

BATTLE GROUND ELEMENTARY/INTERMEDIATE SCHOOL STUDENT HANDBOOK

We welcome you to our very special schools!

The environment at Battle Ground Elementary and Intermediate is one that provides an atmosphere where students both can and want to learn. This atmosphere is created by the support and backing of our parents, the dedication and efforts of a child-centered staff, and students who respond to the direction provided by their parents and teachers.

A part of growing up is learning to work and function as a contributing member of our entire school group. This primarily involves us all treating each other with courtesy and respect. In addition, we live the philosophy of giving each other the space to be individuals. This includes the opportunity to make mistakes and to learn from them.

We work especially diligently to communicate clearly with home. Almost ALL misunderstandings that occur are a result of inadequate communication. Please let us know your thoughts and wishes - we encourage your notes or calls.

There are many opportunities for you to be involved at school. The message your child picks up about the importance of school when you become involved is of immeasurable benefit.

We are proud to be a part of this cooperative and supportive community.

Mr. John Pearl, Mrs. Hailey Aird

School Phone - 765 567-2200 Elementary - Option 1—Intermediate - Option 2

BATTLE GROUND ELEMENTARY/INTERMEDIATE MISSION STATEMENT

At BGE/BGI, we strive to be a place:

- Where every child can say, "My teachers care about me."
- Where every adult is fair, fun, and friendly.
- Where every child feels accepted and important.
- Where every adult treats children with respect, kindness, and dignity.
- Where every child learns and achieves.
- Where every adult uses innovative, inventive, and interesting methods to teach and reach students.
- Where every child develops a strong character.
- Where every adult models and expects ethical behavior.

At BGE/BGI...Every child...every adult...matters.

TSC MISSION STATEMENT

Based upon the highest professional standards, the Tippecanoe School Corporation will strive to educate our students to reach their academic potential in an environment that encourages confidence, competence, and a desire for learning.

HISTORY

Our students will attend the Battle Ground Middle School for grades 6, 7, and 8. They will then attend Harrison High School, located at 5701 N. 50 W., approximately five miles west of Battle Ground. Harrison is one of two high schools in the Tippecanoe School Corporation. Battle Ground

Elementary/Intermediate is one of eleven elementary schools in Tippecanoe School Corporation. The TSC administration offices are located at 21 Elston Road on the south edge of Lafayette.

TIPPECANOE SCHOOL CORPORATION

765-474-2481

ATTENDANCE

AGE: Any child who will be five (5) years of age by August 1 may enroll in kindergarten for this year. Indiana has compulsory attendance requirements for all children ages seven (7) through sixteen (16). Some children benefit by waiting until age six (6) to begin kindergarten.

Part of the Tippecanoe School Corporation's current policy requires a student to be present 90% of the school days in order to qualify for promotion.

For **ALL** absences, the student's parent or legal guardian should contact the school office by telephone early on the day of the child's absence. A telephone recorder will take your message before school hours.

Absences accompanied by **written verification** from medical or dental personnel are not counted against the promotion requirement. Please turn these verification slips in to the office or to your child's teacher. Upon returning to school after any absence, please send a note to the teacher stating the reason for the absence. Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

Students arriving after 9:00 a.m. need to be signed in by a parent or guardian at the office before going to class. Students needing to leave before 3:30 p.m. are to be picked up in the office and signed out.

BICYCLES

All bicycles are the responsibility of the owners. If students ride a bike to school, they are to park their bicycle in the bike rack on the front lawn upon arrival, and they shall not move it during school hours.

BIRTHDAY CELEBRATIONS

Students may bring a simple treat to share with the entire class. Normally, this will be done shortly before dismissal. Balloons, etc... will NOT be accepted for students at school. Party invitations are NOT to be distributed at school unless given to the entire class.

BUS INFORMATION

Riding the TSC buses is not required. Each bus driver is responsible for the discipline on his/her bus while students are on it. Failure to comply with the corporation rules received from your driver and reasonable requests of the driver may result in loss of riding privileges.

If a cell phone is a necessity, it must be kept in the backpack at all times.

CAFETERIA

Café Prepay is our online lunch system. Go to www.myschoolbucks.com and pay for your child's meals by using a credit card or by scheduling a direct withdrawal from your checking or savings

accounts. Café Prepay, www.myschoolbucks.com allows you to see your child's account balance online.

Application forms requesting free/reduced lunch and breakfast meals are found on the TSC website, PowerSchool parent portal through the online registration process.

A nutritious breakfast and hot lunch are offered daily.

CANCELLATIONS/CLOSINGS/EARLY RELEASES

When weather or other conditions are such that it is necessary to close school, delay starting time, or dismiss early, announcements of this fact will be made over radio stations WKOA, WAZY, WKHY, WBAA, WGLM, WASK-AM, TV-18, and TSC alerts. Such announcements will usually occur between 6:30 p.m. and 7:30 a.m. In the event of early dismissal, Battle Ground will dismiss one (1) hour after the time announced for Harrison High School. The superintendent is the only person authorized to make these decisions. Your consideration in not calling the school, radio stations, or TV station will be appreciated.

When school is canceled, all other after-school activities are also canceled. Every family needs a plan in place should our regular schedule be disrupted.

COMPUTER USE

Each student has access to the educational computers available in labs or classrooms. Every student is assigned a password, and it is the student's responsibility not to share this password with anyone.

CROSSING GUARD PROGRAM

Guidelines...

The Battle Ground community employs a crossing guard who will be stationed downtown at the Main Street railroad crossing, both before and after school.

All students walking or bicycling to school will come under the jurisdiction of the school crossing guard. This includes both elementary and middle school students. Students accompanied by their parents or legal guardians will be exempt from the school crossing guard control; however, we urge that parents understand the importance of the guard's duties and instill in their children proper respect and courtesy to the guard's directions.

If a stranger tries to talk to you, give you something, offer you a ride, or touch you, tell your parents, teachers, the school guard, or a policeman.

Our town marshals and crossing guard are very supportive of our school and students. Let's all let them know we appreciate them.

CURRICULAR MATERIALS RENTAL

This fee is payable before the first day of school. Payments should be made online through the parent portal when completing the online registration. In addition, students must furnish supplies listed for their grade. All hardback books will be issued to the student by number, and this numbered book is to be returned at the end of the school year in similar condition. In case of loss or damage, appropriate charges will be levied.

DRESS

Since Battle Ground Elementary and Battle Ground Intermediate are special schools, we encourage dress that reflects pride and consideration. The school can only maintain those standards which parents support. We are counting on you, parents.

The TSC dress standards are as follows: "There shall be adequate coverage of the body. Muscle shirts, tank shirts, tube tops, spandex shorts, and/or bare midriffs are prohibited. Dresses, skirts, or shorts must be of moderate length. Clothing items (or wording or pictures upon same) which, in the opinion of the principal or designee, tend to disrupt the educational atmosphere are not permitted."

During cold weather, we continue to go outside for recess. Warm coats, caps, gloves, and slacks should be in your clothing plans. Shoes containing wheels are not permitted.

"Tennis" type shoes are needed on the days your child is scheduled for P.E. Hats are not permitted in the school building except on designated spirit days. Your cooperation is appreciated in making Battle Ground Elementary and Battle Ground Intermediate very special places for children to learn.

GLASS

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one (21). The purpose of the search is to ensure that every child with a disability who resides within Tippecanoe County is receiving the special education and related services that are his/her right under state and federal law. If you are aware of any child suspected of having a learning disability, regardless of the severity, please contact the GLASS office (765-771-6000) or your school principal for information regarding referral procedures.

GLASS is a cooperative effort sponsored by the Lafayette School Corporation, the Tippecanoe School Corporation, and the West Lafayette School Corporation. The GLASS office is at 2300 Cason Street, Lafayette, IN 47904.

HARASSMENT/BULLYING

Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any corporation-sponsored event. All hazing incidents shall be reported immediately to the principal or superintendent.

Harassment and/or bullying of a student(s) by any other student(s) or any member of the staff is incompatible with a physically and psychologically safe environment in which to learn. Harassment and/or bullying shall include any speech or action that creates a hostile or offensive learning environment.

The Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language (Policy 3362 or 4352) is available online.

HONOR ROLL

The Tippecanoe School Corporation will permit each school to establish an Honor Roll. Students with A's and B's will be recognized with the Honor Roll distinction in grades three through five.

INSURANCE

An accident insurance policy is offered to each pupil through a private underwriter. This is an optional service but is recommended if no other insurance is available. Cost and other details are

explained in a brochure available online. Neither the school nor the school corporation carries insurance on students.

LOST AND FOUND

Lost and found clothing will be held in the elementary gym storage room. Small items will be in the office. We encourage that no valuables or money be sent to school with the children except to conduct school business. In the event your child does bring money to school, it should be in an envelope with his/her full name on it. All clothing and personal items should be identified with name tags.

MAKE-UP WORK

Children who are absent from school miss many learning activities in addition to written work to be handed in and graded. Things such as class discussions, science experiments, group work, board work, audio-visual presentations, special speakers, study trips, etc., cannot be made up. If your child is absent, you will want to contact the teacher to find out his/her guidelines concerning make-up policy and the procedure for picking up the work that can be made up.

PLAGIARISM

While no official penalties exist for plagiarism offenses at the elementary level, it is expected that classroom teachers would use such occasions as educational opportunities for all students. Time should be devoted to discussion and explanation of plagiarism.

RECYCLING

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of students' civic responsibility. The school corporation is committed to establishing an educational environment for students that model active participation and teaches responsible waste reduction and recycling. The corporation's recycling efforts will be coordinated by the Director of Buildings and Grounds.

RESTRICTED EDUCATION SERVICE POLICY STAFF

Information can be found online describing Indiana Public Law #162 as well as corporation policy regarding discipline procedures. You will be notified should a reportable incident occur involving your youngster. Your suggestions are welcome and will be given thorough consideration.

Our goal at Battle Ground Elementary/Intermediate is to help each other act with courtesy and respect. We want to treat each other as we would like to be treated and to behave in a manner which is not harmful to others.

STPS

STPS is Battle Ground Elementary/Intermediate's Parent-Teacher Organization. More information will be provided and can be found on our website <https://bge.tsc.k12.in.us/about-us/pto>.

STUDENT SAFETY

Any student being picked up early will be called from his/her class by the office. All exterior doors to TSC schools will be locked during the school day. The possession of weapons or other devices intended to be used as weapons will not be tolerated on corporation property.

WeTip School Safety Hotline: Report any wrongdoing that impacts our schools, our students, or our staff! Your call to 1-800-78-CRIME (1-800-782-7463) will allow you to leave your information without identification. Your message will be sent immediately to school officials. For more information, visit <https://www.tsc.k12.in.us/parents/school-safety-information>.

STUDY TRIPS

BGE/BGI takes a lot of study trips because we philosophically believe that these firsthand experiences greatly benefit learning.

The staff must meet several requirements in planning a study trip. Among these requirements are to submit in writing: a) a description of pre-trip preparation/education done at school; b) a description of what they hope to accomplish educationally during the trip; and c) a description of the follow-up activities that will occur in the classroom after the trip.

These trips are a part of our total instruction, and all students are encouraged and expected to attend. In the rare instance where a parent does not want his/her child to attend, the child is expected to be in school, and alternative educational activities are provided.