

SCHMITT Elementary

2675 California Street, Columbus, IN 47201

Main Office: 812-376-4307/Fax: 812-376-4506

WHO WE ARE

- Pre-K -6 school in Columbus
- Serves 650 wonderfully diverse students
- Social-Emotional emphasis daily
- STEM Lab & Makerspace Challenges
- Choose Kind, Art, Band, Book, Choir, & Robotics Clubs
- Innovative library with many modern options for students to read, learn, & collaborate



OUR MISSION AND VISION



- We build relationships and work together to reach goals.
- Our Schmitt Rockets will become life-long learners who better their community.
- We believe in ourselves and each other!

HOW WE LEARN

- Accessible options for all students to learn and grow
- High academic expectations & high level of growth
- Emphasis on fostering a love of reading
- Purposeful & engaging technology use
- Frequent connections to community partners and places



WE LOVE OUR STUDENTS!



CONTACT US

bcscschools.org/schmitt

L.C. Schmitt Elementary

Office Hours
7:30 am - 4:00 pm

Call us at 812-376-4307
for more information!

STUDENT & FAMILY Handbook 2021-2022

We are so glad that your child is a part of our family this school year!

Please keep this handbook in a safe place as it includes information regarding programs, services, procedures, and policies of our school.

After reading this handbook, please initial and sign the Permissions Form on the last page and return.

Please let us know if you have any additional questions. We are looking forward to a great school year!

Mrs. Kaity Day - Principal
dayk@bcsc.k12.in.us

Mr. Patrick Mahaffey - Asst. Principal
mahaffeyp@bcsc.k12.in.us

Table of Contents

MISSION, VISION, GOALS	2
STUDENT AND FAMILY GUIDELINES	3
FOOD SERVICES	8
INSTRUCTION	10
STUDENT SERVICES	13
HEALTH SERVICES	14
BUILDING CRISIS INFORMATION	15
SCHOOL BOARD POLICIES	16
TECHNOLOGY USE AGREEMENT	22
TITLE I HOME AND SCHOOL COMPACT	24
SCHOOL PERMISSION FORM	28

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION MISSION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION VISION STATEMENT

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

BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION HIGH EXPECTATION OBJECTIVES

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

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

L.C. SCHMITT ELEMENTARY SCHOOL MISSION STATEMENT

Schmitt Rockets grow every day as we build relationships and work together to reach goals.

L.C. SCHMITT ELEMENTARY SCHOOL VISION STATEMENT

Schmitt Rockets will be lifelong learners who better their community.

L.C. SCHMITT ELEMENTARY SCHOOL GOALS

- By spring of 2022, 84% of grades 3-6 students will show growth and meet Indiana Academic Standards in Language Arts Reading Comprehension as measured by ILEARN.
- By spring of 2022, 80% of grades 3-6 students will show growth and meet Indiana Academic Standards in Math Problem Solving as measured by ILEARN.
- Schmitt will increase our average daily attendance from 97.4% to 98%.

L.C. SCHMITT ELEMENTARY SCHOOL EXPECTATIONS

Be Safe Be Respectful Be Responsible

Student and Family Guidelines: Attendance, Transportation, Student Expectations

Attendance

Bartholomew Consolidated School Corporation and L. C. Schmitt Elementary School believe that regular school attendance is critical to a student's ability to grow and learn at school. Maximum learning occurs through teacher instruction, class participation, and interaction among students. Therefore, any school absence, excused or unexcused, places the student at a disadvantage. Regular school attendance further prepares students to assume their roles as productive members of the work force and society.

- If your child is absent, **please notify the office staff by calling (812) 376-4307 by 8:30 am.** For your convenience, voicemail is available to take your calls when the office is closed. If you are not able to call school the day of the absence, you must send a note with your child when he/she returns to school stating the reason for the absence. If the reason for the absence is not provided the absence will be recorded as unexcused.
- When your child visits the doctor, dentist, optometrist, etc., the doctor must confirm the visit. Forms are in the doctors' offices and are also available at the school office. If the doctor does not confirm the visit, the absence will be recorded as unexcused. The student should miss only the time necessary for the appointment and travel time to and from the appointment.
- The school counselor will investigate all frequent absences, unexcused absences, late arrivals, and early departures. Frequent absences (missing more than five days of school in a semester or in a previous school year) may result in requiring a doctor's statement to count as an excused absence. Continued issues with absences, late arrivals, and early departures will be referred to the ATTEND Team, Bartholomew County Prosecutor, and/or Children's Protective Services for further investigation.
- Your child is responsible for requesting make-up work. You may pick up assignments during the period of a student's extended absence (two or more days) by giving the teacher 24 hours-notice. This gives the teacher time to prepare the materials and send them to the office.
- If you wish that your child be excused from school for "highly extenuating circumstances" or for participation in non-school sponsored competitions, please obtain a request form from the school. Family vacations are not considered extenuating circumstances and will result in unexcused absences. The Highly Extenuating Circumstance/ Competition Form must be submitted at least one week before the scheduled absence. These requests will be reviewed and are subject to the approval of the principal on a case-by-case basis. Homework will not be provided in advance for these absences or for vacations that are not part of the school corporation schedule.

ATTEND

ATTEND is a coalition of schools, law enforcement agencies, community organizations, community organizations, and service agencies in Bartholomew County. Their task is to respond to violations of BCSC's attendance policy and the Indiana Compulsory Attendance Law (I.C. 20-8.1-3).

Arrival and Dismissal Procedures

1. **We are ready to greet our students at 7:55 am!** Walkers and car riders should enter through the main entrance doors on California Street. Breakfast is available to all students either in the classroom or in the cafeteria. We ask that students stay off of the playground before school.
2. **Students will need a tardy pass if they arrive after 8:15 am.** Parents should drop students off at the front doors and will not be permitted to walk students to class, a district-wide policy.
3. **Students are dismissed between 2:30 pm and 2:45 pm each afternoon.**

Car Rider Guidelines- Our car line off of California Street will be used if your child is a car rider.

To ensure safety of our students and staff, please adhere to the following guidelines:

- Cars should be northbound on California Street.
- We ask that the driver stay in the car at all times.
- The parking lot on 27th Street is used for buses and is not available to cars from 7:45 am to 8:15 am and from 2:15 pm to 2:45 pm.
- If you arrive after 8:15 am, please plan to walk your child in. If you choose to walk your child into school, please be aware that parents are not permitted to walk their child to class unless prior arrangements have been made with administration.
- If your child needs a car rider number, please contact your child's teacher or the office.
- Please be sure your child is wearing a seatbelt and knows how to fasten his or her seat belt when he or she leaves school in the afternoon.

Change of Dismissal Plans

For the safety of your child, we require a note or a phone call to the office if a change in usual dismissal is needed. In the absence of a note, your child will be able to call home, but if no contact is made, your child will be dismissed from school in the usual manner. Please be sure to call the main office at 812-376-4307 before 2:00 pm for a change in your child's afternoon dismissal plan.

Emergency School Closings

For important information regarding school closings, please check the BCSC website or our school Facebook page.

www.bcscschools.org

For the safety of the children during inclement weather, schools may be closed, dismiss early or have a two-hour delay in starting. Families should be prepared for any of these situations. Emergency closings are announced by radio stations WCSI (1010 AM), WKKG (101.5 FM), WWWY (104.9 FM) AND WRZQ (107.3 FM). Parents are asked to listen to the radio for announcements or to check the BCSC website, but to avoid calling the school if possible. In case of a two-hour delay, school will begin at 10:15 a.m. When there is a two hour delay, buses will run two hours later. Sign up for E-Alerts at [here](#).

Bus Transportation

Check the BCSC website for up-to-date bus information delays by visiting:

<https://www.bcscschools.org/site/Default.aspx?PageID=513>. Inclement weather such as snow, icy roads, or other local weather alerts may delay all buses. When this is the case, you can expect delays on most routes. If the reason for the delay is due to a serious problem while your child is on the bus, you will receive a phone call from the transportation office.

Bus Riding Policies

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

Bus Expectations: Boarding, Riding and Unloading

Boarding

Arrive to bus stop 5 minutes before bus arrival.

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

Wait for the bus to come to a complete stop.

Hands to self when boarding the bus.

Backpack on back or carry on.

Enter one student at a time.

If seats are assigned, go to assigned seat.

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

Riding

Back to back, Seat to seat, Feet to floor, and out of the aisle.

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

Hands to self and away from equipment on the bus.

When riding the bus please remember:

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

Unloading

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

Wait until bus stops completely and door opens. Exit single file. Walk away from bus.

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

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

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

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, tobacco, electronic cigarettes, flammable items, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. The bus driver is trained to take care of emergency situations. Students need to: **stay seated and remain calm.**

Misbehavior on the bus

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

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

1. Written Warning:

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

2. First Offense:

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

In the event of a bus suspension:

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

3. Second Offense:

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

In the event of a bus suspension:

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

4. Third Offense:

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

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

Parents/guardians should note that any damage by your child to the school bus, personal or public property is your responsibility per BCSC Transportation policy 8600 B 2.c. For more information on BCSC Transportation policy 8600, refer to <http://www.neola.com/bartholomew-in/>.

Field Trips

In addition to regular scheduled classroom activities, our Schmitt Rockets will learn through a variety of field trips and guest speakers. Some of these experiences are free, while others cost a small fee. To cover the costs of all trips and speakers, we would like to ask for a donation of \$20 per student. This donation can be made all at once, or in increments of \$5 each month.

Please consider donating! We will use this donation (and other fundraising amounts) to schedule at least one field trip per semester and one classroom guest per semester. Your child's teacher will notify you of upcoming trips or guests. We will not ask for additional field trip fees throughout the school year, but will send a permission slip and notification home when a field trip is approaching.

Student Appearance

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

- Clothing should support a positive and inclusive school culture. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups. Any item of apparel that bears any picture, diagram, or slogan/language that can be considered vulgar, indecent, obscene, or tends to exploit drugs, alcohol, weapons, violence, gangs (inclusive of clothing colors and symbols, or promotes racial disruptions by bearing a picture, diagram, logo or slogan/language or other symbol denoting the Ku Klux Klan, Aryan Nation, White Supremacy, Black Power, confederate flags or articles, Neo-Nazi or any other "hate" groups that support racial disruption) or anything immoral or illegal, will be deemed inappropriate and may not be worn in school or at a school function.
- Students shall not racially harass or intimidate others by using racial or derogatory slurs, wearing or possession of items depicting or implying racial hatred or prejudice. Students, shall not at school, on school property, or at school activities wear or have in their possession any written material, either printed or in their own handwriting, which is racially disruptive or would cause a reasonable person to be intimidated.
- No student participating in interscholastic sports is permitted to wear any type of jewelry during practices, games, or competitive events.
- Sleeveless shirts are permitted, however, no spaghetti straps, tank tops or halter-tops should be worn. Undergarments and torso should not be visible.
- Clothing must be a safe fit. Shorts must be an appropriate length (shorts that reach the bottom of the student's fingertips when arms are extended down are appropriate). Pants must come to the waist and stay up.
- Sensible shoes are to be worn at all times to assist in student safety. Shoes that may restrict activities include high heels, flip flops, slippers, shoes with tall soles/heels and clogs. Shoes with built-in skates are prohibited.
- Clothing and accessories such as, but not limited to, pajamas, blankets, non-religious hats and caps must be left at home, as should attire that may cause property damage and/or injury.

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

Birthdays and Classroom Treats

At Schmitt, we love celebrating your child! Each child, on his or her birthday, will be able to choose a brand new book to take home! If you would like to send a treat in for your child's birthday, please contact your child's teacher. Please advise the classroom teacher in advance if your child is not to participate in any of these parties for medical or other reasons. For the safety of our students, **all treats should be commercially prepared or individually wrapped.** Because we care about the social emotional health of our students, we would like for families to avoid sending birthday invitations to school unless the whole class is invited.

BCSC Food Service Department Guide to Lunch

Welcome to the cafeterias of Bartholomew Consolidated School Corporation! It is a privilege for the food service staff to provide nutritious, high quality, satisfying meals to our students. Below you will find basic information about the lunch program. Questions regarding account balances or overall meal service can be directed to the cafeteria manager at Schmitt Elementary by calling our cafeteria at (812) 376-4521.

DEBIT SYSTEM

- All cafeteria purchases are to be prepaid before meal service begins. BCSC Cafeterias utilize a pre-pay/debit system designed to process student purchases in an efficient, confidential manner, and to reduce the amount of cash on hand at each location. At the end of each school year, the account balance is transferred to the student's account for the following year. Deposits may be made at the school cafeteria by cash, online using Visa or Mastercard at MySchoolBucks.com, or personal check made payable to the school cafeteria. Please indicate student name and or student ID# on the check.

CHARGES

- Due to the nature of this pre-payment/debit program, charging school meals is discouraged. **Students may only charge 3 lunches.** Elementary students will be sent home written notices of any outstanding negative balances in the meal account at a minimum weekly until the balance is paid in full. Schools will provide an emergency meal of peanut butter sandwich or grilled cheese sandwich, vegetable, fruit, and milk at no cost until charged lunches have been paid in full. If food service staff suspect that a student may be abusing this policy, written notice will be provided to the guardian that if he/she continues to abuse this policy, the privileges of an alternative meal will be refused. If a student repeatedly comes to school with no lunch and no money, the food service staff must report this to the principal. All accounts must be settled prior to the end of the school year. Negative balances of more than \$25.00, not paid in full in the 15 days prior to the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims courts, or any legal method deemed necessary. Students who graduate or withdraw from the corporation and have \$5.00 or more left in their lunch/meal food service account will be notified by food services by the last day of school and given the option to transfer the funds to another student or to receive a refund. If no response is received within 90 days the student's lunch /meal account will close and the funds will no longer be available.

MEAL ASSISTANCE

- Meal assistance is available to all BCSC students that meet income qualifications. An application for meal assistance is given to each student at the start of each school year. Students are considered paid students and will be charged full price meals until the meal assistance applications has been processed and approved. Due to the large number of students attending BCSC schools, it may be a few weeks before all applications are processed. **It is recommended each student start the school year with two weeks worth of lunch money in their account to avoid charges and to allow time for applications to be processed.** Meal assistance forms are effective for one school year. Families must reapply each school year for meal/textbook assistance.

- **Eligibility for free pre-school WILL NOT automatically qualify you for free/reduced lunches. A free/reduced meal assistance form must be on file with the food service department, processed, and approved before free/reduced lunch prices take effect.**
- Students approved for meal assistance of free or reduced priced meals of \$0.40/day will utilize their lunch account in the same manner as paid students; thereby keeping meal eligibility status confidential.

VEGETARIAN OPTIONS

- BCSC Food Service has a variety of vegetarian options for students. These items are served on week two and 4 of the 5 week cycle menu

Lunch/Textbook Assistance

Forms for lunch and textbook assistance are sent home on the first day of school each year. If you need financial assistance, please complete the form and return it to school. You will be notified if you meet the criteria. If at any time during the school year problems arise that might entitle your child to a free or reduced lunch, please call the school office at (812) 376-4307 and speak to our counselor. The financial status of all students is confidential. Emergency lunches will be a peanut butter or sunflower butter sandwich, vegetable, fruit, and milk.

Visitors for Lunch

Families are always welcome to eat lunch with their child! Due to the size of our cafeteria, visitors will be asked to join their child in our lobby or our courtyard area. There will also be family meals planned throughout the school year, especially around the holidays, and we would love for you to join us for the fun! Visitors must complete paperwork for criminal history checks on an annual basis and wear visitor passes while in the building. Please plan to bring your driver's license for our check-in process. We do ask parents to wait either in the office hallway or in the cafeteria until the children are dismissed for lunch. We are hoping that we will add this feature back to our routine soon!

Volunteers and Chaperones

All volunteers at Schmitt Elementary must obtain a criminal history check annually. This includes volunteers in the classroom, on field trips and for special events. Forms are available in the office. If you think you may want to accompany your child's class, volunteer on a regular basis or for special events, please fill out a background check. They must be renewed yearly. Volunteers and chaperones must adhere to our student/faculty appearance guidelines and refrain from tobacco use while volunteering or chaperoning. We are hoping that we will add this feature back to our routine soon!

Book Rental Fees

Book rental fees may change. The fee rates will be announced at the beginning of each school year. Parents will be notified of changes. Last year, our fees were as follows: The materials fee for kindergarten per semester is \$20.00, \$8.20 consumable fee, \$2.50 technology fee, and \$7.50 student activity/science fee or \$38.20 per semester. This would be \$76.40 per year for kindergarten. For grades one – six the fee per semester is \$47.47, \$7.50 student activity/science fee, \$5.29 technology fee, and \$.50 science fee or \$60.76 per semester or \$121.52 per year. Applications for assistance will be provided in the first day of school packet of information and are also available in the office. These should be completed and turned in as soon as possible. You will be billed twice a year, once each semester. You may make arrangements with us to pay the fee in payments. **If you qualify for free or reduced lunch, your textbook rental fee is waived.** Fees are subject to approval by the school board. All checks issued to our school must have your current name and address. Please include your child's name in the memo section. There will be a \$20.00 fee on all checks returned for insufficient funds.

Instruction and Instructional Support

At Schmitt, teachers instruct students using the Indiana Academic Standards for language arts, math, science/computer science, music, art, and physical education while using Universal Design for Learning (UDL) as our instructional framework. Teachers provide engaging direct instruction, as well as structured practice as students learn the grade level standards. Students are assessed after working with each standard and given opportunities for enrichment and/or remediation as needed. Students and teachers set goals for continued growth and development in the standards and track student data with goals and strategies implemented.

Inclusion is belonging; it's being a valued member of a community. At Schmitt, we create an inclusive environment where all learners are valued and respected. Our inclusive environment provides support and services for all students. Teachers plan for student variability and remove barriers while providing services needed. Inclusion benefits all learners.

Homework

Homework assignments provide the opportunity for students to practice, reinforce, apply and/or extend the skills they are learning during the regular school day. Homework can also help develop good work/study skills and a sense of responsibility. The assignments help communicate to parents which skills students are working on during the school year and reinforce the partnership between school and home. We do not have a school-wide policy on homework, but do give extra practice for skills that students might need. Please reach out to your child's teacher if you have questions regarding your child's homework.

Research indicates that families can have a very positive influence on their child's education by reading with them each day. In addition to regular assignments, students are encouraged to **read either independently or with a family member on a regular basis for 20-30 minutes each night. This is a great habit to begin!**

Growth Model Report Cards (GMRC)

Students in grades K-6 will use Growth Model Report Cards (GMRC) for the 2021-2022 school year. The purpose of the GMRC is to indicate specific student progress on critical standards in each subject area. Our goal for all students is to be at level "3" by the end of the school year. Parents should not be alarmed if their child begins the year with ".5s – 2s" in different areas, since a score of "3" is mastery of an entire standard. A student receiving a "4" on a given standard would be rare. If students have satisfied all level 2 items within a standard, but only a portion of the level 3 descriptors, their progress may be reported as 2.5 on the report card. Contact your child's teacher or building principal with more specific questions.

The Growth Model Report Card informs caregivers of their student's progress throughout the year on critical standards. Report cards are distributed the Friday after the end of each nine weeks. Caregivers can keep up to date with student progress using Parent Portal; logins are available through the school office. In addition, caregivers are encouraged to schedule a conference with a teacher any time questions or concerns arise.

Assessment

Each spring, students in grades 3, 4, 5 and 6 will participate in the statewide ILEARN assessment. In addition, 3rd grade students will take the state IREAD which measures foundational reading skills. Results from these tests will be shared from the state with parents. K-2 students are assessed 3 times a year using NWEA which measures the development of reading skills. Parents will receive a Literacy Performance Report with results from this test. Teachers may also use IXL and STAR Reading to provide additional data points for teachers and students to monitor growth.

Dyslexia Screening

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

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

Instructional Consultation Team (ICT)

Students struggling academically or behaviorally may be referred to a member of the Schmitt ICT. The ICT facilitator meets for an initial meeting with the teacher where the academic concerns are identified. An analysis of the concerns is completed and a plan of action is developed. The facilitator and the teacher will continually monitor the progress and make adjustments as needed.

Parent Portal

Parent Portal is a way for families to access their children's school records. You may view health and immunization, assignments, grades, attendance, and discipline. Grades and missing assignments can be found through PowerSchool Parent Portal. Please contact Schmitt's main office at 812-376-4307 to apply for a username and password.

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

Student Academic Recognition

Goal: Recognize BCSC students who are making academic gains and maintaining a high level of success each semester.

All BCSC Elementary Schools will give both Academic Growth and Academic Success Awards.
ASA=Academic Success Award; AGA=Academic Growth Award

Academic Success Awards will be given only at end of 2nd semester

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

Positive Behavioral Instructional Support (PBIS)

Schmitt employs a positive system of support that provides structure and expectations for students and rewards good decisions to help students find success. At Schmitt Elementary, the Positive Behavior Instructional Support program (PBIS) has three simple guidelines: Be Safe, Be Respectful, and Be Responsible.

Our ultimate goal is for each student to practice self-regulation. It is our hope that students self-regulate before behavior intervention is needed. We love finding ways to reinforce positive behavior at Schmitt! One way we do this is by offering students Rocket Rewards when students are doing their best to follow one of our school-wide expectations. Students are able to save Rocket Rewards or turn them in to our box in the office. On Fridays, students have an opportunity to turn their Rocket Rewards in for prizes or extra opportunities! We also draw a few names from our Rocket Reward box to win prizes too!

Bi-weekly there are students selected by the classroom teacher to receive the Rocket Rider Award. These awards are for students who excel in demonstrating positive behaviors, a growth mindset. Mrs. Day and Mr. Mahaffey visit classrooms and deliver the certificate to the winner. We also celebrate by posting our students' pictures on our social media page.

Office Behavior Referral

Unfortunately, there are times when, due to a misbehavior of a student, he or she is sent to the office. An office referral will result in student reflection, usually a restorative practice, and a phone call home to a family member to communicate this reflection process. Please see below for a copy of the referral form.

L.C. Schmitt Elementary School Behavior Referral Form						
Student Name		Teacher		Date/Time		
Probable Function of Behavior		Referring Adult		Location		
Sensory		Attention		Escape		
Tangible		Other				
All students and staff at Schmitt are expected to Be Safe, Be Respectful, and Be Responsible.						
Your child displayed the following behavior(s):						
LEVEL 1 Individual Impact	☐	not following directions	LEVEL 2 Classroom Impact	☐	inappropriate noises/voice level	
	☐	work incomplete		☐	hands not to self	
	☐	horseplay		☐	interfering with others' work	
	☐	incorrect use of technology		☐	unkind comment/action	
Level 1 and 2 behaviors are typically addressed in the classroom (teacher will communicate home). These behaviors result in an office referral when they are repeated/habitual.						
LEVEL 3 Serious Impact	☐	refusal to follow adult directions	LEVEL 4 Serious Impact	☐	fighting	
	☐	disrespect toward self, peers, adults		☐	actions that cause harm	
	☐	inappropriate language/gesture		☐	threatening to do injury	
	☐	pushing/shoving		☐	racial slurs	
	☐	dishonest		☐	stealing	
☐	leaving a space without permission	☐	other:			
Description of Incident						
Consequence Assigned	☐	warning	☐	removed from class	☐	suspension: in-school ___ days
	☐	lunch detention	☐	time out in the office	☐	suspension: out of school
	☐	loss of privilege	☐	conference w/	☐	from _____ to _____
	☐	restorative practice:	☐		☐	other: _____
Please discuss with your child ways that he or she can display our 3 BEs at school.						
We want to become lifelong learners who better our community.						
I could have been more	SAFE RESPECTFUL RESPONSIBLE	by doing or saying the following:	☐			
			☐			
			☐			
			☐			
Principal's Signature		Parent/Guardian's Signature				
Family Communication	Called Home	Left Voicemail	Sent Email	Referral Sent Home		
We hope that we can work together with families to reinforce positive behavior both in the classroom and at home. After discussing this with your child, please sign and return the yellow form to school. Please feel free to contact the school at 812-376-4308 should you have any questions.						

Our Library and Book Care

Our library is innovative with many modern options for students to read, learn, and collaborate. Students will visit the library media center once a week with their class and may also visit during Open Library times throughout the week. Students may borrow 2 books at a time. Third – sixth grade students may choose to borrow magazines one at a time. Students are allowed extra books if they are needed for research or class assignments. We will have “Family Check Out” days from 11 am-1 pm as a way to encourage families to share books together. Students can join their family if time allows during their lunch or recess time. Families are permitted to check out 5 items at a time for a 10 day period. We are hopeful that we will add this feature back to our routine soon!

Returns and Renewals - All materials that are due from a student must be returned prior to checking out additional items. Books may be renewed 2-3 times if no one else is waiting for them. Students must have the book(s) with them in order to renew them.

Overdue and Lost/Damaged Materials - It is a privilege and a responsibility to borrow Media Center materials. Students are expected to properly care for and return promptly all borrowed materials. Overdue lists are issued periodically. Overdue fines are not charged, but students having an item overdue for three weeks or more will receive a parent note with a replacement cost in case the item cannot be found. Parents are responsible to pay for lost or damaged materials. We can accommodate "installment" payments if the entire amount cannot be paid at one time. A refund will be given if a book is later found and returned.

Textbooks

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

Student Services

Before/After School Care - ICARE

BCSC offers a before and after-school supervision and enrichment program called ICARE. This is a fee-based service with a limited number of scholarships available. At Schmitt, ICARE is provided in the morning from 6:30 am through 7:55 am. ICARE is also provided after school until 6:00 pm. Please call Anna Villa at (812) 418-0924 for additional information about services and charges. The Foundation for Youth provides a bus for after-school programs at the Boys and Girls Club. Please contact Boys and Girls Club for more information.

Elementary Basketball and Cheerleading

Schmitt participates in BCSC's Elementary Basketball League, an opportunity for 5th and 6th grade students to learn and compete against other elementary schools in the district.

Eligibility - To be eligible as a member of a BCSC elementary team, a prospective player and/or cheerleader must have a completed physical examination form and a completed/signed Consent and Waiver form on file at the school prior to team tryouts. This procedure brings the BCSC Elementary Basketball League into compliance with the athletic procedure of the BCSC's secondary schools. Academic eligibility for student athletes is a school decision based on academic effort and growth of each individual student. A player becomes ineligible if his/her 13th birthday occurs before August 1. If your child is planning on participating in/attending an after-school event(s), he/she must be in school to do so.

Student Clubs and Activities

Schmitt offers a variety of clubs and activities for students. We offer book clubs, robotics club, choir, mural club, art club, strings/violin group, basketball/cheer, Kindness club, LEGO robotics, Girls on the Run, Pathfinders, and Best Buddies. We are always interested in adding more opportunities for our students. If you are interested in sponsoring a club or activity, please call the office.

Health Services

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

1. **Immunizations (Policy #5320):** Indiana law and BCSC policy requires written documentation of immunizations from a physician or the Health Department for all students. This law provides that no child shall be permitted to attend school beyond the day of his enrollment without furnishing proof of the required immunizations. A full list of all school immunization requirements can be found online on the website for Indiana's state immunization registry (CHIRP): <https://chirp.in.gov/>. If you have a religious or medical exemption, we must have a parents and/or doctor signature every year.
2. **Emergency Care.** Blue information cards will be used to contact a parent/guardian in the event of an emergency. The parent/guardian signature on the nurse emergency card signifies permission for the student to receive emergency treatment.
3. **Illness:** Students experiencing illnesses at school notify the teacher. The student is then assessed by the nurse. If the student is too ill to remain in the classroom, the parent/guardian is called and expected to arrange for the child's care.

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

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

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

4. **Disease Management:** Students with chronic health conditions such as asthma, allergies, diabetes, seizures, etc. should notify the nurse each year at the beginning of school. The nurse, parent/guardian and student should meet to create an individualized health plan for the school year. Supplies can be kept for the student in the nurse's office.
5. **Medication (Policy #5330):** In order to protect the health and welfare of children, Indiana law requires that school observe certain safeguards in administering medication to students. If the nurse is to administer medicine to a student, the following procedures will be observed:
 - An order from the physician is required for prescription medications to be given at school.
 - Medication should be in the original and properly labeled container.
 - Written permission from a parent/guardian is required for an over the counter medication to be given at school.
 - All medication must be registered and stored in the Nurse's office.
 - Prescription or non-prescription medications must be renewed each school year.
 - Any medications not picked up at the end of the school year will be destroyed.
 - Medications cannot be transported on the bus. Please drop them off at the nurse's office.
 - A physician order is required for a student to self-carry medication.
 - Cough drops are not permitted in elementary school due to the potential risk of choking.
6. **Lice:** The most common symptom of lice is itching. Parent/Guardians will be notified if a student is found to have live lice. The student will be sent home for treatment; bus transportation is not available in this situation. Head lice are not a sign of poor hygiene and they do not transmit disease.
7. **Health Screenings:** The state required health screenings are listed below. Parents are notified by letter of the hearing and vision failures in order for the student to receive further medical assistance. If you do not wish to have your student screened, written notification must be provided to the school nurse.

Service:

Speech & Hearing Test
Vision Test
Height & Weight
Blood Pressure Screening
Dental Screening

Administered by:

School Nurse/Speech/Hearing Therapist (Grades 1, 4)
School Nurse/Optometrists (Grades 1, 3, 5)
School Nurse (Grades K-6)
School Nurse (Grade 1, 3, 5)
County Dental Hygienist (Grades 2, 5)

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

Counseling Services

Schmitt Elementary has a school counselor to help students achieve the highest growth both socially and emotionally. Based on the need of each student, he or she may participate in individual, small group or classroom activities in order to help meet these goals. Parent conferences are also offered when a parent, teacher or student feels it is necessary. The Counselor is available to meet with the parent to discuss anything that may affect a student's performance at school. We also have a full time Centerstone therapist and a Family Support Specialist who might be available based on the needs of your child and family. Please call our office if you would like additional information.

Schmitt Parent Involvement and PTO

The purpose of the Schmitt PTO is to provide an opportunity for everyone to come together to identify student and teacher resource needs, express ideas, and establish and achieve goals that will enrich our children's educational experience. Our Rocket PTO sponsors many Schmitt events. Please be sure to fill out the information sheet included in your child's folder regarding family involvement.

Recess

Fresh air and outdoor play are beneficial for our students! We will take our students outdoors as long as it is not raining or snowing and if the wind chill is above 20 degrees. All students should have appropriate clothing for outdoor play. Contact our school nurse if you need assistance in obtaining warm clothing. We encourage all students to participate in outdoor recess, unless a doctor's statement is on file.

Building Crisis Information**EMERGENCY DRILLS**

Drills are held regularly to help ensure the safety of the students at Schmitt Elementary. During fire, tornado, earthquake, and evacuation drills, students are expected to:

- follow directions of their teachers.
- go to designated safe areas with no running or pushing.
- remain at a voice Level 0 so directions can be heard.

SAFE SCHOOLS EMERGENCY PLANNING

The safety of students and staff must be a priority in schools today. Each school has developed a comprehensive plan for response to emergency situations. To provide students and staff members the opportunity to practice the outlined procedures, drills are held regularly for fire, tornado, earthquake and Run, Hide, Fight.

The complete document, BCSC Crisis Plan & Schmitt Elementary Emergency Situations Procedures, is available for parent review online.

Additional Information and Frequently Asked Questions

I have moved. What should I do?

Please notify the office and teacher as soon as possible of any change of address or phone number. If your move takes you out of the school district:

- Please be sure that both the teacher and office staff is aware.
- If you'd like to request for your child to stay at Schmitt, please obtain a Transfer Request Form from the office. Transfers are approved on positive behavior and attendance, as well as class sizes.
- Return all textbooks, library books, and Chromebooks before moving.

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

I am a part of a group that wishes to use or rent a BCSC School. What are my options?

Any group wishing to use the school building must call John Johnson at Columbus North High School (812 376-4236). School usage forms are available in the school office.

Lost and Found

A lost and found location for large items (i.e. – coats, backpacks, lunchboxes, etc.) is located outside the cafeteria doors. Smaller items such as jewelry, toys, money, etc. may be turned in to the school office. Students should check both places for lost items. Items not claimed will be donated or disposed of at the end of each semester. Please consider labeling as many items as you can before the school year begins.

Distribution of Materials

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

Phones and Other Devices from Home

If a student chooses to bring his or her phone to school, it should remain off and in his or her backpack unless using for educational purposes with teacher permission. Students who bring phones to school run the risk of having them misplaced or damaged. Tablets, iPads, or any other device used in the classroom should only be brought to school with the teacher's permission and should only be used in the classroom for educational purposes. Parents should contact the teacher to verify permission. These devices will be used without network connection or support. The student should not share their personal device with others, and the school cannot accept responsibility for lost or damaged items. If social media use interrupts the learning environment, consequences will be given to the student at school.

School Board Policies

FERPA

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 year of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or reliable student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S./ Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

Disclosure of Student Directory Information

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

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

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

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

Student Hazing & Bullying (overview)

Policy 5516

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

Anti-Harassment (Overview)

Policy 5517

All students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting harassment issues. This commitment applies to all School Corporation operations, programs, and activities. The School Corporation will enforce its prohibition against harassment based on gender, age, race, color, national origin, including limited English language and other differences, religious/creed, disability, and any other unlawful basis (i.e. sexual harassment, bullying, etc.) Allegations of harassment will be investigated immediately, and appropriate action will be based on the results of that investigation. – Copies of policy 5517 may be found online.

Non-Discrimination Policy

Policy 3122

Bartholomew Consolidated School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Teresa Heiny, Assistant Superintendent
1200 Central Avenue
Columbus, IN 47201

Nondiscrimination and Access to Equal Educational Opportunity

Policy 2260

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

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

EPA

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

Pest Control and Use of Pesticides

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

Criminal Organizations and Criminal Organization Activity

Policy 5840

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

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

ANIMALS ON SCHOOL CORPORATION PROPERTY

Policy 8390

Animals permitted in schools and elsewhere on Corporation property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with an Individualized Education Program or a Section 504 Plan, or those that serve as service animals as required by Federal

and State law. A non-service animal may be allowed on Corporation property under certain conditions. Please see BCSC Policy 8390 for additional information.

BCSC SEARCH AND SEIZURE

Suspicion of controlled substance use or possession can result in a canine search by law enforcement officials. Possession of controlled substance, illicit substance (tobacco products/alcohol), or weapons (knives, guns, chains, etc.) may result in suspension or expulsion.

SUBSTANCE ABUSE

A student shall not use or consume, have in his or her possession, buy, sell, or give away any paraphernalia, illicit chemical or product or any substance represented to be a controlled substance.

Paraphernalia without Residue

Violation 1: In-school suspension and a letter/parent contact from the Student Assistance Director.

Violation 2: Out of school suspension and a meeting with the Student Assistance Director

Violation 3: Expulsion

(Paraphernalia with residue may result in immediate suspension or expulsion.)

Any BCSC principal may request a canine search. To support this search, the principal shall provide facts and circumstances to the Superintendent or designee, which would support a reasonable suspicion, to believe there is a controlled substance use or possession in the school building or vehicle in the school parking lot.

When there is reasonable suspicion that any BCSC student is under the influence of alcohol or drugs while in attendance at school or a school function, the student will be referred to the principal or designee who will determine whether or not a school administered drug test is required. Refusal to submit to a drug/alcohol test will be considered an admission of being under the influence of alcohol or other drugs. A positive test will be considered a violation of the BCSC Substance Abuse Policy 5-7-3-7 and will receive consequences as listed herein.

The Bartholomew Consolidated School Corporation maintains a CRISIS HOTLINE throughout the school year. If you know of a student in crisis, please call (812) 379-7710. Unless you choose to identify yourself, this is an anonymous call.

BULLYING INCIDENT REPORT

Staff at Schmitt Elementary School take bullying very seriously. To be a true bullying situation, the following must be present:

- Intentional acts
- An imbalance of power between the bully and victim
- Repeated over time
- Causes others embarrassment, pain, or discomfort

If you have witnessed or are the victim of the above, please complete the online form on the school website or contact the school immediately.

Bullying means overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

BULLYING

Policy 5517.01

Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school

grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

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

BCSC Wellness Policy

Policy 8510

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

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

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

AHERA ANNUAL NOTICE

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

ANIMALS ON SCHOOL CORPORATION PROPERTY

Policy 8390

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

This policy shall apply to all animals on School Corporation property, including service animals.

Copies of the full policy can be viewed online.

SMOKING

Policy 7434

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

FREE SPEECH

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

PLEDGE OF ALLEGIANCE

Policy 8801.01

Each building principal shall ensure that a daily opportunity is provided for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate in the Pledge of Allegiance if the student or student's parent chooses for the student not to participate. Students who are exempt from reciting the pledge shall remain quietly standing or sitting while others recite and shall

make no display that disrupts or distracts other students who are reciting the pledge. Students who participate shall stand and recite while facing the United States flag with their right hand over their hearts or in an appropriate salute if in uniform. The student code of conduct applies for disruptive behavior during the recitation of the pledge in the same manner as provided for in other circumstances of such behavior.

MOMENT OF SILENCE

Policy 8801.02

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

Technology Use Agreement **Student Responsible Use Policy**

Bartholomew Consolidated School Corporation (BCSC) will be providing your child with access to current technologies including the Internet and access to the BCSC computer network. With this educational opportunity comes responsibility to use these networks in a productive and ethical manner. When your child receives an account number and password, it is extremely important that s/he abide by the enclosed agreement which is to be signed by both the child and the parent.

Our goal is to provide an Internet environment that is safe and appropriate for all of our students. Bartholomew Consolidated School Corporation currently uses a commercial Internet screening product that filters Internet content and does not allow access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using the resources appropriately and design use according to their grade level.

At the beginning of each school year, your child's teacher will discuss the appropriate use of technology including the use of the Internet. The district's *Technology Acceptable Use Policy*, *Web Publishing Guidelines*, and *Safe Use of the Internet Guidelines* will be reviewed. Students will be expected to follow the rules established in these guidelines. Your local school may implement additional Internet and computer use procedures to make the experience safe and engaging for students. Any inappropriate use of the computer networks will result in the loss of the privilege to use this educational tool and possibly to disciplinary action as well.

Since you are legally responsible for your son/daughters actions, you may want to stress the importance of using only his/her own account number and password and the necessity of guarding against their use by others. Under NO circumstances should anyone else be given the information to access your child's account.

Because the use of the Internet is becoming an integral part of learning and our society at large, all students are granted access when they are enrolled in our schools. If you DO NOT want your student to have access to the Internet, please contact your child's teacher(s) and access will be declined. If assignments require the use of the Internet, alternatives will be provided.

Bartholomew Consolidated School Corporation is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet brings with it the potential availability of material that is of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel are putting great effort into ensuring appropriate access, we cannot **guarantee** that students will not locate material that may be objectionable. We continue to rely on a student's judgment to use the Internet ethically, responsibly, and in accordance with the guidelines outlined by the district.

If you would like to review the district Internet guidelines with your child, they can be reviewed at the Bartholomew Consolidated School Corporation's By-laws and Policies website <http://www.neola.com/bartholomew-in/> under policy **7540.03 - INTERNET SAFETY POLICY** or you can view a copy in the school office. Your cooperation in helping students understand appropriate use of the Internet is greatly appreciated.

Proper use of the **Internet** is a joint responsibility of students, parents, and employees of the school corporation. **BCSC** retains the right to review and edit any materials downloaded, stored, or used on school computers. Before connecting to the Internet, students must first notify their teacher, teacher assistant or librarian. Violations of the policies will be dealt with seriously. Violators will be subjected to the loss of computing privileges and the normal disciplinary procedures of **BCSC**, including referral to police authorities.

Use of information obtained via the Internet is at the student's own risk. Bartholomew Consolidated School Corporation denies any responsibility for any unauthorized financial obligations resulting from the use of school resources and accounts to access the Internet.

Access to the BCSC's electronic communications system(s) and technology resources is provided without charge to students for instructional purposes and is a privilege, not a right. All students shall be required to acknowledge receipt and understanding of the administrative regulations governing use of the system(s) and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations will result in disciplinary action consistent with BCSC policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Users MAY use the technology and Internet access provided by BCSC to research and complete assigned classroom projects, and to send electronic mail for educational purposes using BCSC-provided email accounts to others users, both inside and outside of BCSC.

Users MAY NOT:

1. Circumvent or attempt to circumvent any technology protections and/or filters installed by BCSC.
2. Use technology and Internet access provided by BCSC for any illegal purpose, including but not limited to the violation of copyright laws.
3. Use technology and Internet access provided by BCSC to harass or bully others, vandalize, or disable programs, or download or upload any inappropriate or destructive materials (viruses, worms, copyrighted material, etc.)
4. Use technology and Internet access provided by BCSC to transmit or receive any inappropriate materials.
5. Use technology and Internet access provided by BCSC to access, use or modify another's materials regardless of whether the operating system allows this.
6. Use or attempt to retrieve and/or use another person's ID or password including but not limited to the use of "packet sniffers" and key logging software to gain access to technology and Internet access provided by BCSC.
7. Forge or attempt to forge electronic mail messages.
8. Attempt to read, delete, copy, or modify the electronic mail of other system users or deliberately interfere with the ability of other system users to send/receive electronic mail.
9. Waste materials/resources.
10. Engage in any activity, including the playing of games, that is not part of an approved educational program.
11. Access chat rooms, instant messaging services, or social networking sites/service without permission from a teacher or administrator.
12. Upload or install programs on BCSC computer(s) without appropriate authorization from the Technology Division.
13. Knowingly bring prohibited materials into BCSC's electronic communication system(s).
14. Harm, destroy school equipment or materials, data of another user of the BCSC's system(s), or any of the agencies or other networks that are connected to the Internet
15. Attempt to compromise, degrade, or disrupt system performance
16. Modify or reconfigure the software, data, or hardware of any BCSC resource (e.g., system/network administration) without appropriate authorization or permission.

Please also refer to the BCSC Technology Handbook for further information.

I will initial on the last page of this handbook that I have received, read, and agree to abide by these Acceptable Use Policy Rules.



Schmitt Elementary
Title I Home and School Compact
2021-2022



It is our belief that we need everyone to be actively involved in our school.
Our goal is to provide a **safe and caring learning environment and provide high-quality instruction** of the Indiana Academic Standards to all students.

Principal: Mrs. Kaity Day
Assistant Principal: Mr. Patrick Mahaffey

As a family member, I will...

- | |
|--|
| <ul style="list-style-type: none">• remember that I am my child's first and most important teacher• be sure my child is well rested and on time each day• listen and discuss with my child events of the school day• provide a quiet place to learn at home• make an effort to attend school activities and volunteer when I can• spend 15-20 minutes a day reading to my child or listening to my child read |
|--|

As staff members, we will...

- | |
|--|
| <ul style="list-style-type: none">• demonstrate care and concern for each student by developing positive relationships• encourage students to be independent readers, writers, and thinkers• provide instruction for learners supporting their individual needs• communicate with families about child's progress through reports, parent/teacher conferences, etc.• provide resources to parents that will assist in the improvement of academic performance• support and encourage family involvement by offering family activities and opportunities to volunteer• encourage students to read 15-20 minutes at home daily |
|--|

As a student, I will...

- | |
|--|
| <ul style="list-style-type: none">• be ready to learn each day• strive to be an expert learner even when the work is hard• be responsible for my actions• respect those around me so everyone can learn• communicate about my school day with my family• read 15-20 minutes daily |
|--|

Schmitt Elementary

Título 1 Acuerdo entre Hogar y Escuela

2021-2022

Creemos que necesitamos que todos participen activamente en nuestra escuela. Nuestro objetivo es proporcionar **un ambiente de aprendizaje seguro y afectuoso** y proporcionar **instrucción de alta calidad** de los Estándares Académicos de Indiana para todos los estudiantes.

Directora: Mrs. Kaity Day

Sub-Director: Sr. Patrick Mahaffey

Como padre de familia, yo deberé ...

- recordar que soy el primer y más importante maestro de mi hijo
- asegurarme de que mi hijo esté bien descansado y llegue a tiempo todos los días
- escuchar y discutir con mi hijo los eventos del día escolar
- hacer un esfuerzo para asistir a las actividades escolares y ser voluntario cuando pueda
- proporcionar un lugar tranquilo para aprender en casa
- pasar de 15 a 20 minutos al día leyendo a mi hijo o escuchando a mi hijo leer

Como miembros del personal, nosotros deberemos ...

- demostrar cuidado y preocupación por cada estudiante mediante el desarrollo de relaciones positivas
- alentar a los estudiantes a ser lectores, escritores y pensadores independientes
- proporcionar instrucción para los alumnos que apoyan sus necesidades individuales
- comunicarse con las familias sobre el progreso del niño a través de informes, conferencias de padres / maestros, etc.
- proporcionar recursos a los padres que ayudarán a mejorar el rendimiento académico
- apoyar y alentar la participación familiar ofreciendo actividades familiares y oportunidades para ser voluntario
- alentar a los estudiantes a leer 15-20 minutos en casa todos los días

Como estudiante, yo deberé ...

- estar listo para aprender cada día
- esforzarse por ser un aprendiz experto incluso cuando el trabajo es difícil
- ser responsable de mis acciones
- respetar a quienes me rodean para que todos puedan aprender
- comunicar acerca de mi día escolar con mi familia
- leer 15-20 minutos diarios

Parent and Family Engagement Policy
Bartholomew Consolidated School Corporation
2020-2021
L.C. Schmitt Elementary

The vision of Bartholomew Consolidated School Corporation's Title I Program is to provide services and resources to eligible students, educators, and families. Title I funding in Bartholomew Consolidated School Corporation supports programming at Clifty Creek Elementary, L. C. Schmitt Elementary, L. Frances Smith Elementary, Taylorsville Elementary, and BCSC Pre-K. **The Title I program believes adults in a family are the child's first and most important teachers and that the family's continued involvement is essential for the success of the child.**

To support this Parent and Family Engagement Policy, the Title I program will provide the following:

1. COORDINATION of Title I programs through the Director of Title Service with the assistance of parents and staff to help build ties between home and school
2. ACTIVE SUPPORT of parents and family members to strengthen their participation in the child's learning
3. CONVENE an annual meeting each September to share Title I information with family members
4. PARTICIPATION of family members in the design and implementation of school and Title I programs through a Continuous Improvement Council and the Title I Parent Advisory Council
5. CONTINUING SUPPORT SERVICES for children and families including facilities, activities and recognition: working with Big Brothers and Big Sisters, Family School Partners, Su Casa, Centerstone, Family Services, McDowell Adult Education, and i-CARE
6. OFFER A FLEXIBLE number of family meetings and workshops, in mornings and/or evenings that may include childcare, transportation, and/or home visits
7. TRAINING for parents, family members, and teaching staff through coordination with community programs, workshops, home visits, i-CARE, Council for Youth Development, Su Casa, Foster Grandparents, IUPUC, Bartholomew County Public Library, and McDowell Adult Education
8. EMPHASIZE to educators the importance of working with families as equal partners
9. COMMUNICATION that is ongoing, open, and varied and includes timely information about the Title I programs through newsletters, phone calls, emails, text messages, social media, and the Title I website in a language families can understand
10. ONGOING ASSESSMENT AND EVALUATION of requirements, needs, resources, activities, and programming by staff and parents, including the Title I Parent Advisory Council where families have the opportunity to provide comments and suggestions
11. INVOLVE FAMILIES in the transition of Pre-K students in the school setting with meetings, readiness workshops, and activities throughout the year

Política de participación de padres y familias
Bartholomew Consolidated School Corporation
2020-2021
Schmitt Elementary

La visión del Programa Título I de Bartholomew Consolidated School Corporation es proporcionar servicios y recursos a estudiantes, educadores y familias elegibles. El financiamiento del Título I en Bartholomew Consolidated School Corporation apoya la programación en Clifty Creek Elementary, L. C. Schmitt Elementary, L. Frances Smith Elementary, Taylorsville Elementary y BCSC Pre-K. **El programa de Título I cree que los adultos en una familia son los primeros y más importantes maestros del niño y que la participación continua de la familia es esencial para el éxito del niño**

Para apoyar esta Política de participación de padres y familias, el programa de Título I proporcionará lo siguiente:

- 1. COORDINACIÓN** de los programas de Título I a través del director de Title Service con la asistencia de padres y personal para ayudar a construir lazos entre el hogar y la escuela
- 2. APOYO ACTIVO** de padres y otros miembros de la familia para fortalecer su participación en el aprendizaje del niño
- 3. CONVOCAR** una reunión anual cada Septiembre para compartir información del Título I con miembros de la familia
- 4. PARTICIPACIÓN** de los miembros de la familia en el diseño e implementación de Programas de Título I a través del Consejo de mejora Continua Comité de prevención del Título I
- 5. CONTINUACIÓN DE LOS SERVICIOS DE SOPORTE** para niños y familias, incluidas las instalaciones, actividades y reconocimiento: en conjunto con Family School Partners, Su Casa, Centerstone, Family Services, McDowell Adult Education, y i-CARE
- 6. OFRECER UN NÚMERO FLEXIBLE** de reuniones y talleres para familias, por las mañanas y / o noches que pueden incluir cuidado de niños, transporte y/o hogar
- 7. ENTRENAMIENTO** para padres, familiares y personal docente a través de la coordinación con programas comunitarios, talleres, visitas domiciliarias, con i-CARE, Council for Youth Development, Su Casa, Foster Grandparents, IUPUC, Bartholomew County Public Library, y McDowell Adult Education
- 8. ENFATIZAR** a los educadores la importancia de trabajar con las familias como socios iguales
- 9. COMUNICACIÓN** continua, abierta y variada que incluya información oportuna sobre los programas de Título I a través de boletines, llamadas telefónicas, correos electrónicos, mensajes de texto, redes sociales y el sitio web de Título I en un idioma que las familias puedan entender
- 10. EVALUACIÓN CONTINUA** de necesidades requeridas, recursos, actividades y programación por parte del personal y padres, incluido el Comité de prevención. Las familias tienen la oportunidad de proporcionar comentarios y sugerencias
- 11. INVOLUCRAR A LAS FAMILIAS** en la transición de Estudiantes de prekínder en el entorno escolar con reuniones, talleres de preparación y actividades durante todo el año.

L.C. Schmitt Elementary School Permission Form

At Schmitt Elementary, we do our best to give our students as many opportunities as possible for authentic experiences. These experiences help children connect ideas and relationships for a better understanding of the world around them.

This permission form allows your child to participate in in-country activities. Teachers will always notify families prior to the trip giving the specific dates and times. All trips outside of Bartholomew County will require an additional permission form.

We also want to recognize the accomplishments of our children when they earn awards, create projects, participate in school events, etc. This is done in ways such as including the names of students in the Schmitt Elementary newsletter, using pictures on bulletin boards and websites such as our school Facebook page, and displaying student work. Sometimes The Republic will come to school to highlight a special event. **This form also includes permission for this recognition.** Internet use information is included in the Technology Agreement. **This form includes permission for Internet use.**

At Schmitt Elementary, our students are able to use a traverse climbing wall. At its highest point, the wall measures 8 feet and is 20 feet long. Participants climb horizontally (sideways) along the wall to the other side. During the climb their feet will never be higher than 3 feet off the ground. There is also a safety mat under the wall and your child will be under supervision at all times. **This form includes permission for the climbing wall during gym class.**

Please initial or mark next to each item below and sign at the bottom, giving your child permission to participate. Please return this form to the classroom teacher.

_____ I have read the handbook, understand, and agree to the Technology Use Agreement.

TITLE I COMPACT

_____ I have read the handbook, understand, and agree to the Title I compact.



IN-COUNTY FIELD TRIPS

_____ I give permission for my child to participate in field trips within Bartholomew County.

MEDIA/PHOTO/INFORMATION DISCLOSURE

_____ I have read the handbook regarding disclosure of directory information under FERPA, and I give permission for my child to be recognized as mentioned above.

SPECIALS PERMISSION

_____ My child can participate in indoor rock climbing during PE class.

_____ My child can use tools in art or STEM class such as a hole punch and hot glue gun with adult supervision (depending on the age of your child).

Student Name: _____

Homeroom Teacher: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

L.C. Formulario de permiso de la escuela primaria Schmitt En la escuela de primaria “Schmitt” , hacemos todo lo posible para brindarles a nuestros estudiantes la mayor cantidad de oportunidades posibles para experiencias auténticas. Estas experiencias ayudan a los niños a conectar ideas y relaciones para una mejor comprensión del mundo que los rodea.

Este formulario de permiso le permite a su hijo participar en actividades en el país. Los maestros siempre notificarán a las familias antes de un viaje dando las fechas y horas específicas. Todos los viajes fuera del condado de Bartholomew requerirán un formulario de permiso adicional.

También queremos reconocer los logros de nuestros niños cuando ganan premios, crean proyectos, participan en eventos escolares, etc. Esto se hace de maneras tales como incluir los nombres de los estudiantes en el boletín de Schmitt Elementary, usando imágenes en tableros de anuncios y sitios web. como la página de Facebook de nuestra escuela, y muestra el trabajo de los estudiantes. A veces, The Republic, el periódico, vendrá a la escuela para destacar un evento especial. **Este formulario también incluye permiso para este reconocimiento.** La información sobre el uso de Internet se incluye en el Acuerdo de Tecnología. **Este formulario incluye permiso para el uso de Internet.**

En la escuela primaria Schmitt, nuestros estudiantes pueden escalar un muro transversal. En su punto más alto, la pared mide 8 pies y tiene 20 pies de largo. Los participantes trepan horizontalmente (de lado) a lo largo de la pared hasta el otro lado. Durante el ascenso, sus pies nunca estarán a más de 3 pies del suelo. También hay una alfombra de seguridad debajo de la pared y su hijo estará bajo supervisión en todo momento. **Este formulario incluye permiso para la pared de escalada durante la clase de gimnasia.**

Por favor, escriba sus iniciales o marque al lado de cada elemento a continuación y firme en la parte inferior, dando permiso a su hijo para participar. Por favor devuelva este formulario al maestro de la clase.

_____ He leído el manual, entiendo y estoy de acuerdo con el Acuerdo de uso de tecnología.

TÍTULO I PACTO

_____ He leído el manual, entiendo y estoy de acuerdo con el convenio del Título I.

VIAJES DE CAMPO DENTRO DEL CONDADO

_____ Doy permiso para que mi hijo participe en excursiones dentro del condado de Bartholomew.

DIVULGACIÓN DE MEDIOS / FOTOS / INFORMACIÓN

_____ He leído el manual sobre la divulgación de información de directorio bajo FERPA, y doy permiso para que mi hijo sea reconocido como se mencionó anteriormente.

PERMISO ESPECIAL

_____ Mi hijo puede participar en escalada en roca bajo techo durante la clase de educación física.

_____ Mi hijo puede usar herramientas en la clase de arte o STEM, como una perforadora y una pistola de pegamento caliente, con la supervisión de un adulto (según la edad de su hijo).

Nombre del estudiante: _____

Maestro de salón: _____

Firma del estudiante: _____ Fecha: _____

Firma del padre: _____ Fecha: _____