

**BLUE RIVER VALLEY ELEMENTARY SCHOOL**

**Po Box 187  
Mt. Summit, IN 47361  
765-836-4851**

Principal: Todd Reagan  
Treasurer: Janice Ritchie  
Secretary: Lisa Parmley

**Welcome**

Hello and welcome to Blue River Valley Elementary School! My name is Todd Reagan and I am thrilled to be the principal of this fantastic elementary school. I am a proud graduate of Purdue University (Go Boilers!) and Butler University (Go Bulldogs!). Blue River Valley Elementary is a PK-6th grade building that offers a wide variety of learning opportunities with a small school feel. Our school is child centered and features a hard working, dedicated staff ready to meet the needs of all learners. We are all looking forward to an exciting year of growing and learning for your students. Look for our monthly newsletter link to keep up to date on current events at the school and feel free to check our Facebook page as well. I always encourage great communication between parents and teachers, so please be sure to contact your child's teacher first in the event of a question or concern. Remember, student success depends on teachers and parents working together!

**School Hours**

8:05-2:55

Doors open at 7:45. Students report to the cafeteria for breakfast or to the gym to sit with their grade level. Students should not be in the building prior to 7:45 unless they are attending Latch Key. Students who are not in class by 8:05 are considered tardy.

**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 P.T.O. 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. The group meets at least one time per month.

**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.

### **MISSION STATEMENT**

The student oriented staff at Blue River Elementary, in partnership with parents and community members, believing all children can learn, are dedicated to promote a safe and supportive atmosphere where teaching and learning are exciting. They entire staff strives to educate every student daily by enabling them to excel socially, physically, and academically. This will prepare them for life's challenges so that they will become positive and productive citizens in a changing, diverse society.

### **PESTICIDE NOTIFICATION**

Blue River Valley Schools has Arab apply Suspend SC, for the prevention of ants, spiders and roaches, once a month on a Friday after 3:15 p.m. This is applied in our kitchen and concession areas. Since our date and time are within the regulated time, notification will not be necessary.

### **INFORMATION SENT HOME**

Please read all information sent home and stress the importance to your child of bringing these notices home as we want to keep you informed. A school newsletter will be sent home with students every month as well as posted on the school webpage. In addition, teachers send a minimum of one newsletter per month to their students.

### **ATTENDANCE POLICY**

The vision of our school is that all students have the best possible environment to succeed. Students should maintain exemplary attendance and we discourage unacceptable absenteeism. A very high positive correlation exists between formal learning and school attendance.

The following policies and procedures are presented so that all parties involved in the education of or students can assist in the maintenance of excellent attendance and the development of self-discipline.

Absences from school will fall into one of two categories:

1. **Excused** - If an absence is excused, the student will have the same number of days they were absent to make up the work up to a maximum of three days. Extenuating circumstances (i.e. illness) can apply with the consent of administration.
2. **Unexcused** - Unexcused absences will result in loss of credit for any daily work missed.
3. Students who miss two to four hours of school (which includes lunch/recess) will be counted a half day absent. Students missing four or more hours (which includes lunch/recess) will be considered absent for the entire day. For perfect attendance awards the student will not be allowed to have any early releases or tardies on their attendance record.
4. Parents/guardians are required to contact the school office by 10:00 a.m. each day their child is absent.

If the school office is not contacted by the designated time, the office will make every effort possible to contact the parent/guardian. If contact is not made on the day of the absence a note will be accepted from the parent/guardian on the following day.

Absences will be excused for the following reasons only:

A. illness of student with same day parent verification by phone or note from parent/guardian upon the day that student returns.

B. Funerals should be notified in writing or phone by a parent or guardian.

C. Serving as Legislative Page and/or worker on Election Day.

D. Medical and legal appointment should be verified in writing and scheduled after school hours whenever possible.

E. Religious holidays should be notified in writing by a parent or guardian and a church official and needed prior to the nationally recognized religious holiday.

F. Indiana State Fair - a student may be excused for not more than five instructional days in a school year, if the student or a member of the student's household participates or exhibits in the state fair. The student must be in good standing in order to receive an excused absence. Notification in writing, by a parent or guardian, is needed prior to the date(s) of absence(s).

G. Other absences which have unique and/or extenuating circumstance and which are approved by the principal. The student or his/her parent is responsible for providing verification as required by the principal.

#### **PREARRANGED VACATIONS**

Attendance at school is a priority and we encourage vacations to be planned while school is not in session. Therefore, our policy would consider vacations taken during school as unexcused, but allowable if it has been prearranged with the administration and the student's classroom teacher. Work should be requested prior to prearranged vacation. Homework and assignments must be turned in within three days upon return from vacation or trip. The student and teacher should discuss any tests that would be missed and when they can be made up within three days. Although make-up work is valuable, it cannot replace the instruction provided in the regular classroom.

#### **EXTRA CURRICULAR PARTICIPATION AND ATTENDANCE**

A student must be in attendance at school on the day when 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. If a student is absent any part of the school day due to illness, on the day of an event, he/she will be considered too ill to participate in the event. Absences for other reasons will be considered by the event sponsor AND Assistant Principal or Principal for participation.

#### **ATTENDANCE**

Students are expected to attend school regularly to derive maximum benefits from the instructional program. Since business, industry, and the professions expect and demand a high level of attendance

and time-on-task, the education of our students must reflect these expectations and responsibility. Through the combined efforts of parents, students, and the school, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare our student of reentry into the adult world.

Blue river Valley Elementary considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

So that all parties involved in the education of our students can assist in the maintenance of excellent attendance and the development of self-discipline, the following policies and procedures are presented.

### **ABSENCES**

Absences from school will fall into one of two categories:

1. Excused
2. Unexcused

Absences will be excused for the following reasons only:

- A. Illness - of the student
- B. Funerals - for death in the immediate family, with parental consent.
- C. Serving - as Legislative Page and/or worker on Election Day.
- D. Medical and Legal Appointments - such appointments should be verified in writing, and scheduled after school hours whenever possible.
- E. Religious Holidays - notification in writing, by a parent or guardian and a church official, is needed prior to the religious holiday.
- F. Indiana State Fair - a student may be excused for not more than five instructional days in a school year, if the student or a member of the student's household participates or exhibits in the state fair. The student must be in good standing in order to receive an excused absence. Notification in writing, by a parent or guardian, is needed prior to the date(s) of absence(s).

In order for an absence to be excused, a student's parent/guardian must call school on the day of absence, or the student must turn in a note from the parent/guardian at the start of the day upon his/her return to school. Calls should be made between 7:30 a.m. and 3:00 p.m. Notes should contain: (1) the reason for the absence (as detailed as possible); (2) date of absence; (3) signature of parent/guardian; (4) telephone number where parent/guardian can be reached for confirmation. If a student misses consecutive days, a call should be made each day the student is absent.

Telephone number: 765-836-4851

Absences will not be excused unless the calls and/or notes are made within the limits stated above. Unexcused absences will result in loss of credit for any daily work missed as a result of the unexcused absence.

Tests and major projects may be made up within the guidelines for make-up work.

"Conditional" unexcused absences may be granted by the Principal.

### **Addressing Excessive Absences**

The administration will regularly evaluate each student's attendance record. Should the attendance record indicate serious problems developing, the parents will be notified and a conference will be held.

The plans, guidelines and conditions for improved or continued enrollment in school will be established.

(Example: The administration may require the student to provide written doctor's statements for each day of absence.) If the absences become excessive the parents and student will be notified that the next step will either result in notifying the Henry County Probation Office or expulsion from school.

Written notification of a student's absences will be sent home at three (3) days and six (6) days of absence per semester. The six-day notification will provide for a student-parent administrator conference. A student's first 8 absences (excused, unexcused, or "conditional") count toward the 8-day limit. Any additional absences (after 8 days per semester) will require verification by a physician. If the above requirement is not met there will be a mandatory meeting between parents and administration to discuss the continued enrollment of the student in question. The Prosecuting Attorney's Office will also be notified if any of the student's absences (after 8 days) are not excused by a doctor. In addition, once a student reaches his or her 8 day limit, they will meet with the Attendance Review Committee (ARC), to discuss reasons for the absences and to put in place a plan to improve their attendance.

### **MAKE-UP WORK**

Students who are absent will be required to make up work missed in each class. Upon return, one day for each day absent (up to three days) will be allowed to complete make-up work. Only in cases of administratively- approved prolonged absence will more than three days be allowed for work to be made up. It is the student's or parent's responsibility to obtain all make-up work from the teacher. Tests and major projects may be given credit within the guidelines for make-up work.

### **CONFERENCES**

When you want to discuss your child's progress with his/her teacher, please contact the office so that a conference time can be arranged with the teacher. Please do not come to school and expect your child's teacher to have an unscheduled conference - they cannot leave their classroom but will be glad to set a conference time.

### **BOOK RENTAL**

The State Board of Accounts has mandated a differentiated rental system. Text book 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.**

## **APPOINTMENTS WITH ADMINISTRATION**

You are welcome to discuss any matter with the administration; however, please call ahead for an appointment so the person you want to see will be available. Our phone number is 836-4851.

## **BULLYING**

The following policy has been established by the school board of Blue River Valley School Corporation regarding anti-bullying.

### **I. Policy Statement**

The school board of Blue River Valley School Corporation prohibits acts of bullying of a student. The school board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

### **II. Definitions**

#### **1. Bullying**

- a. As defined by the school corporation, bullying means aggressive behaviors that involve unwanted negative actions that are repeated over time and involve an imbalance of power.
- b. As defined by IC 20-33-8-.2, bullying 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 targeted student and create for the targeted student an objectively hostile school environment that:
  - i. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - ii. Has a substantially detrimental effect on the targeted student's physical or mental health;
  - iii. Has the effect of substantially interfering with the targeted student's academic performance; or
  - iv. 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.
- c. This term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:
  - i. Participating in a religious event.

- ii. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- iii. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- iv. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- v. Participating in an activity undertaken at the prior written direction of the student's parent.
- vi. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

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.

Students are never to be:

1. On the grass areas between the sidewalls and the building (this includes the east and south of the building and the rock garden area at the southeast corner of the building.)
2. In the parking lot during school without permission.
3. The gym floor with street shoes.
4. In hallways or at a teacher's classroom door during class time without proper authorization or written pass.
5. Seated on table tops in cafeteria or classrooms.
6. In the hallways, lockers, or new gym area during lunch time without proper authorization or written pass.

#### Adoption of Discipline Rules

[Indiana Code 20-33-8-12](#)

#### **CELL PHONE POLICY**

The use of cell phones or other similar electronic devices is strictly prohibited during the school day from 8:00 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. The consequences for using these items during school hours are:

1st offense - Device is confiscated and returned to student at the end of the school day.

2nd offense - Device is confiscated and returned to parent only.

3rd offense - Device is confiscated and returned to parent only and student loss of privilege (i.e. recess, etc.).

“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.

1. Wear proper foundation garments and don't wear see through materials. If you wear a mesh type shirt, you need a shirt underneath and please keep your shirts buttoned. No spaghetti strap tops are permitted.
2. NO tops that allow the abdominal area to be exposed are acceptable; a student must be able to tuck in their shirts.
3. Don't wear caps, hats, bandannas, or sunglasses inside the building during school hours unless special permission is granted (i.e. hat day).
4. Pants or shorts with holes, slits, or rips above the knee are not permissible.
5. No tight shorts, short shorts, short skirts, leggings, jeggings, yoga pants, compression pants, tights, or stretch stirrup pants (unless worn under a piece of clothing which is at least at fingertip length) are 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.

## **DISCIPLINE**

One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. One purpose of a discipline assignment is to correct unacceptable behavior. The Elementary School will use progressive discipline (see chart) to address issues. Progressive discipline offers consequences that increase in severity. Some consequences include suspension or expulsion.

**Expulsion** – If a student is recommended for expulsion, the school will follow the state due process guidelines (I.C. 20-8. 1-5). The two general grounds for expulsion or a suspension are student misconduct and substantial disobedience. Examples of student misconduct and substantial disobedience include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable 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:
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - (b) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - (c) Setting fire to or damaging any school building or property.
  - (d) 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.
  - (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student or school official for any purpose. The school administration and/or law enforcement officials will investigate threats.

6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.

7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances 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.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:

a) Engaging in sexual behavior on school property;

b) Disobedience of administrative authority;

c) Willful absence or tardiness of students;

d) Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

e) Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

f) Engaging in speech or conduct, including the wearing of clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a cell phone in a situation not related to a school purpose or an educational function.

13. Possessing a Firearm

(a) No student shall possess, handle or transmit any firearm on school property. (b) The following devices are considered to be a firearm under this rule:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.

- the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
- 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.
- 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 any barrel with bore of more than one-half inch in diameter.
- 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.
- an antique firearm
- a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.

(c) The penalty for possession of a firearm: 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 length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

(d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

The grounds for suspension or expulsion listed above (#1-13) apply when a student is:

- (a) 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;
- (b) Off school grounds at a school activity, function, or event.
- (c) Traveling to or from school or a school activity, function, or event.

14. 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 or 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. 20-8.1 57. The Superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as: (1) Counseling with a student or group of students; (2) Conferences with a parent or group of parents; (3) Assigning students additional work; (4) Rearranging class schedules; (5) Requiring a student to remain in school after regular school hours to do additional school work or for counseling; or (6) Restriction of extra-curricular activity.

It would be our intention to inform you when your child has misbehaved to the extent of needing any of the above disciplinary actions.

#### **FORMAL TESTING OF ALL STUDENTS**

As mandated by the Indiana legislature, all students in grades 3 through 6 will be tested through ISTEP (Indiana Statewide Testing for Educational Progress). Other standardized assessments such as NWEA and STAR Reading will be given throughout the year.

#### **EARLY DISMISSAL**

No child will be released for early dismissal unless the parent or guardian comes to the office and has the office personnel call the student to the office. This is for both the parent/guardian's and student's protection.

#### **MESSAGES TO CHILDREN**

Unless it is an emergency, do not ask the office to relay messages which should have been worked out with the child before he/she left home. Any change to dismissal procedure should be made prior to 2:30 PM. There is no guarantee or expectation that messages will be able to be communicated after 2:30 PM.

#### **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.

#### **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 stringently enforced with respect to such student.

#### **VISION SCREENING**

Students in grades K, 1 and 3 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 must be done by an optometrist.

#### **HEARING SCREENING**

In order to identify students with hearing losses, hearing tests will be given to all students in kindergarten, first and fourth grades, students transferred from other school districts, students suspected of having hearing losses, and students enrolled in speech therapy.

### **IMMUNIZATION REQUIREMENTS FOR ADMITTANCE**

Public Law 150, Acts of 1980, requires the immunization of all children enrolled in a school corporation. IC20 8, 7-7-10 states. . "No student shall be permitted to attend school for more than twenty (20) days beyond the date of enrollment without either:

1. A current immunization statement on file with the school, or
2. A written immunization statement provided to the school, or
3. A statement by the local health officer or a physician that the required immunizations have been delayed by extreme circumstances and that a time schedule for immunization has been established, or
4. A statement of objection for:
  1. the child's health; a physician must certify that a particular immunization is or may be detrimental to the child's health, or
  2. religious objection; a parent and/or guardian must document this in writing." Students are required by state law to have:
    1. Diphtheria, Pertussis and Tetanus, with a booster at age 11, or before start of 6th grade
    2. Oral Polio
    3. Measles, Mumps and Rubella
    4. Hepatitis B series (3)
    5. Hepatitis A series (2)
    6. Varicella (2)
    7. Meningococcal vaccine at age 11, or before 6th grade, with a booster at age 16, or before start of 12th grade.

### **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 parent and his 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, amount, hours of administration, 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**

Precautions to help prevent the spread of illness. Teachers review video provided by the nurse. In order to further 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 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 be on file. Forms will be sent home so that this information can be updated.

#### **SPECIAL GROUPS**

Leaders of Scouts, Brownies, Cub Scouts or any other groups, are expected to present their groups with a schedule of meeting times so that children will not have to call home to notify you.

#### **DAMAGED OR LOST ITEMS**

Students will be charged for damaging or 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.

#### **PICTURES AND YEARBOOK**

Each year the elementary sells both individual pictures in the fall and spring a yearbook in the spring.

The yearbook pictures are taken of every person and groups within the building and would be available to be purchased in the spring.

### **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 in 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 use every care 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. If it's rainy, dark, etc. and visibility is poor, children should wear a raincoat or bright colored clothing with reflective tape.
3. At the bus stop, children should wait away from the edge of the road.
4. Children shall use the handrail getting on or off the bus one step at a time.
5. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
6. No pupils shall stand or move from place to place during the trip.
7. Loud, boisterous, profane language, or poor conduct shall not be tolerated.
8. Pupils shall not be allowed to tease, scuffle, trip, hit or use their hands or feet or body in any other objectionable manner.
9. No windows or doors will be opened or closed except by permission of the bus driver.
10. No pupil shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
11. Do not talk to the driver unless it is an emergency. Report anything damaged on the bus to the driver.
12. 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.
13. When the bus comes to a RR crossing there will be no talking on the bus so the driver can hear an approaching train.
14. 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.

**SAFETY DRILLS**

Fire drills are held each month. Tornado/Severe Weather drills are held four times per year. Lockdown drills are held once per semester.

**SCHOOL CLOSING**

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal. School closings, delayed starting time, or early dismissal will be announced over radio station WMDH, New Castle FM and WLBC, Muncie FM and television Channel 8. One Call, an automated phone notification system will be utilized to notify staff members, parents, and students of closings and delays. If your household does not receive this notification, please contact the school at 836-4851. If no report is heard it can be assumed that school will be in session. Please do not call the school, radio station or administrator.

**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.

**PROMOTION, PLACEMENT, AND RETENTION**

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;

- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;

- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;

- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

### **DINING ROOM INFORMATION**

Students are required to sit at the tables assigned by the teacher on duty and return to that table immediately after they have deposited their trash, trays and utensils at the dishwashing area.

Good behavior and manners in the dining room will be expected from each student. There will be no pushing, loud talking, running, or leaving your seat while eating. We urge you to pay for lunch by the week. Lunch money should be sent by check in an envelope marked clearly with:

1. Child's name and teacher's name
2. Amount of money and what it is for
3. Checks should be for lunch and breakfast amounts ONLY.

Financial assistance is available to those who meet income guidelines.

### **BREAKFAST PROGRAM**

Breakfast is offered to all students. Immediately upon arriving at school, the children wishing to eat breakfast will enter the cafeteria as they would for lunch. Students arriving at 8:00 and do not plan to eat breakfast may go to the classroom.

### **ACADEMIC REQUIREMENTS FOR EXTRA-CURRICULAR SPORTS**

To be eligible to participate in extra-curricular athletic activities at the elementary, a child must have received passing grades at the end of the last grading period, not when report cards are passed out. Children may practice but not participate in game activities.

### **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 feel setting the stage for each child to experiment and try to reach their potential without a great deal of anxiety and pressure will encourage children to explore and try things unfamiliar to them. Self-discipline is stressed and the volunteer coaches are encouraged to maintain a learning atmosphere throughout their sessions.

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

1. 3rd and 4th grade Basketball (boys & girls separated)
2. 5th and 6th grade Basketball (boys & girls separated)
3. 4th, 5th, and 6th grade Track and Field (boys and girls)
4. 5th and 6th grade Cheerleading.

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.

**BLUE RIVER VALLEY ELEMENTARY LATCH KEY PROGRAM**

Latchkey is available for students enrolled in Blue River Valley Elementary. Latchkey is open when school is in session. In the event of delays, early dismissals, or cancellations, Latchkey will be closed.

Hours: 7:00 am - 7:45 am

2:50 pm - 5:30 pm

Fees: \$20 start-up per child

\$3.50 per hour per child

Special prices will be in effect for breaks.

Erika Waters - Director.

**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, P.O. Box 217, Mt. Summit, IN 47361, (765) 836-4816, Civil Rights Compliance Coordinator.

**PRESCHOOL**

Blue River Valley Elementary provides an integrated preschool for children at least three years of age. Children with identified developmental delays are offered a daily program based on their individual needs. There is no charge for this program.

Typically developing preschoolers may attend two or three days per weeks, and must pay tuition.

For more information about the Integrated Preschool, and to be added to waiting list, contact Beth King, Director of Special Programs, at 836-4816.

**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 (Door #1) located closets to the

office area. Visitors must access the video/audio call button located by the front door to be admitted to the building. All other entrances will be locked between 8:05 and 3:15.