

**Blue River Valley Elementary School  
Student Handbook  
2022-2023**



**BLUE RIVER VALLEY ELEMENTARY SCHOOL  
4713 N. Viking Trail  
New Castle, IN 47362  
765-836-4851**

**Follow us on Facebook: Blue River Valley Elementary School**

**Expecting Success from Every Student, Every Day.**

Principal: Lori Dickerson  
Treasurer: Kim Jarvis  
Secretary: Lisa Parmley

<b>BASIC SCHOOL INFORMATION</b>	<b>4</b>
SCHOOL HOURS	4
BREAKFAST	4
ACCESS TO GRADES	4
VISITORS	4
CONFERENCES WITH STAFF	4
BOOK RENTAL	4
DAMAGED OR LOST ITEMS	4
SCHOOL CLOSINGS AND DELAYS	5
CONFIDENTIALITY	5
CIVIL RIGHTS NONDISCRIMINATION POLICY	5
<b>ATTENDANCE</b>	<b>5</b>
Excused Absences (Non-Countable/Countable)	5
Exempt Absences	6
Unexcused Absence	7
Truancy	7
Habitual Truancy	7
Pre-Arranged Absences	8
Appointments - Leaving School Early/Arriving Late	8
Absence Reporting	8
Make-Up Work	8
Withdrawal Procedures	9
<b>DISCIPLINE</b>	<b>9</b>
Classroom Discipline Policy	9
Progressive Discipline Measures	9
Areas Off-Limits to Students	11
Anti-Bullying Policy	11
CELL PHONE and ELECTRONIC DEVICES POLICY	13

DRESS CODE	13
Detention	14
Grounds for Suspension or Expulsion (See Appendix A)	14
<b>BUS CONDUCT</b>	<b>14</b>
REGULATIONS and SAFETY RULES FOR STUDENTS RIDING THE SCHOOL BUS	14
<b>HEALTH/MEDICAL</b>	<b>15</b>
Communicable Disease	15
Vision Screening	15
Hearing Screening	16
Medication	16
Illness	17
<b>EXTRA CURRICULAR</b>	<b>17</b>
Extra-curricular Participation and Attendance	17
Academic Requirements for Extra-curricular activities	17
Elementary Athletics	17
<b>PARENT INVOLVEMENT</b>	<b>18</b>
Parental Involvement	18
PTO	18
Appendix A: Grounds for Suspension or Expulsion	19

# **BASIC SCHOOL INFORMATION**

## **SCHOOL HOURS**

8:00-2:55

Doors open at 7:45. Students report directly to their classrooms. Students should not be in the building prior to 7:45. Students who are not in class by 8:00 are considered tardy.

## **BREAKFAST**

All students are eligible for free breakfast. Breakfast will take place in the classrooms each morning.

## **ACCESS TO GRADES**

Student grades are available in PowerSchool. Parents/Guardians and older students are able to check grades as often as they like. Academic and attendance notifications can be set up within PowerSchool.

## **VISITORS**

All visitors must report to the office to sign in. At that time you will be given a visitor's badge which must be worn at all times. All visitors must enter through the main entrance. Visitors must access the video/audio call button located by the front door to be admitted to the building.

## **CONFERENCES WITH STAFF**

We encourage families to communicate with our staff as often as needed. If you want to meet with a staff member, please schedule an appointment via email or by calling the school office. Staff members will not be able to meet at unscheduled times due to prior commitments.

## **BOOK RENTAL**

The State Board of Accounts has mandated a differentiated rental system. Textbook assistance is available to those who meet income guidelines. Assistance forms are available in the office upon request. BOOK RENTAL MUST BE PAID IN FULL PRIOR TO ANY MAJOR FIELD TRIP EXTENDING BEYOND THE SCHOOL DAY. ( I.E. CHICAGO, WASHINGTON D.C) BOOK RENTAL REIMBURSEMENTS AND ASSESSMENTS OF BOOK RENTAL CHARGES IS PRORATED ON A NINE WEEK GRADING PERIOD BASIS.

## **DAMAGED OR LOST ITEMS**

Students will be charged for damaging or losing school owned books and supplies. There will be no consideration given as to the age or condition of the item only that it was usable and must be replaced at the current market value.

## **SCHOOL CLOSINGS AND DELAYS**

Decisions to close or delay school are made by the Superintendent. Whenever the weather is questionable, students/families are urged to register with our automatic calling system, listen to local radio and TV stations as well as social media for school related announcements.

TV: WISH Channel 8

Social Media: Blue River Valley Elementary School Facebook

## **CONFIDENTIALITY**

The student's right to privacy as established under the Family Education Right and Privacy Act (20 USC 1232 G) and accompanying regulations regarding the confidentiality of student records will be strictly enforced with respect to each student.

## **CIVIL RIGHTS NONDISCRIMINATION POLICY**

Blue River Valley 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 program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Beth King, 3038 US Highway 36 E., New Castle, IN 47362, (765) 836-4816, Civil Rights Compliance Coordinator.

## **ATTENDANCE**

Our goal is for students to be in attendance every day. Except in cases of extended illness or extremely unusual situations, more than seven (7) days out of school (excused or unexcused) is considered excessive. Pursuant to IC 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered." Attendance is the responsibility of the student and his/her parent(s)/guardian(s) to ensure good attendance. It is the responsibility of the school to enforce the attendance rules established by the Blue River Valley School Board and the compulsory attendance laws of the state.

### **Excused Absences (Non-Countable/Countable)**

Excused Absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. Excused Absences are divided into two categories:

## I. Non-Countable

BRVES discourages scheduling appointments during the school day. However, there are times when this is unavoidable. The following instances do not count towards the 10-Day Limit:

- Medical/Dental/Other Clinical Appointments - Verified in writing by parent accompaniment, arranged through the School/Guidance Office.
- Certificate of Incapacity Form – Verification from physician stating irregular attendance.

## II. Countable - Absences that are limited to ten (10) per semester

- Illness - Verified communication from parent
- Medical Appointments - Verified by communication from parent; not verified by Physician
- Pre-Arranged Absences - Follow Pre-Arranged policy or will be considered Unexcused
- Family Funeral - Relative or friend (documentation may be requested)
- Family Illness/Medical
- Unexcused Absences

When a student reaches five (5) Countable Absences (per semester), the following procedures will be implemented:

- 5th Absence: Parents will be notified electronically
- 7th Absence - Parents will be notified by mail
- 9th Absence: Meeting with the parent and the student. Certificate of Incapacity shall be presented to physician and returned to school indicating student is capable of regular or irregular attendance which results in one of two options:
  - Irregular Attendance: An individualized plan, taking physician's recommendations into account, may be implemented to meet student needs during time of absence
  - Regular Attendance: Student is expected to be in attendance every day unless excused by a physician
- 10th Absence: Additional absences, unless excused by a physician, will be considered unexcused and students will not earn credit for days missed. Students with 10 or more unexcused OR 17 total countable absences (per school year) are considered Habitual Truants and will be reported as such. See Habitual Truancy, for more information

## **Exempt Absences**

In these circumstances, the student is to be excused from school, is not to be recorded as absent, and is not to be penalized in any way from the school. The governing body of a school corporation may authorize the absence and excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. The following absences are Exempt, and will not count towards the 10-day limit:

- Page/Honoree of the General Assembly

- Precinct election board; helper to a political candidate or party on the date of a municipal, primary, or general election
- Subpoenaed to testify in court
- Serving with the National Guard for no more than ten days
- Serving with the Civil Air Patrol
- School Related Activities/field trips, musical performances, FFA contests, job shadow, etc.
- Funeral/Calling for Immediate Family Member, parent, guardian, grandparent, sibling, brother/sister-in-law, aunt, uncle, child, spouse, or household member
- Religious Observance
- Student or member of the student's household exhibits or participates in the Indiana State Fair for educational purposes
- Certain family military experiences as approved by principal
- Other unique educational opportunities as approved by principal

### **Unexcused Absence**

Unexcused Absences are not recognized as legitimate reasons for being out of school. Unexcused absences count towards a student's limit of 10 days and may result in making up missed time in detention and/or other disciplinary action. The following are considered Unexcused Absences:

- Truancy
- Work (employment); Hunting/Fishing; Shopping
- Oversleeping; Automobile problems
- Preparation for dance (i.e., prom)
- Sent home for improper dress
- Pre-arranged, but didn't follow policy
- Absences beyond 10-day limit (countable)
- Other, as defined by administration

The principal (or designee) has the authority to excuse up to two days of absences that have unique and/or extenuating circumstances not covered above.

### **Truancy**

Truancy is defined for the purposes of this policy as an absence from school (or an assigned area) without the knowledge of a parent and/or without permission from the school. Truancy is treated as a serious offense and will be treated as such in the disciplinary code. Students who are Truant will not receive credit for work missed.

### **Habitual Truancy**

IC 20-20-8-8 defines habitual truancy to include students absent ten (10) days from school within a school year without being excused or without being under a parental request with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

Under IC 20-33-2-25, the "Superintendent or attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court

or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30-through IC 31-40.

### **Pre-Arranged Absences**

Parents of BRV School Corporation students should make every effort to schedule vacations, family trips, etc. during non-school times. In the event that a child must be taken from school, the following guidelines are to be followed (Failure to meet all criteria will result in an unexcused absence):

- Notify school **at least one week** in advance to process requests and provide assignment(s)
- Planned activity must involve participation of student's parent, guardian or grandparent
- A student may have up to 5 pre-arranged absence days per school year
- Planned absences are not recommended to extend vacations (Christmas/Spring Break)
- Pre-arranged absences are countable toward the permitted limit
- Students seeking a pre-arranged absence must be passing all classes or subjects
- The principal may grant a waiver for emergency or unusual circumstances

### **Appointments - Leaving School Early/Arriving Late**

Parents are encouraged to schedule doctor and dental appointments outside of the school day whenever possible. If a student must leave school early, parents of BRV students are required to come to the school office and sign the student out. Students who must leave school early must follow these procedures:

- Written note/phone call from parent/guardian or in-person communication with Office
- Receive permission from the office
- Sign out stating time of departure and reason for leaving. AM appointments should return for afternoon classes and should sign back in at the Office
- Verification of appointment from medical professional presented to office

### **Absence Reporting**

Parents are asked to call the school between the hours of 7:30 - 9:00 A.M. each day their son/daughter is absent from school. Student phone calls are not acceptable. Parents can also call and leave a message on the school voicemail twenty-four (24) hours a day (836-4851). Notes from medical offices must be submitted with two (2) days of the student returning to school to be considered excused-countable.

### **Make-Up Work**

Make-up work is required for all absences. When a student has been absent, it is his/her (or parent) responsibility to check with the teacher(s) for make-up assignments and due dates. Alternative assignments may be given to a student for class activities missed which cannot be made up. An absence is not an excuse for late/unfinished work or being unprepared for an assessment – unless new material is covered during the absence, students should expect to take tests/quizzes and to turn in work on due dates, regardless of attendance. Credit will be given for all make-up work, except for truancy and unexcused absences over the 10-day limit.



## **Withdrawal Procedures**

1. Notify the office several days before withdrawal as refund checks may have to be issued.
2. When the school receives a request for the student's records from the receiving school, then his permanent reading and math records are pulled from the files, and copies are sent to the new school if all accounts are paid in full.

## **DISCIPLINE**

### **Classroom Discipline Policy**

Teachers have the right to teach and students have the right to learn. If during class, a student causes a disruption to the learning process, the steps outlined in the Progressive Discipline Chart below will be followed. Teachers may have established classroom policies in addition to the school policy.

### **Progressive Discipline Measures**

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

Level 1	1st	2nd	3rd	4th	5th	6th
Disruption of Educational/ Transportation Atmosphere (Disrespect, etc.) (per classroom/bus)	Verbal Warning	Parent Notification and Recess Detention	Lunch Detention	1 Hour I Detention	ISS	Admin. Discretion
Cell Phone Violation	Confiscation until the end of the day	Confiscation; Parent Pick-up	Confiscation; Recess Detention; Parent Pick-up;	Confiscation; 2 Lunch Detention; Parent Pick-up;	Confiscation; 1 Hour Detention; Parent Pick-up	Admin. Discretion
Technology Misuse (Distractions, Videos, etc.)	Teacher Warning	Parent Notification and Recess Detention	Lunch Detention	1 Hour Detention	ISS	Admin. Discretion
Hitting/Striking/	Teacher	In-Class	Parent	Lunch	1 Hour	Admin.

Horseplay (K-2)	Warning	Consequence	Notification and Recess Detention	Detention	Detention	Discretion
Hitting/Striking/Horseplay (3-6)	In-Class Consequence	Parent Notification and Recess Detention	Lunch Detention	1 Hour Detention	ISS	Admin. Discretion

**Level 2 and 3 - All Level 2 and 3 requires parent notification**

Level 2	1st	2nd	3rd	4th	5th	6th
Profanity	Recess Detention	Lunch Detention	1 Hour Detention	ISS	OSS (1-3 days)	Admin. Discretion
Cheating	1 Hour Detention; Receive a zero on the assignment	1-3 ISS; Receive a zero on the assignment	103 OSS: Receive a zero on the assignment	Fail the Course for the 9-weeks	Fail the Course for the Semester	
Insubordination/Defiant Behavior	ISS (1-2 days)	OSS (1-3 days)	OSS (3-5 days)	Expulsion		
Theft	1 Hour Detention; Restitution	ISS; Restitution	OSS; Restitution	OSS Restitution	Expulsion	
Intentional Technology Damage	Technology Warning	Restitution; Lunch Detention	Restitution; 1 Hour Detention	Restitution; ISS	Restitution; OSS (1-3 days)	Admin. Discretion

Level 3	1st	2nd	3rd	4th	5th
Habitual Offender	Behavior Contract	Expulsion			
Vandalism/Destruction of Property	Restitution 1 Hour Detention/	Restitution ISS	Restitution OSS	Restitution OSS	Expulsion/ Restitution
Threats/Intimidation/	1-3 OSS	3-5 OSS	Expulsion		

Fighting					
Bullying/ Cyberbullying/ Harassment	ISS	OSS	OSS	Expulsion	
Technology Misuse (Inappropriate Websites, Identity Theft, Lewd Material etc.)	ISS Computer Restriction	OSS	OSS	Expulsion	
Tobacco/ E-Smoking Devices	3 Day OSS	5 Day OSS	Expulsion		
Alcohol	Expulsion				
Firearms/ Weapons/ Falsifying Alarms and Threats	Expulsion				
Drugs or Paraphernalia	Expulsion				
Contraband	ISS	OSS	OSS	Expulsion	
Public Indecency	1-3 OSS	OSS	Expulsion		

### **Areas Off-Limits to Students**

Students are never to be:

- In any electrical, boiler, custodial/maintenance or break room.
- In the parking lot during school without permission.
- In the school building with cleats
- In hallways or at a teacher's classroom door during class time without proper authorization.

### **Anti-Bullying Policy**

"Bullying" (per IC 20-33-8-2) 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, that are committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- places targeted student in reasonable fear of harm to 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 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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

Everyone within the Blue River Valley School Corporation is expected to treat others with dignity and respect at all times. Bullying in any form or manner is prohibited and will not be tolerated in our schools. All acts of bullying as defined by law will be reported to the staff or administration. All incidences will be fully investigated and handled on a case by case basis. Incidences of bullying may be reported on-line by going to the corporation website and clicking on the “reportbullying.com” icon.

### **Physical**

Hurting a person’s body or possessions; Hitting/kicking/punching, spitting, tripping or pushing; taking/breaking someone’s things; making mean or rude hand gestures.

### **Verbal**

Saying mean things; Teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

### **Social/Relational**

Hurting someone’s reputation or relationships; telling others not to be friends with someone, leaving someone out on purpose, spreading rumors, or embarrassing someone in public.

### **Electronic/Written**

Cyber-bullying, collective or group note writing; bullying through electronic devices.

**All acts of bullying as defined by the law will be reported to the administration and fully investigated. Appropriate actions will be taken upon investigation.**

## **CELL PHONE and ELECTRONIC DEVICES POLICY**

Students bringing personal electronic devices to school do so at their own risk. The school assumes no responsibility or obligation to investigate theft, loss, or breakage. The use of cell phones or other similar electronic devices is strictly prohibited during the school day from 7:45 am to 2:55 pm. This applies to all aspects of cell phone use which includes, but is not limited to:

1. Making and/or receiving calls or texts
2. Making and/or receiving photographs and/or digital images
3. Sending or receiving alarms and/or reminders.

During school hours these items, and their use, will be considered a disruption.

“Sexting” is a serious and increasing problem in society today. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device are grounds of suspension and/or expulsion. Engaging in this type of activity is against school rules and Indiana law, and can lead to charges of child exploitation (Class C Felony) or child pornography (Class D felony). For the safety of our students, law enforcement agencies will be notified in all cases of suspected cell phone violations of this nature.

## **DRESS CODE**

There is a relationship between good dress and proper school behavior. Any type of attire which attracts undue attention to the wearer and thus causes a disruption to the school is in bad taste and not acceptable. Students in violation of school standards regarding acceptable dress will have to call parents and have parents bring suitable clothing.

In general attire should be school appropriate. Guidelines for student dress are listed below.

1. Shoes with backs are preferred. Flip flops and sandals are not recommended for the playground.
2. Wear proper foundation garments and don't wear see through materials. Spaghetti strap shirts are not permitted.
3. The abdominal area should not be exposed.
4. Caps, hats, bandannas, or sunglasses should not be worn inside the classroom during school hours unless special permission is granted or announced for dress-up days.
5. Pants or shorts with holes, slits, or rips above the knee are not permissible.
6. No article of clothing will be allowed that has profanity (including a communication with double meanings), racial slurs, sexual connotations, gang connotations, or apparel that promotes or advertises alcohol, drugs, or tobacco products.
7. The Administration reserves the right to make decisions when questions arise concerning appropriate dress.

## **Detention**

Detention can be held during lunch, recess or after school. Detentions can be from 30 minutes up to 1 hour and can be spread out over several days. It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at detention.

- Students will not be allowed to go to lockers or use the telephone (emergency excepted).
- Students will not be allowed to put their heads down or sleep.
- No electronics, cards, or other recreational articles will be allowed in the room.
- No food or beverages may be consumed in the room (exception Lunch Detention).
- Students are required to have class assignments with them.
- Tutoring in some subjects may be available to the students.
- A student who has a medical excuse, death in the family, or is otherwise excused will be assigned a make-up by the principal.

**FAILURE TO ATTEND DETENTION MAY RESULT IN OUT-OF-SCHOOL SUSPENSION:** When a student fails to comply with all rules, he/she may be sent home from detention by the teacher in charge. Any disciplinary disruption in detention will result in an out-of-school suspension(s).

## **Grounds for Suspension or Expulsion (See Appendix A)**

## **BUS CONDUCT**

To maintain safe and comfortable transportation, students must act responsibly when riding the school bus. **RIDING THE BUS IS A PRIVILEGE**. All school rules and regulations apply to conduct on the school buses. Failure to follow reasonable directions of a driver or violation of school rules may result in suspension from school or denial of bus riding privileges. If this occurs, the parents and the principal must be notified by the bus driver within 24 hours of the incident. Students must not behave in a manner which interferes with the bus driver:

- Board the bus in an orderly manner
- Possession/use of tobacco is not permitted
- Profanity, name calling, horseplay is not allowed
- Vandalism and littering are prohibited.

## **REGULATIONS and SAFETY RULES FOR STUDENTS RIDING THE SCHOOL BUS**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building. The driver shall keep order, maintain discipline among the children while on the bus or along the route: shall treat all the children in a civil manner, see that no child is imposed upon or

mistreated while in his charge; and shall look out for the safety of the children under his charge. School bus drivers shall assure that the following regulations are observed by all pupil passengers:

1. The child is to be waiting at his boarding station when the school bus arrives.
2. At the bus stop, children should wait away from the edge of the road.
3. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
4. No windows or doors will be opened or closed except by permission of the bus driver.
5. Report anything damaged on the bus to the driver.
6. If a child knows he won't be on the bus for various reasons, the parents are responsible for notifying the teachers and bus drivers in writing. Pertinent information should be included to aid the school in speeding up bus dismissal at the end of the day.
7. When the bus comes to a RR crossing there will be no talking on the bus so the driver can hear an approaching train.
8. Students must wear seatbelt at all times on buses that are equipped.
9. The bus driver may deny for one day the privilege of riding on the school bus and must notify the administration and parents of the circumstances leading up to the suspension. This notification can be done in writing or verbally the evening or morning prior to suspension.

General Bus Expectations:

- **Do the right thing**
- **Sit on pockets**
- **hands to self**
- **Voice level 2**

## **HEALTH/MEDICAL**

### **Communicable Disease**

"The local health officer may exclude from school a student who has a dangerous communicable disease that is transmissible through normal school community. . . the local health officer shall issue a certificate of health to admit or readmit the student to school." (I.C. Chap. 9.5, 16-1 Section 6) The decision of admittance or exclusion will be made by the local public health officer. This decision will be made in writing and filed separately from regular student records.

### **Vision Screening**

Students in grades K, 1, 3 and 5 plus new students and referrals will be given vision screening during the school year by the nurse. Public Law 140-1986, IC 20-8.1-7-16 states an annual vision test, using the modified clinical technique described in subsection (C), is required upon their enrollment in either

kindergarten or the first grade. Your pediatrician is no longer able to do this exam and it must be done by an optometrist.

## **Hearing Screening**

In order to identify students with hearing loss, hearing tests will be given to all students in K, 1 and 4 students transferred from other school districts, students suspected of having hearing losses, and students enrolled in speech therapy.

## **Medication**

Medication should be given at home whenever possible. Only those medications which are necessary to maintain the child in school and must be given during school hours should be administered. All prescription medications must be delivered to the school nurse to be counted and recorded.

1. No medication prescribed by a physician shall be given to a student without the written consent of the student's parent and physician. The pharmacy label can serve as a written consent of the physician.
2. Written consent of the parent shall be valid for one (1) year and must be obtained at least annually.
3. Written consent of the parent shall be kept on file at the student's school.
4. The medication will be kept in a secure place in the office.
5. The parent may, upon request, obtain a copy of the written policy.
6. The school nurse or office personnel will supervise the taking of the medication.
7. A note from the parent must accompany the medication stating the type of medication and the reason for medication, dosage amount, administration times, and the period of time medication is to continue. If a student must take a non-prescription drug, the drug must be in its original bottle with a note from the parent indicating dosage.

Indiana Code 34 416.53.5

In some instances it may benefit a student to be responsible for self-administration of his/her medications. In such instances, the student must show competence in effectively, responsibly, and safely administering such medication. The medication must be kept on the student's person or secured in such a way that it is not accessible to other students. Self-administration must be approved by the doctor, the parent/guardian, and either the school principal or school nurse. The safety of other students must be taken into consideration. It would be desirable for students who administer their own medications to keep a log with dates and times medication is taken.

Tylenol will be made available at the discretion of the school nurse or office personnel to those students who are uncomfortable and who do have parental consent.

We request that medications NOT be sent to school on the school bus but delivered to school by a responsible adult along with proper written parent permission.



## **Illness**

In order to help to prevent the spread of illness, please do not send your child to school if they have a communicable illness or fever greater than 99.9 degrees taken orally. Students must be fever free for 24 hours, without the intervention of fever reducing medication, before returning to school after an illness. Children are considered ill if they have an elevated temperature. Please do not send an ill child to school.

In the event of an illness or accident, we will contact you immediately; thus we need an up-to-date home phone, business phone, and emergency number on file. The school must also have pertinent health information (I.e. allergy to bee stings, subject to seizures or asthma attacks). It is parent or guardian responsibility that this is on file. Health information can be updated by parent or guardian on Powerschool when annual registration for the school year is completed.. Health information can be emailed to our nurse at [anne.hughes@brv.k12.in.us](mailto:anne.hughes@brv.k12.in.us) as needed as well.

## **EXTRA CURRICULAR**

### **Extra-curricular Participation and Attendance**

A student must be in attendance at school on the day he/she attends any school function. Students suspended or absent from school may not attend school functions on the day of suspension or absence, or over the weekend if the suspension or absence is on a Friday. Absences for other reasons will be considered by the event sponsor and principal for participation.

### **Academic Requirements for Extra-curricular activities**

To be eligible to participate in extracurricular activities at the elementary, a child must have passing grades in their subjects. If a child is not passing, they may practice but not participate in game activities. Students receiving an office referral could miss up to one full game or meet.

### **Elementary Athletics**

At the elementary we strongly encourage all students to take part in the extra-curricular events offered. We stress fundamentals and participation and feel the winning aspect will come as confidence and one's self-esteem is improved.

We are offering the following programs for children to participate in this year. The times and dates will be announced at a later date.

1. 5th and 6th grade Basketball (boys & girls separated)
2. 4th, 5th, and 6th grade Track and Field and Cross Country (boys and girls)
3. 5th and 6th grade Cheerleading.
4. 5<sup>th</sup> and 6<sup>th</sup> grade Wrestling

As every extra-curricular and athletic program must be self-supported, an admission fee will be charged at the home events during basketball season. The program directors and coaches share the

responsibilities involved in assessing the needs of the program. BLUE RIVER VALLEY ELEMENTARY DOES NOT HONOR HIGH SCHOOL ALL SPORTS PASSES FOR ELEMENTARY GAMES.

## **PARENT INVOLVEMENT**

### **Parental Involvement**

Parents are encouraged to become involved in the educational experiences and enrichment activities of their children and school. We welcome parents visiting in the classrooms. Some examples of parental involvement are: Room Parent, Fall Carnival, Athletics, Book Fair, Field Trips, Spell Bowl, Math Bowl and more. Please contact your child's teacher to arrange times to be involved.

### **PTO**

Blue River Valley School has a Parent-Teacher Organization operating within a set of by-laws and within the bounds of law set forth by not-for-profit regulations and the Indiana State Board of Accounts. Parents are encouraged to participate in the activities of the PTO and their efforts to sponsor programs benefiting all children. The dates of the meetings are advertised in the school newsletter, on the school web page, and the school and PTO Facebook page.

## Appendix A: Grounds for Suspension or Expulsion

The grounds for suspension or expulsion listed in 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 (including summer school);
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rules. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the students and other persons, prevent further disruption of activities, and promote student achievement.

### I. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

- A. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  2. Blocking entrance/exits of any school building, corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  3. Setting fire to or damaging any school building or school property.
  4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  5. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
- B. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
- C. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

- D. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
- E. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
- F. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person.
- G. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
- H. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
- I. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
- J. 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.
- K. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant 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.
  - 1. Exception to Rule K: 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.
- A. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
- B. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
- C. Possessing, using, distributing, purchasing, or selling tobacco or nicotine devices containing products of any kind or in any form (to include any e-smoking device).
- D. Offering to sell or agreeing to purchase controlled substances/alcoholic beverages.

- E. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
- F. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
- G. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- H. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- I. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
- J. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- K. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
- L. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
- M. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated, and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
- N. Engaging in pranks or similar activity that could result in harm to another person.
- O. Using or possessing gunpowder, ammunition, or inflammable substance.
- P. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - 1. engaging in sexual behavior on school property;
  - 2. engaging in sexual harassment of a student or staff member;
  - 3. disobedience of administrative authority;
  - 4. willful absence or tardiness of students;
  - 5. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - 6. violation of the school corporation's acceptable use of technology policy or rules;
  - 7. violation of the school corporation's administration of medication policy or rules;
  - 8. possessing or using a laser pointer or similar device.
  - 9. possessing or using mace, pepper spray, or any other material or item that has caused or will imminently cause substantial disruption to school operations.
- Q. Using a technology device to engage in an activity that violates school rules.

- R. Any student conduct rules the school building principal establishes and gives notice of to the students and parents.
- II. Bullying
- A. This rule applies when a student is:
    - 1. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
    - 2. Off school grounds at a school activity, function, or event;
    - 3. Traveling to or from school or a school activity, function, or event; or
    - 4. Using property or equipment provided by the school;
  - B. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  - C. Use of data or computer software that is accessed through a school computer, a school computer system, or a school computer network to engage in any bullying conduct described in this rule is also prohibited.
  - D. Parents or students who suspect acts of bullying are taking place need to report the matter to the school principal/designee. School personnel will investigate all reports of bullying.
  - E. 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 violation.
  - F. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  - G. 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.
  - H. The penalty for violation of this section prohibiting bullying: up to 10 days suspension and expulsion from school for a period not to exceed the remainder of the current semester and one full semester.
- III. Possessing A Firearm or A Destructive Device
- A. No student shall possess, handle or transmit any firearm or a destructive device on school property.
  - B. The following devices are considered to be a firearm under this rule:
    - 1. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    - 2. The frame or receiver of any weapon described above;
    - 3. Any firearm muffler or firearm silencer;
    - 4. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having 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;

5. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one-half inch in diameter; -
  6. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
  7. An antique firearm; or
  8. A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
- C. For purposes of this rule, a destructive device is:
1. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
  2. a type of 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, or
  3. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
- D. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- E. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
- IV. Possessing A Deadly Weapon
- A. No student shall possess, handle or transmit any deadly weapon on school property.
  - B. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
    1. a weapon, tasers 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 readily capable of causing serious bodily injury;
    2. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
    3. a biological disease, virus, or organism that is capable of causing serious bodily injury.
  - C. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
  - D. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

V. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.