the 2016-2017 school year.

Bluffton-Harrison Elementary School has adopted the below behavior expectations that are applied school-wide and apply to all students and staff members.

1. Work Hard
2. Do Your Best
3. Be Good To Others
4. Be Safe

Behavior expectations are school-wide and will be followed in all areas:

1. Classroom
2. Playground
3. Hallway
4. Cafeteria
5. Restroom
6. Bus
7. Special Events
8. Technology

A student behavior matrix was developed to identify desired behaviors for all students in a school to achieve social, emotional and academic success.

## Student Behavior Matrix

	Classroom	Playground	Hallway	Cafeteria	Restroom	Bus	Special Events	Technology
Work Hard	<ul style="list-style-type: none"> <li>- Come prepared</li> <li>- Complete assignments</li> <li>- Keep work area clean</li> </ul>	<ul style="list-style-type: none"> <li>- Put equipment away</li> <li>- Line up with a voice level one</li> </ul>	<ul style="list-style-type: none"> <li>- Go directly to location</li> </ul>	<ul style="list-style-type: none"> <li>- Clean up your area</li> </ul>	<ul style="list-style-type: none"> <li>- Keep restroom clean</li> <li>- Voice level one</li> </ul>	<ul style="list-style-type: none"> <li>- Keep bus clean</li> <li>- Keep ipad in book bag.</li> </ul>	<ul style="list-style-type: none"> <li>- Bring materials</li> </ul>	<ul style="list-style-type: none"> <li>- Use ipad as directed</li> </ul>
Do Your Best	<ul style="list-style-type: none"> <li>- Listen and raise hand</li> <li>- Follow Directions</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>- Listen for whistle</li> </ul>	<ul style="list-style-type: none"> <li>- Use assigned voice level</li> <li>- Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- Use assigned voice level</li> <li>- Use table manners</li> <li>- Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- Wash Hands</li> <li>- In and out quickly</li> </ul>	<ul style="list-style-type: none"> <li>- Follow directions</li> <li>- Windows stay at or above black line</li> <li>- Use assigned voice level</li> </ul>	<ul style="list-style-type: none"> <li>- Use assigned voice level</li> <li>- Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>- Keep ipad fully charged and clean</li> <li>- Maintain ipad set up</li> <li>- Walk correctly with ipad</li> <li>- Store ipad in safe place</li> </ul>
Be Good to Each Other	<ul style="list-style-type: none"> <li>- Be truthful and use kind words</li> <li>- Work together</li> </ul>	<ul style="list-style-type: none"> <li>- Be truthful and use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Keep to your side of the hallway</li> <li>- Greet each other kindly</li> </ul>	<ul style="list-style-type: none"> <li>- Be truthful and use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Keep personal space</li> <li>- Respect privacy</li> <li>- Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Be truthful and use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Listen when someone is talking</li> <li>- Be truthful and use kind words</li> </ul>	<ul style="list-style-type: none"> <li>- Use headphones</li> <li>- Use own ipad</li> <li>- Use kind words and images</li> <li>- Be truthful</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>- Stay in seat</li> <li>- Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Use equipment as intended</li> </ul>	<ul style="list-style-type: none"> <li>- Walking feet</li> <li>- Keep hands and objects to yourself</li> <li>- Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>- Stay in seat</li> <li>- Walking feet and face forward</li> <li>- Keep hands, feet, and food to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Use restroom equipment as intended</li> <li>- Keep hands, feet, and objects to yourself</li> <li>- Walk</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated in assigned seat</li> <li>- Face forward</li> <li>- Walking feet</li> <li>- Keep hands, feet, and objects to yourself and inside bus</li> <li>- Get on and off when bus is stopped.</li> </ul>	<ul style="list-style-type: none"> <li>- Stay with group</li> <li>- Keep hands and feet yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Stay on safe school sites</li> <li>- Keep personal information private</li> </ul>

## Established Reward System

Bluffton-Harrison Elementary School will use a Tiger Ticket system. Staff members will use the Tiger Ticket along with verbal positive reinforcement of the behavior in high rates (4 positives for every 1 correction). This will be done as an opportunity to increase rates of positive contact and reinforcement. It is the goal of Bluffton-Harrison Elementary, to promote a positive and nurturing environment where all students feel valued and recognized.

## Discipline System

Behaviors are handled by staff (minor problem behaviors necessitating verbal re-directions, teacher consequence, pre-correction and restatement of expected behaviors, etc.) and by the office (major problem behaviors).

Definitions of the school's minor and major problem behaviors with detailed description are included in the student handbook.

Office referred behaviors are tracked in order to monitor problem behaviors and to develop procedures to move forward with problem-solving, interventions and decision-making.

## Minors and Majors Defined

Minor Behavior Problem	Definition
Cheating	Daily/weekly work and assessments.
Disrespectful	Mocking, condescending or rude behavior towards others.
Disruptions	Student engages in behavior causing an interruption in a class or activity. Disruptions include sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Failure to comply	Student engages in brief or low-intensity failure to respond to adult requests.
Lying	Student delivers message that is untrue.

Minor property damage	Student engages in low-intensity misuse of property.
Misuse of technology	Student misuses in a non-serious, but inappropriate way.
Physical contact	Student engages in non-serious, but inappropriate physical contact.
Swearing	Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way.
Talking back	Student rebuttal towards an adult in an argumentative way.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Behavior Problem	Definition
Alcohol/Tobacco	Student is in possession of or is using alcohol, tobacco and/or drugs.
<p><b>Bullying</b></p> <p><i>Bullying is overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.</i></p>	<p><u>Physical</u>: involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.</p> <p><u>Verbal</u>: involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.</p> <p><u>Social/relational</u>: involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.</p> <p><u>Electronic/written communication</u>: involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).</p>

Cheating	Exams and high stakes testing
Derogatory language	Student delivers verbal messages at another person that include swearing, name calling or use of words in an inappropriate way.
Disorderly Conduct	Behavior that is continuous and disruptive to others; in which a student recklessly, knowingly, or intentionally engages in several types of acts, including fighting or engaging in conduct that is likely to cause serious injury to a person or substantial property damage.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Immediate safety concern	Student poses an imminent danger to self or others.
Inappropriate pictures and videos	Student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, computers, and/or ipads.
Inappropriate touching	Student engages in intentional inappropriate, verbal and/or physical gestures/contact, of a sexual nature to another student, adult, and/or self.
Physical aggression	Student engages in actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Physical fighting	Student is involved in mutual participation in an incident involving physical violence.
Safety threats	Student delivers a message of possible danger to others.
Stealing	Student is in possession of having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

## Student Responsibilities

Student conduct is expected to reflect respect and consideration for the personal and property rights of others, as well as an understanding of the need for cooperation with all members of the school community. Specific student responsibilities include, but are not limited to:

1. Accepting responsibility for one's behavior.
2. Demonstrating a positive attitude toward learning by attending school regularly, following the directions of teachers and staff members, bringing appropriate supplies and materials to class, and completing assigned work to the best of one's ability.
3. Respecting the rights and personal property of others.
4. Respecting the authority of all school personnel.
5. Helping to maintain school property.
6. Following the lifelong guidelines and life skills.

## Discipline

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. This includes e-Learning, virtual instruction, and remote learning days. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

- verbal or written reprimands
- loss of recess
- loss of privileges: special events, study trips, convocations, etc.
- lunch detention
- community service
- removal from class
- in-school suspension
- out-of-school suspension
- expulsion

\*Parents may be required to pick their child up from school if a student repeatedly does not follow the rules, causes harm to other students, or keeps other students from learning.

\*As required by Indiana State Law, if any student brings a weapon to school he/she will be expelled from the Bluffton-Harrison Elementary School.

## Chapter 6 - Preschool

### Preschool Mission

The faculty, staff, students, and community of Bluffton-Harrison Elementary Tiger Cubs' Preschool are committed to encouraging learning as a lifelong endeavor.

### Preschool Motto

Work hard, do your best, be good to each other, and be safe.

### Preschool Philosophy

Each student comes into our school with different perspectives, interests, backgrounds, family, home lives, and life experiences. BHES Tiger Cubs' Preschool is a place for discovery and play.

The goal is to grow young minds through imagination, fostering their curiosity while also focusing on social, emotional, and academic skills needed to be successful learners preparing for kindergarten. We want them to be engaged learners while fostering their love to learn and make learning fun.

### 5-Day Program AM

8:15 - 11:00 am

### 3-Day Program PM

11:45 - 2:30

## Chapter 7 - Parents and our School

### Communication with Teachers

The Bluffton-Harrison Elementary School believes that a cooperative effort must exist between teachers and parents in providing the best possible education for children. Communication is a key component in making this working relationship effective. Therefore, when questions arise concerning school issues, please feel free to call the school office to set up a time when you can talk to the teacher. The office will contact the teacher if it is before or after school or during the teacher's preparation time. However, if it is during classroom instruction time, you will have an option of the office giving a message to the teacher or leaving a message in the teacher's



voicemail. You may also use the teacher's email address found on the corporation website - [www.bhmsd.org](http://www.bhmsd.org).

## Classroom/Lunch Visitation

Keeping student safety at the forefront, all visitations should be prearranged. Please call the office or talk to the classroom teacher prior to the anticipated visit. Parents will be required to sign in at the office and pick up a Visitor's Pass. If desired, visitors are able to eat lunch with their student; however, recess visitation will not be permitted.

## Classroom Treats

If you are sending in a birthday or classroom treat, we ask that it be a store bought, prepackaged treat.

## Visitor Entry System

As part of the district's school safety initiatives to provide safe schools for all students, all BHMSD schools will use a visitor entry system. BHES will use a door buzzer system for visitors at Door #1 and Door #2 during school hours. Visitors will need to use the audio/video buzzer located on the right wall of Door #1 and located on the left wall of Door #2, upon arriving at the elementary school. Push the button, and the office staff will ask you to state your name and the reason for your visit, prior to unlocking the door of the entrance.

Please be patient with our staff as we strive to continue to provide a safe environment for all students.

All visitors must enter Door #1 or Door #2, sign in, and receive their identification sticker at the main office. Visitors may be asked to show ID upon arrival.

## Volunteers

Volunteers play a vital role in the day-to-day functioning of the school. If you are interested in finding out more about volunteering, please contact the school office. Volunteers will need to complete a criminal history background check. These forms are available in the school office.

## Parent Teacher Organization (PTO)

The Bluffton-Harrison Elementary School is fortunate to have an active Parent/Teacher Organization. The PTO is responsible for the student fundraisers, Christmas activities, the year-end activity day and many other special events at the school. The PTO is also responsible for providing funds for many of our field trips and convocations throughout the school year. The PTO meets one time per month and is open to any BHES teacher, parent, or family member. Any PTO member participating in school activities with students will need to sign a criminal history background check. These forms are available in the school office.

## Fundraising

Students at the Bluffton-Harrison Elementary School will be given various opportunities to participate in PTO sponsored fundraisers during the school year. Money earned from the fundraiser will be used for student activities, such as field trips and convocations. Children are asked not to go door-to-door to sell the fundraiser items. Students should only ask family and friends to help support the fundraiser.

# Chapter 8 - Indiana State Requirements

## Bullying

Bullying is defined as an overt, unwanted, repeated act or gesture, including written or verbal communications or images transmitted in any manner, physical acts, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.

Bullying will not be tolerated at Bluffton-Harrison Elementary School. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation to bully another student is prohibited. To be effective in dealing with bullying issues, all students and faculty are to report such incidents to the school administrator immediately. Punishment for violations of our anti-bullying policy will be fair, firm, and consistent, ranging up to expulsion. Each case will be decided upon the facts and education will be available for bullies, victims, and bystanders.

This applies when a student is:

- On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event; or
- Using property or equipment provided by the school.

IC 35-45-2-2. Harassment; “obscene message” defined - Sec. 2. (a) A person who, with intent to harass, annoy, or alarm another person but with no intent of legitimate communication:

- (1) makes a telephone call, whether or not a conversation ensues;
  - (2) communicates with a person by telegraph, mail, or other form of written communication;
  - (3) transmits an obscene message, or indecent or profane words, on a Citizens Radio Service channel; or
  - (4) uses a computer network (as defined in IC 35-43-2-3(a)) or other form of electronic communication to:
    - (A) communicate with a person; or
    - (B) transmit an obscene message or indecent or profane words to a person; commits harassment, a Class B misdemeanor.
- (b) A message is obscene if:
- (1) the average person, applying contemporary community standards, finds that the dominant theme of the message, taken as a whole, appeals to the prurient interest in sex;
  - (2) the message refers to sexual conduct in a patently offensive way; and
  - (3) the message taken as a whole, lacks serious artistic, literary, political, or scientific value.

### **Six Statutory Exceptions to the New Definition**

IC 20-33-8-0.2(b) states six specific circumstances that are not to be included in the new definition and may “not be interpreted to impose any burden or sanction” if the alleged bully’s conduct consisted of:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat or serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution and/or Article 1, Section 31 of the Constitution of the State of Indiana.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student’s parent.

- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

## Criminal Gang Activity

The Board of School Trustees of the Bluffton-Harrison Metropolitan School District prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

*Criminal Gang means a group with at least three (3) members that specifically:*

- (1) either: (A) promotes, sponsors, or assists in; or (B) participates in; or*
- (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult; or the offense of battery.*

*Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.*

Per state law, a school employee shall report any incidents of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

## Equal Educational Opportunity

Every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the school district. The School Board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities.

## Exclusion

Any student may be excluded from school under the following circumstances, subject to the procedural provisions of the laws:

1. If the student has a dangerous communicable disease transmissible through normal school contacts that poses a substantial threat to the health or safety of the student community.
2. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's

presence in school would constitute an interference with school purposes.

3. If the student is mentally or physically unfit for school purposes, subject, however, to the procedure set up under the provisions of IC 20-8.1-3-19 and to the limitations and regulations authorized to be established thereunder by the Commission on General Education.
4. If the student's legal residence is not in the attendance area of Bluffton-Harrison Elementary School, if no transfer has been granted by the school corporation or has been ordered by the Commission on General Education.

## Family Education Rights and Privacy Act (FERPA)

Bluffton-Harrison Elementary School adheres to the policies outlined under the Family Education Rights and Privacy Act which includes giving parents and legal guardians the right to inspect the educational records of their children.

## Drug-Free School

The Bluffton-Harrison Elementary School continues its no tolerance approach to illegal drugs. All staff members embrace this philosophy and many programs are in place with the sole purpose of teaching our students to "Just Say No" to illegal drugs and alcohol.

## Security Cameras

Security cameras are in operation in several locations throughout the school building and on school grounds which may or may not be monitored and which may be used in disciplinary matters.

## Valuable Possessions

Students who bring valuable possessions to school for special events or projects are asked to keep these items in a safe place where they will not

be lost or stolen. Please remember that the school is not responsible for any personal items that are lost or stolen.

## Seclusion and Restraint

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees and school resource officers within the school corporation. The Board recognizes that there are times when it becomes necessary for employees or school resource officers to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others.

The seclusion and restraint policy is available on the school website and will be distributed to parties upon request.