



Benton Community School Corporation 2019 – 2020 Elementary Handbook

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This handbook is provided by the Benton Community School Corporation to offer helpful information. The BCSC website www.benton.k12.in.us features links to school website, calendars, school supply lists, current information, and official policy updates. Many questions will also be answered by school, class, and corporation newsletters.

Policies of the Benton Community School Corporation, Indiana Department of Education, Indiana Criminal Code, Indiana Administrative Code, and/or Federal Laws, will supersede policies and regulations within this handbook.

- The term he, his, and similar pronouns used in this document are used in their universal sense and are not meant to imply discrimination.

The contents of this handbook were adopted in full by the Board of School Trustees of Benton Community School Corporation on July 22, 2019.

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MISSION STATEMENT	
“The mission of BCSC is to ensure all students develop academically, creatively, physically, and socially into the finest version of themselves.”	
<p style="text-align: center;">CORE VALUES</p> <p>We believe...</p> <ul style="list-style-type: none"> • Everyone can learn. • Everyone should be treated fairly. • Everyone should be engaged in learning. • In a positive and safe environment. • Community support is vital to learning. • In providing for success in today’s world. • Positive climate and resources provide learning for all. 	<p style="text-align: center;">STRATEGIC KEY CONCEPTS</p> <ul style="list-style-type: none"> • Work closely with our community stakeholders and develop partnerships • Ensure that all employees know and implement our mission and standards • Support alignment within systems and practices to accomplish our mission and goals • Consistent, valuable communication among all stakeholders at all levels • Implement unified professional development corporation wide
DELIMITERS	
<p>We will...</p> <ul style="list-style-type: none"> • Not adopt any new program, practices, or services unless it supports our mission. • Not continue ineffective programs, practices, or services. • Not stifle innovation. 	

Daily School Schedules

Boswell Elementary and Otterbein Elementary

7:50 Breakfast students enter and proceed to the cafeteria
8:00 Students enter and proceed to the classrooms
8:15 Tardy Bell: Students must be in their classrooms
3:10 Car Riders and/or Walkers are released
3:25 Buses are released

Prairie Crossing Elementary

7:50 Breakfast students proceed to the cafeteria
8:00 Students enter and proceed to the classrooms
8:15 Tardy Bell: Students must be in their classroom
3:05 Car Riders and/or Walkers are released
3:20 Buses are released

Activities Will Not Be Scheduled on Wednesday Nights

No BCSC activity will be scheduled after 5:30 p.m. on any Wednesday evening.

Alternative Classroom Setting

Alternative Classroom Setting will be utilized for students with more serious behavior/discipline problems. The Alternative Classroom Setting classroom consists of an isolated area where students will be sent for certain disciplinary reasons. Teachers will be contacted prior to having one of their students reporting to the classroom for the purpose of having assignments given to that student. Students are technically not absent from school, and their absence from class should not be recorded for the attendance policy and not recorded as a suspension.

Americans with Disabilities Act

Recruitment, Advertisement, Application, and Employment Notice of Non-Discrimination

The Benton Community School Corporation is committed to compliance to the Americans with Disabilities Act (ADA), Title VI, and Title IX. We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our facilities, programs, activities, and employment.

It is unlawful for the Benton Community School Corporation to discriminate on the basis of disability against a qualified individual with a disability in regard to:

- a. recruitment, advertising, job application, and employment procedures;
- b. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, and rehiring;
- c. rates of pay or any other form of compensation and changes in compensation;
- d. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- e. leaves of absence, sick leave, or any other leave;
- f. fringe benefits available by virtue of employment, whether or not administered by the covered entity;
- g. selection and financial support for training, including: apprenticeships, professional meetings, conferences, and other related activities, and selection for leaves of absences to pursue training;
- h. activities sponsored by a covered entity including social and recreational programs;
- i. any other term, condition, privilege of employment.

The Benton Community School Corporation will not isolate individuals with disabilities, discriminate on the basis of disabilities through contracts, and avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability, of the individual. We will consider reasonable accommodations providing the individual can perform essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

The Benton Community School Corporation is committed to meeting the intent and spirit of the ADA. All employees are urged in helping the Benton Community School Corporation to meet this goal.

Every teacher will determine absences, report them to the attendance office at the beginning of the day, and keep accurate records in the grade book or on the computer. Teachers are responsible to make corrections in attendance records when necessary and for purposes of notifying the office of corrections. If you believe that the Benton Community School Corporation has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact the Superintendent and Section 504/ADA Coordinator, phone 765-884-0850, at 405 South Grant Avenue, Fowler, Indiana 47944.

References: 29C.F.R. Sec. 1630.4, 56 Fed. Reg. 35736-35737, 26 July 1991 42 U.S.C. 12112 (Sec. 102[b]).

Attendance

Indiana Code 20-33-2-27 states that, "it is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter."

Every child under the age of 18 years who resides within the attendance area of this school corporation must attend school each school year for the number of school days contained within the calendar adopted by the Board of School Trustees unless otherwise exempted by an applicable provision or statute of the Indiana Code or federal law. (Indiana Code 20-33-2-3 to 20-33-2-6 and Indiana Code 20-26-11-1 to 20-26-11-18.)

Allowable Absences

Excused absences are absences with proper documentation; or by extenuating circumstances. A student excused from school for the following reasons shall not be recorded as being absent on any date for which the excuse is operative. Indiana School Law (IC 20-8.1-3-18 and subsequent sections) permits school officials to excuse absences for the following reasons:

Unexcused/Unverified Absences

These will count toward a 5 day limit.

The definition of an unexcused/unverified absence will be as follows:

1. Students who miss school without the knowledge of their parents/guardians.
2. If a parent/guardian has not called the attendance office within a twenty-four hour period of the absence.
3. If a parent/guardian has not sent a note to the attendance office personnel within twenty-four hours of the last day of absence.
4. Absences considered by the administration to be "skipping" school. Students who fail to sign in without permission from both the school and home shall be considered to be "skipping" school.
5. If a student at any time uses a forged note.
6. Students who miss school for an appointment and do not turn in a note stating they were at an appointment.

(Indiana Code 20-33-2, 14-17.5, 46)

Extenuating Circumstances

The only exception to the attendance regulation shall be extenuating circumstances that are verified by school administration and the Attendance Officer. Documented evidence shall be presented indicating

circumstances such as chronic illness, hospitalization, or similar extenuating circumstances or a medical excuse from a licensed medical person such as physician, dentist, optometrist, psychologist, or psychiatrist.

Absence Verification

- Full and Partial Day
 - If a student is to be absent, regardless of the reason, the parent or guardian must call the school on the morning that student is absent by 9:00 to report the absence. The student must bring a written note stating the reason for the absence and the number of days absent upon their return to school. If/when a lack of notification occurs the following procedures are in place for all students per semester

Reporting/Attendance Letters

- Third Absence - Written notification sent to parents.
- Fifth Absence - Written notification sent to parents. Conference with school administration or home visit conducted. Documentation required to be sent to Benton County Probation Office and Benton County Prosecutor's Office.
- Seventh Absence - Written notification sent to parents/guardian. Case referred to Attendance Committee to discuss alternatives. Documentation required to be sent to Benton County Probation Office and Benton County Prosecutor's Office. Student placed on Attendance Watch and Attendance Contract will be completed.
- Tenth Absence - Written notification sent to parents/guardian. Referral to Department of Child Services and Benton County Probation Department.

Attendance Committee/ Attendance Contract

- Attendance Committee shall consist of the principal, the school nurse, the school secretary, and a principal designee. The purpose of the committee is to monitor student absences and determine the best path for student success when those absences reach a total of 7 per semester.
- Parents/guardians and their students may present supportive information to the committee in person. If the parent/guardian and their students fail or do not appear for a scheduled meeting with the Attendance Committee, the committee shall have the option to determine consequences on the behalf of the parent/guardian and student.
- Attendance Contract:
 - Identification of at-risk students: Students and families that have excessive absences (7 or more per semester) are identified as "at-risk" by the Attendance Committee and placed on Attendance Contract.
 - Daily Check: If an identified at-risk student is not in school by 8:30 am, follow up is completed by a staff member reiterating Attendance Policies and/or Attendance Contracts.

Leaving or Returning to School/ Pre-arranged Absences

- Arrangements should be made in advance if a student is to leave school during the school day by a note or phone call. Emergencies should be referred to an administrator.
- All prearranged absences for the purpose of attending funerals, required court appearances, or other obligations must be arranged with the building principal at least one day in advance of the absence. Parent or doctor notes, appointment cards, and court notices are required.
- A student arriving at school after 8:15 a.m. or returning to school throughout the day must report to the office and be signed in by an adult. Students returning to school for a half-day should be at school by 12:00 p.m. Exceptions to this will be made on an individual basis and should be discussed with the building principal.

Procedure for Medical/Court Appointments

Parents are encouraged to schedule appointments for their children at times other than regular school hours, preferably after school or during vacation time. If it is necessary to schedule the appointment

during school instructional hours, the absence will be excused only if the student brings a note from the provider/court upon their return to school or within ten days of the appointment. The note should state the time in and time out from the appointment and the student will only be excused for that time along with travel time.

Student Vacations During the School Year

The school discourages vacations which keep students from school. Arrangements must be made with the building principal at least two days prior to departure date. Time missed will be counted as an authorized absence by an unexcused absence. Assignments may be given in advance and students and parents should work with their teachers to agree upon a due date. Students are encouraged to have all make up work completed on their first day of return to school.

Missed Assignments-Prearranged Absence/ Absences & Extra Curricular Participation

- Upon returning to school it is the responsibility of the student to obtain missed work or assignments. Make-up work must be turned in AS SOON AS POSSIBLE but no later than the number of instructional days missed plus one day. For example, if a student is absent three days of school, that student must turn in their assignments on day four of their return to receive credit. Exceptions may be made per teacher discretion. Parents may call to request homework be prepared for pick up at school. Teachers must have notice and all calls should be placed by 1:00 p.m. to the office on the day of the absence. Homework may be picked up by the parent/guardian in the front office by 2:45 p.m.
- The school assumes that a student who is unable to attend school during the instructional day because of illness will be unable to attend social functions, or participate in extra-curricular activities later that same day.

Perfect Attendance

Perfect attendance is defined as being in attendance a full instructional day every day school is in session. An award may be given at the end of a the grading period, semester, and/or school year to all students who have met these requirements. Students receiving this award shall have no tardies and shall not have left school before the end of the instructional day. Field trips and state approved absences will not count against a student and their perfect attendance.

Bicycle Riders

Students displaying safe habits will be allowed to ride their bicycles to school at Boswell and Otterbein Elementary with parent permission. Bikes shall be parked and locked in the racks at the side of each school building. The school is not responsible for damaged, lost, or stolen bicycles.

Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - places the targeted student in reasonable fear of harm to the targeted student's person or property;
 - has a substantially detrimental effect on the targeted student's physical or mental health;
 - has the effect of substantially interfering with the targeted student's academic performance;or

- 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
 4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the *[school administrator]* who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the *[school administrator]*. This report may be made anonymously.
 5. The *[school administrator]* shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
 6. The *[school administrator]* will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
 7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
 8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
 9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
 10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
 11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
 13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.
 14. The Bullying Incident Form is available at the schools and corporation office. A link to the Department of Education anti-bullying web site is on the BCSC web site.

LEGAL REFERENCE: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5

Bus Safety & Behavior

- Riding the bus is a privilege. Students following the bus safety and behavior rules will be allowed to ride school busses. The school bus driver is in charge of all children riding on the bus. The driver's job is to ensure the safety of each child.
- Upon recommendation of the bus driver, school authorities shall deny the privilege of riding on the school bus to any student who refuses to conduct themselves in a manner consistent with school rules. Inappropriate behavior will be dealt with on a case-by-case basis by the bus driver, principal, or transportation director.

Bus Safety and Behavior Rules

1. Each student, upon entering the bus, must immediately sit in the seat assigned by the driver.
2. Students must sit during the entire trip. Do not change seats or stand up.
3. Quiet talking is allowed; no loud or offensive language.
4. Students will keep hands, feet, and objects to themselves, inside the bus.
5. Windows and doors will remain closed except by permission of the bus driver.
6. Students will enter or leave the bus when it has come to a full stop and the driver has opened the door.
7. Students will be waiting or on the way to the bus stop when the school bus arrives.
8. Food or drink is not to be opened or consumed on the bus while students are being transported to and from school or a school-sponsored activity unless approved by the driver or sponsor.

School Delays/Cancellations

Delays and cancellations can occur due to weather, road conditions, water main breaks, and other unforeseen circumstances. Student safety is our priority. The Superintendent works closely with the Director of Transportation and County Highway Department to make decisions about delaying or canceling school.

In case of an early dismissal, parents and children must have a plan of where to go and what to do ahead of time. An [Early Dismissal Information Sheet](#) must be filled out at registration.

In the event of a delay or cancellation, parents will receive phone notification from a BCSC-wide automated telephone messaging system. Your emergency phone number can be updated at registration, online on Harmony (student management system) or by contacting the school secretary.

Check the website announcement for the list of local radio and TV stations who announce delays and closings. Please do not call the school directly because phone lines need to be open for emergencies.

Change of Grade Placement for Students in Grades K-6

- The building principals of BCSC are authorized, with the approval of the superintendent, to place any student in grades K-6 at a grade level which is commensurate with the child's abilities and social development which would be conducive to the child's success in school.
- The parents or guardians of any child whose grade level should be changed should be advised of this in a personal conference. If a cooperative agreement cannot be obtained for an immediate change, the principal may do so after the child has enrolled in school for at least one grading period and the evaluations of the grading period indicate that the need for a change in grade level placement still exists.

Child Welfare - CHINS

In summary, IC 36-48-5 requires school employees to report to members of the administrative staff observed drug violations on or within 1,000 feet of school property. A written report must be filed by the administrator with a local law enforcement agency. A person making a report in good faith is immune from civil liabilities or penalties.

A report must be made for the following circumstances. A child is in need of services (CHINS) if before his/her 18th birthday:

1. The child's physical or mental condition is seriously impaired or seriously endangered as a result of the inability, refusal, or neglect of the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision;
2. The child's physical or mental health is seriously endangered due to injury by the act or omission of the child's parent, guardian, or custodian;
3. The child is a victim of a sex offense under provisions of rape, criminal deviate conduct, child molestation, child exploitation, child seduction, public indecency/indecent exposure, prostitution, or incest;
4. The child's parent, guardian, or custodian allows the child to participate in an obscene performance; or
5. The child's parent, guardian, or custodian allows the child to commit a sex offense.

A person making a report in good faith is immune from civil liabilities or penalties.

IC 36-48-5 requires school employees to report to members of the administrative staff observed drug violations on or within 1,000 feet of school property. A written report must be filed by the administrator with a local law enforcement agency.

The principal or designee will notify the correct social service agency. A written acknowledgment that the report was received and processed will be sent to the school and will be on file for verification.

Discipline & PBIS

- Benton Community School faculty and staff are committed to implementing methods and strategies to help children learn and develop attitudes of respect and responsibility toward themselves and others. Excellent behavior and manners are expected. We will strive to help children recognize, understand, and internalize the ideals of honesty, self-control, responsibility, cooperation, self-motivation, and independent thinking. We understand and accept that learning acceptable behavior is a process which evolves over time. Recognition of desired behavior and consequences for undesired behavior will be structured to encourage and lead students into making decisions which will result in positive relationships with all members of the school family
- In addition to each classroom discipline plan, there will be established a school-wide PBIS Plan which will be implemented during recesses, lunch and other times during the school day.
- All behavior policies are aimed at maintaining a school learning environment that is physically and emotionally safe as well as academically appropriate. Rules and policies have been established for both the classroom and school. Each teacher will establish rules for his/her classroom. School- and classroom-specific rules are provided to students and parents. Behavior expectations at all school-sponsored events will be the same as those at school.

Behavioral Expectations

Listed below are some examples of expected behaviors of our students:

1. Follow directions given by school personnel.
2. Be respectful of students, staff, and the school building.
3. Be responsible: Turn in assigned work on time.
4. Be safe and caring in words and actions.

Cafeteria Expectations

1. Use good manners.
2. Walk.
3. Talk quietly while seated at lunch.
4. Eat your own food. Do not share food or drinks.
5. Clean up the area around your seat and tray.
6. Remain seated until dismissed.

Rewards and Privileges

Positive consequences for excellent behavior may include:

1. Compliments and praise
2. Notes and phone calls to parents
3. School citizenship award or recognition
4. Classroom privileges
5. Earning the right to participate in activities
6. Earning the right to go on all field trips
7. A great report card and honor roll distinction
8. PBIS rewards and privileges

Inappropriate Behavior

Inappropriate behavior will be handled on a case-by-case basis, depending upon the seriousness and frequency of the behavior. Inappropriate behavior shall include:

1. Any behavior that interrupts the learning process
2. Profanity, offensive language or gestures
3. Intimidation or threats: verbal, written, or physical
4. Bullying: Bullying is defined by Indiana Code IC 20-33-8-0.2 as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by students or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”
5. Verbally or physically hurting others; fighting
6. Vandalism
7. Theft
8. Non-compliance and/or insubordination

Consequences

Negative consequences for inappropriate behavior may include:

1. Morning, noon, or after school detention
2. Alternative Classroom Setting
3. Out-of-school suspension with Social Probation (see below)
4. Participation limited for field trips, programs, or special activities
5. Participation limited for recess
6. Saturday School
7. Expulsion
8. Referral to local law enforcement or probation officials
9. Social Probation - Student shall be excluded from the following:
 - a. Field Trips
 - b. Convocations
 - c. Dances
 - d. Classroom/school parties or reward activities
 - e. Field Day
 - f. All special activities during or after the school day at any BCSC building
 - g. Extra-curricular activities and sporting events at any BCSC building
 - h. Parents shall be notified of social probation by phone and/or mail.
 - i. The Probationary Period will automatically last five (5) school days for each day of Out-of-School Suspension. The Attendance Review Committee and/or an administrator may also assign Social Probation as needed.

Students will receive due process. School administrators will strive to communicate with parents/guardians in regard to serious or continual behavior concerns through written notices, phone calls, and/or parent conferences. It is important that the school and parents form an alliance to work

together to modify unacceptable student behaviors for the benefit of the specific student and the greater school community.

Intimidation

IC 35-45-2-1 A threat to bring harm to any student or staff member and/or the possession of any object which can be considered a weapon will result in:

1. Weapon/object will be confiscated
2. Parent/guardian and proper authorities notified
3. A School Incident Report will be submitted to the sheriff's office
4. Circumstances and laws will dictate the severity of the consequences and may include: in-school suspension, out-of-school suspension, or expulsion.

Grounds for Suspension/Expulsion

The grounds for suspension or expulsion listed below apply when a student is:

- On school grounds immediately before, during, and immediately after school hours and 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

This list includes, but is not limited to:

- Possessing, using, transmitting, selling, or being under the influence of any substance which is (or represented to be or looks like) a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Low THC Extract as defined by state law is excluded from this rule.
 - Exception: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 - That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - The student has been instructed in how to self-administer the prescribed medication.
 - The student is authorized to possess and self-administer the prescribed medication.
- Intentional possession, misuse, illegal exchange, or consumption of prescription or over-the-counter drugs. Use of prescription drugs is authorized only for the individual for whom the drug is prescribed and only if used in the manner prescribed. Prescription drugs that are prescribed to be taken during school hours shall be kept with the nurse and not in the possession of the student (exceptions to this rule are by special permission only).
- Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- Intentionally pulling a fire alarm when inappropriate will automatically result in a recommendation for expulsion.
- The use of slanderous or libelous language, harassment, or threats made toward personnel, including communications using the Internet, are unlawful. If such a violation is traced to a student's home computer, any and all family members will be held responsible. Additionally, harassment or threats made towards students, staff members, or visitors by any means may result in suspension or expulsion.
- Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

- Possessing, handling, or transmitting any firearm, destructive device, or deadly weapon (loaded or unloaded, real or look-alike) will automatically result in a recommendation for a suspension up to ten (10) days and expulsion from school for up to one calendar year. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
 - No student shall possess, handle, or transmit any firearm, destructive device, or deadly weapon on school property as defined in I.C.35-47-1-5 and I.C. 35-47.5-2-4 and I.C. 20-33-8-16.
 - The following devices are considered to be a firearm or deadly weapon under this rule:
 - any weapon that is capable of or is designed to or that may readily be converted to expel a projectile by means of an explosion
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive; incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch
 - any combination of parts designed or intended for use in the conversion of a device into a destructive device
 - an antique firearm
 - a pistol, rifle or shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
 - a loaded or unloaded firearm, a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is capable of causing serious bodily injury
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Suspension and Expulsion Procedure

Suspension Procedure

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to:
 - a. A written or oral statement of the charges
 - b. If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion Procedure

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. Legal counsel
 - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

Right to Appeal

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board at the appeal hearing will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-8-19

Emergency Drills & Safety Plans

IC 20-34-3-20 Each school has developed a safety plan. Safety plans are updated at least annually. Fire drills are held monthly. Tornado drills and lock-down drills are held twice a semester.

Field Trips

- Per Benton Community School Board Policy: Teachers may schedule field trips as a part of the grade level curriculum. Teachers shall notify parents in advance of all Field Trip opportunities, both in and out of the county. Students displaying good behavior and finishing academic class work and homework may be eligible to go on field trips.

The teacher will provide the following items to the chaperone:

1. A list of chaperone responsibilities. An itinerary will help assist your planning with the day's activities with specific meeting times, lunch times, as well as special instructions.
2. A list of students assigned to the chaperone.
3. Chaperones should be made aware of any students with health problems that may need immediate care. Teachers will be assigned these students but may need assistance. Teacher will dispense all medications.

The chaperone will:

1. Submit information to the school office to run a limited criminal history check on the chaperone. This is required before a chaperone will be approved to attend the trip.
2. Set a positive example for the students. Proper dress, appropriate language, and a supportive attitude are expected.
3. Reinforce the curricular purpose of the field trip.
4. Assist the teacher in providing for appropriate student behavior as coordinated by the teacher. Discipline incidents should be reported immediately to the teacher. Students should be told that their conduct is unacceptable. Teacher will provide the necessary discipline as needed after the incident has been reported.
5. Assist the teachers in providing for students' health and safety.
6. Arrive early to receive instructions for the trip. Each chaperone is responsible to get his or her group back to a prearranged location at the designated meeting times.
7. Ride the bus to and from the field trip. Exceptions to riding the bus should be approved by the principal.

Harassment Policy (Other Than Sexual)

- I. Policy - It is the policy of BCSC to maintain an environment that is free from harassment of any kind.
- II. Definitions of Harassment (other than sexual)
 - A. Types of Harassment - Harassment shall consist of unwelcome and inappropriate actions and/or communications such as, but not limited to:
 1. Repeated actions or communications with the intent to annoy, worry, or intimidate another;
 2. Discriminatory communications or actions towards another based on, but not limited to, their religion, gender, weight, appearance, academic standing, disability, race, or sexual preference, and designed to demean, annoy, worry, and/or intimidate;
 3. Stalking
- III. Complaint Procedures
 - A. Reporting
 1. Students should report incidents of harassment to the assistant principal or principal. All reports will be investigated. Students found guilty of harassment under this policy will be subject to disciplinary action. The most common consequences include: conflict resolution/warning, suspension, and report to probation/police/judiciary agency.

High Ability Students

- Indiana Code (IC 20-36. Article 36) requires broad services to meet the academic and affective needs of identified K-12 students. BCSC meets these needs through curriculum differentiation, and programming. The BBPC Broad Based Planning Committee will continue oversight of all HA areas.
- Indiana Code Definition of High Ability Student (IC 20-36. Article 36):
 - A High Ability Student is one who: performs at, or shows the potential for performing at, an outstanding level of accomplishment in either or both verbal and quantitative domains when compared to other students of the same age, experience, or environment; and is characterized by exceptional gifts, talents, motivation, or interests in these areas.

Homework

Practice is important! Completing homework is a must because children learn more through practice. Homework time is for practicing skills and extending learning beyond school hours and/or at home. Homework help is available for additional charge daily at the After School Program (ASP) from 3:30 to 4:30 p.m.

1. Homework is assigned at each grade level. Students who use in-school study time wisely will not be overloaded with homework. Homework must be complete each night and ready to be handed in on the due date.
2. All BCSC students in grades 3-6 use an assignment notebook to organize their assignments. Parents, please check your child's assignment notebook daily!
3. All homework is to be turned in on time.
4. Make-up work is required after an absence. For each day of absence, the student will have one day to complete the work unless otherwise arranged with the teacher.
5. Per parent request, homework for absent students will be available in the office after school unless other arrangements have been made with the teacher, such as asking siblings or neighbors to deliver assignments.
6. Each class has a homework protocol that is shared with students and parents.
7. Incomplete work could lead to low grades and non-participation in activities including recess, field trips, programs, and athletics.

Honor Roll

Students may earn Honor Roll recognition each grading period. To earn A Honor Roll distinction a student must earn an A in each subject and an S or above in special classes and all other areas, including behavior. To earn A/B Honor Roll distinction a student must earn an A or B in each subject and an S or above in special classes, study skills, and all other areas, including behavior.

Library Books

Students will have the opportunity to check out library books each week. Library books must be returned within two weeks. Students may lose the privilege of checking out library books if books are not returned on time. Students will also be required to pay for lost or damaged books.

Lunch Account Policy

- All students and staff members in Benton Community School Corporation have a personal identification number (PIN) and an account for the computerized lunch system. The account is a debit account, not a charge account. Money may be placed in the account on a daily, weekly, monthly, or yearly basis. Checks and cash will be accepted. Payments may also be made by debit or credit through the child's Harmony account.
- A child may have no more than a \$10.00 negative balance in their cafeteria account. A negative balance in excess of \$10.00 will result in a sack lunch. Any previously overdrawn account may not be charged against until the balance is paid in full. A child will be allowed to purchase a meal if they have money in hand. Account balances may be checked through Harmony, or by inquiring of the cashier at lunch. Questions concerning account balances or account history may be made to the Food Service Department at 765-884-0654. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the

form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Lunch & Breakfast Program

- Each student is requested to bring lunch and breakfast money at the start of each week. Please send the check or money in an envelope marked with names of the student, parent, and teacher. Make checks payable to your child's elementary school. Payments may be made electronically through the student's Harmony account. Extra milk is available for an additional charge.
- Soda pop is not permitted in our cafeteria during lunch due to Federal Lunch Program regulations.
- Students are not permitted to share lunch items.

Lunch Guests

Parents and/or family members may eat lunch with their student. An adult school lunch must be ordered by 9:00 a.m. by calling the school office. Parents and/or family members may pay for their lunch upon arriving at school. This is an opportunity to celebrate the school lunch experience so please do not bring fast food.

Mid-Term Progress Reports

Midterm progress reports will be reported electronically four times per school year. The deadline will be set by the school administration.

Parent-Teacher Organization (PTO)

Each BCSC elementary school sponsors an active PTO. PTO groups plan activities for students and families and support community service projects. All parents and guardians are welcomed to attend PTO meetings. Watch your school's newsletter for meeting dates and opportunities to be involved. Schools and students thrive with engaged parents and community members.

Peanut/Nut Free Schools

All elementary schools are peanut and nut-free facilities this also applies to look-a-like nut products. Thank you for your understanding and assistance in keeping all students healthy at school.

Permission To Publish

Student artwork and writing may be included in newsletters, featured in the school, and posted on web sites. Class activities may be photographed and included in newsletters and on web pages. A permission form is included in registration materials.

Phone Use & Cell Phones

- Teachers may give permission to students to use the phones in case of emergency. Calling 911 as a prank is a serious violation of school security and will be dealt with by law enforcement and school officials.
- Carrying or using a cell phone during normal school hours is not permitted. Cell phones are allowed on school property but must be turned off and not carried on the student's person during school hours.
- Infractions for carrying or using a cell phone during the school day:
 - 1st Infraction: Student will pick up the phone in the office at the end of the school day.

- Subsequent Infractions: A parent/guardian will pick up the phone in the office during the school day.

Preschools

Boswell Elementary Developmental Preschool

is a developmental program serving children ages three to five years. This program consists of an inclusive classroom for all children with special needs and typically developing children focusing on preschool and pre-kindergarten skill development. Please contact Boswell Elementary School for more information.

Little Prairie Preschool and Childcare Program at Benton Central Jr-Sr High School

Little Prairie Preschool is a childcare program with a preschool component, 7:30 a.m. early drop-off to 5:00 p.m. late pick-up. Children may attend all day, every day, or choose Preschool or Pre-K programs. The Preschool meets Tuesday and Thursday 8:30 – 11:00 a.m. The Pre-K class meets Monday, Wednesday, and Friday 8:30 – 11:00 a.m. Afternoon childcare is available and includes enrichment activities, lunch and snack. BC senior students working at Little Prairie Preschool earn dual credit with Ivy Tech toward an Early Childhood Education Associate Degree. The Ivy Tech curriculum is coordinated with Indiana Standards and Benton Schools' Literacy Curriculum. Please contact Benton Central Family and Consumer Sciences (FACS) Department for more information.

Protection Policy

Schools operate under civil law. We are required by law to protect your child. For the protection and/or safety of your child, schools can exercise the right to search personal items. Cell phones have no greater right of privacy than a book bag or a car in the state of Indiana. Any personal item entering a school zone has a reduced expectation of privacy and therefore can be searched.

There are no rights attached to abandoned property (book bags, cell phones, jackets, any personal items). Abandoned property may be searched. Should improper or unauthorized items be found, the student may be subject to the school discipline policy.

School Improvement & AdvancED Accreditation

All BCSC schools are fully accredited by AdvancED. Each school is involved in the Public Law 221 school improvement process every year. Students, parents, and community members will be hearing about your school community's vision, goals, progress data, and professional development plan.

Sexual Harassment Policy

- I. The Policy
 - A. It is the policy of the Benton Community School Corporation to maintain a learning and working environment that is free from sexual harassment.
 - B. It shall be a violation of this policy for any employee of the Benton Community School Corporation to harass another employee or student through conduct or communications of a sexual nature as defined in Section II. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.
- II. Definitions of Harassment
 - A. Types of Sexual Harassment
 1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by an employee to a student, when made by an employee to another employee, or when made by any student to another student when:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
 - b) Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;

- c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment; or
 - d) Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student.
 - e) Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.
 - 2. Unwelcome Conduct of a Sexual Nature
 - a) Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
 - b) Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection, that it is unwelcome.
 - c) An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- B. Examples of Sexual Harassment
 - 1. Sexual harassment, as set forth in Section II. A., may include but is not limited to the following:
 - a) Verbal harassment or abuse;
 - b) Repeated remarks to a person with sexual or demeaning implications;
 - c) Unwelcome touching;
 - d) Pressure for sexual activity; or
 - e) Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.
- C. Specific Prohibitions
 - 1. Administrators and Supervisors
 - a) It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment or when the subordinate's acquiescence will result in preferential treatment.
 - b) Administrators and supervisors who either engage in sexual harassment or tolerate a conduct by other employees shall be subject to disciplinary actions, as described below:
 - 2. Non-Administrative and Non-Supervisory Employees
 - a) It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

III. Complaint Procedures

- A. Any person who alleges sexual harassment by an employee or student in the school corporation may use the complaint procedure explained below in Section III.C. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and the accused, will be respected

consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

C. Reporting Sexual Harassment

1. All reports of sexual harassment shall be handled in the following manner:
 - a) Reports must be in writing on forms supplied by the corporation (if a verbal complaint is made, the school official should file a written report);
 - b) Reports must name the person(s) charged with sexual harassment and state the facts;
 - c) Reports must be presented to the building principal or the most immediate supervisor not involved in the harassment.
 - d) The building principal shall inform the superintendent or his/her designee, of all filed reports;
 - e) The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
 - f) The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent; and
 - g) The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
2. Alternates:
 - a) The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Trustees of any action(s) he deems appropriate.
 - b) The Board of School Trustees may consider the report and the superintendent's recommendation in executive session. In a public meeting, the board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

IV. Sanctions for Misconduct

- A. A substantiated charge against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.

V. False Reporting

- A. Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

BCSC Accountability Policy Elementary Grade Level Placement

All elementary students will be expected to have achieved the progression requirements of their grade level to proceed to the next grade.

Guidelines

- Achievement of progression requirements will be based upon:
 - Students in grades K-6 will pass ISTEP+ and other standardized assessments.
 - Student performance shall be passing or above in classroom work or homework as reflected on report card.
 - Students will meet Individual Education Plan (IEP) standards.
 - Students who are identified "at risk" and/or students new to our corporation will be assessed for grade placement.
- Indicators of failure to achieve progression requirements **may** include:

- Failure to pass IREAD
- Failure to pass ILEARN English/Language Arts portion
- Failure to pass ILEARN Math portion
- Failure to meet IEP standards
- Student performance in classroom work or homework as reflected on report card is failing
- Attendance below 96%
- Cognitive skills
- RTI Response to Intervention Team data evaluation
- Retention Scale score
- Indiana Standards assessment
- Students who fail to achieve progression requirements will be placed in the appropriate educational setting, which may include:
 - School-year remediation
 - Summer school
 - Educational testing
 - Retention/placement
 - Alternative setting
- Timeline for students who are not progressing:
 - RTI Team meets with parents no later than the second Friday of February
 - Spring conference with parents by mid-March
 - Final placement decision by the end of the school year

Standard Grading Scale

Kindergarten

98 - 100%	E	Excellent
80 - 97%	M	Mastery
70 - 79%	P	Progressing
60 - 69%	NP	Not Progressing
59% and below	F	Failing

Grades 1 - 6

100%	A+
93 - 99%	A
90 - 92%	A-
88 - 89%	B+
83 - 87%	B
80 - 82%	B-
78 - 79%	C+
73 - 77%	C
70 - 72%	C-
65 - 69%	D
Below 65%	F

Special Classes (Music, Physical Education, Art)

E	Excellent
S	Satisfactory
N	Needs to Improve
F	Failing

Date Adopted: November 22, 2004

Revision : June 2009

Revised for Handbook: April 30, 2012

Student Dress

- Our policy on student dress has been adopted with the interest of creating a positive and safe learning environment. Students must dress in preparation for the weather. Dress must in good taste and not disruptive to the educational process.
- To help ensure a wholesome atmosphere for all students, clothing which portrays words/pictures which relate to alcohol, tobacco or drugs, or portray distasteful, suggestive or offensive words/pictures are inappropriate.
- There shall be adequate coverage of the body. Dresses, shorts, and skirts must be longer than finger tip length. Undergarments must not be visible. Jeans with holes above the knee, tops with spaghetti straps, bare midriffs, and cut-out sleeves are inappropriate for school wear. Please remind your child to dress for active participation on gym days and appropriate footwear for recess.
- If the principal or designee deems student attire unsafe, not in good taste, or disruptive to learning, the student's parents will be contacted to bring appropriate clothing.

Student Health Services

- Please feel free to contact the school nurse with any questions or concerns you may have about your child or BCSC and Indiana health policies and laws.
- School nurses offer this information as a brief description of the health services offered in the Benton Community Elementary Schools.
- A student must not attend school if he/she has a fever (a temperature of 100.0 degrees or higher), vomiting, diarrhea, or open sores. A child must be free of fever, without the use of medication such as Tylenol or Motrin, and without vomiting and/or diarrhea for 24 hours before returning to school. If a child comes to school with a suspicious rash, they will be sent home until documentation is provided from a doctor stating that the child's condition is not contagious. Students returning to school with the listed conditions shall be sent home by the nurse or principal. This helps to decrease the transmission of illness to others.
- If a child becomes ill at school, we will attempt to contact parents/guardians first and then notify an emergency contact.
- Students are sent home in cases of communicable conditions such as scabies or suspected pink eye. Children with pink eye must be treated by a doctor and documentation of treatment shall be provided for the child to return to school. Head lice must be treated immediately and children shall return to school the next day; the school nurse will screen your child upon return to school.
- Should your child receive an injury that we feel warrants further attention, we will attempt to notify you first, and then notify the emergency contact.

Three forms impact your child's health at school. Forms are provided each year at registration and should be updated.

1. Emergency contact: Please keep emergency contact information current, in case we need to reach you. Simply call the school office or write a note indicating any changes. Changes can also be made through Harmony. Harmony can be accessed by visiting www.benton.k12.in.us.
2. Health History: This provides baseline health information about your child. It lets the school know if there are any allergies, health problems, or medications that your child takes.
3. Medical Update: The medical update form to inform us of any immunizations, accidents, hospitalizations, etc. that may have occurred in the past year. This allows the school to keep an accurate health record and provide appropriate health care for your child. Also included on this form is a request for permission for the various health programs, such as fluoride.

Immunizations

- IC 20-34-4-5 requires the school to obtain a copy of a clinic card or statement signed by your physician showing the dates of the immunizations. BCSC requires that these records be on file before the first day of school. Students without current immunizations will not be allowed to attend school until shots are up to date.

- Please access www.ISDH.in.gov and click on School Immunization Requirements. Choose the appropriate school year to determine immunizations requirements for your child. You may also contact your Healthcare Provider.
- Immunizations are available from the Benton County Health Department (BCHD). Call the BCHD at 884-1343 to schedule an appointment.

Health Screening Programs

- If you receive a referral letter, there is a health concern found during the screening. If you do not receive a referral letter, there is no health concern found during the screening.
 - Vision: The nurse provides vision screenings for students in grades 1 and 3. The nurse will also screen any other students on referral from a parent or teacher. An optometrist screens grade 1 students. This is not a complete eye examination.
 - Dental: All kindergarten students have a dental screen performed in the classroom. This is not a complete dental exam.
 - Hearing: The Speech Pathologist screens students in grades K, 1, 4, and any other student on referral from parents or teachers, as well as any student with chronic ear problems.

Health Programs

- Dental: All students have the option to be seen each fall by a dentist with the Mobile Dentist Program. This is a grant-funded, in-school dental program.
- Human Growth and Development: Information is presented by the school nurse to girls in grades 4-6. Information is presented by a male staff member to boys in grades 4-6. Parents are welcome to preview the material prior to the presentation.
- HIV/AIDS: In accordance with Indiana Law 20-10.1-4-10: "Each school corporation shall include in its curriculum instruction concerning the disease known as Acquired Immune Deficiency Syndrome (AIDS)." All BCSC students in grades 4-6 watch a general video that teaches about the disease process of HIV/AIDS. A brief discussion and question-answer time follow the video.

Administration of Medication at School

- No medication shall be administered to a student without the written and dated consent of the student's parent. The consent of the parent shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.
- All nonprescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.
- All prescription medicine, including injectable medicine, and all blood glucose tests by finger prick to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. The written consent of the parent and the written order of the physician shall be kept on file.
- No student shall be allowed to keep medicine at school except as provided by state law. Any medicine to be administered to a student shall be brought to either the principal's office or school nurse's office where it will be kept in a secure place. The medication will be administered to the student by the school nurse or a person designated by the school nurse or designated by the school principal.
- Medication shall be administered in accordance with the parent's statement (in the case of nonprescription medicine) or the physician's order (in the case of prescription medicine) only by a school nurse or other employee(s) designated in writing by the school principal. All administration of medicine shall be documented in writing. Any designated employee who is responsible for

administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school building office.

- Unused medicine by a student may be sent home through the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent to receive the medication. Unused medicine may be sent home with the student only with the written permission of the student's parent.

Low THC Hemp Extract

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug administration or the federal Drug Enforcement Agency as a prescription or over the counter drug or (2) meets the packaging requirements of state law.

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administrated.

Legal Reference: IC 34-30-14
IC 20-33-8-13
IC 20-34-3-18
IC 20-34-3-22
IC 24-4-21
511 IAC 7-36-9

Study Table

Teachers and administrators may assign study table to students when a student is missing assignments. Notification to parents must occur so that provisions can be arranged for transportation home, if the study table is assigned after school. Teachers will send notification to the administration to place the notice in a student's discipline file. Students will bring study materials from class for their assigned study table.

Technology Acceptable Use Policy

See the BCSC School Board Policy Manual for an updated version of the Technology Acceptable Use Policy. An updated policy is provided to students.

Technology, Instructional Materials & Fees

BCSC uses a rental system. A fee is set each year, based on the cost of the instructional materials and technology. Fees are due during registration unless a payment schedule is arranged with the school principal. At the end of the school year, accounts with outstanding fees will be referred to a collection agency.

Toys and Electronics

Toys or any item that distracts students or causes a disruption shall be removed. Toys including electronics, hard balls, and collections and should not be brought to school unless requested by a teacher as part of a project or for indoor recess (as noted in class newsletters).

Transfer Policy

Parents or guardians wishing to transfer their student(s) from one Benton Community Elementary School to another Benton Community Elementary School must do so each year prior to April 1. Forms are available in the school office and must be submitted to the office of the principal of the receiving (host) school. Transfers are confirmed by the superintendent on the first Friday of the first full week of school.

Vehicle Idling

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than three (3) minutes in locations where the vehicle exhaust may be drawn into the building or while on school grounds. Indiana Code: 410 IAC33-34

Visitors, Volunteers, and Security

- Benton Community School Corporation values community and parent involvement. As part of the School Safety Plan, parents and visitors must sign-in at the main office. All visitors must go to the school office immediately upon entering the school. Please do not go directly to other areas of the school. A nametag or visitor's pass will be issued to be worn at all times while at school.
- Per School Board Policy, prior to volunteering, parents and community members must submit to and clear School Gate Guardian which includes a Limited Criminal Background Check.