

**BAUGO COMMUNITY SCHOOLS
JIMTOWN ELEMENTARY SCHOOL AND
JIMTOWN INTERMEDIATE SCHOOL
PARENT-STUDENT HANDBOOK
2017-2018**

Grades 3-6

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Grades K - 2

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BAUGO COMMUNITY SCHOOL CORPORATION

“Small School Feel, World Class Education”

August, 2017

Dear Parents.

Welcome to the Baugo Community Schools! Each of the staff members in our schools is committed to leading our students to become the best person and best learner that they can possibly become. Students here are expected to know what skills and performances they must master and are constantly encouraged to do their “personal best.” Students are also expected to be good citizens. To do this they must understand and follow the behaviors and guidelines of our mini-society here at school. They must accept responsibility for both their learning and their behavior and the consequences – good or bad – that come with choosing to follow or ignore the school’s expectations.

This handbook has been developed to provide students and parents with an understanding of the school’s operating policies and procedures, which have been developed in accordance with the Baugo Community School Corporation’s School Board Policy and Procedure Manuals. Parents are strongly encouraged to support the school’s efforts to build responsible, contributing students who will then become responsible contributing citizens.

The policies, procedures, and practices contained in this handbook are as complete as possible. This handbook is supplementary to Board Policy. Should a provision of this handbook contradict Board policy, the Board policy takes precedence. This handbook supersedes all prior handbooks and other written material on the same subjects. If you have questions or would like more information about a specific issue or document, contact the School Principal or myself, or access the document on the Corporation’s website: www.baugo.org by clicking on “School Board” tab and find the “Baugo Community Schools Policies” tab. Then search for specific policy or administrative guideline in the Table of Contents.

Best wishes for a wonderful 2017-2018 school year!

Jim DuBois, Superintendent, Baugo Community Schools

School Board Approved Handbook: April, 2016.

Jimtown Elementary School and Jimtown Intermediate School

Dear Parents,

All the members of the staff and the two of us are pleased to have you as a student here at Jimtown Elementary School and Jimtown Intermediate School. We will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain expectations, and responsibilities.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their children. Teachers will also review this handbook with students at the beginning of the school year. If you have any questions, please contact your child’s teacher or one of us in the school office.

We are looking forward to a great 2017-2018 school year!

Jeff Deak, Principal, Jimtown Elementary School

Marci Brubaker, Principal, Jimtown Intermediate School

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SECTION I – INTRODUCTION

VISION AND MISSION STATEMENTS

Vision

Our vision is that the Baugo Community Schools benefit from a reputation as a small community school system that provides a safe and disciplined learning environment so that every child can receive a world-class, efficient, and effective education from a school that knows and loves every child.

Mission

The mission of the Baugo Community Schools is to serve our students by instilling community values today and by developing the necessary skills for their bright tomorrow.

What Does It Mean To Be A Jimtown Jimmie?

In the fall of 2014, a committee of staff and parents were asked to define the characteristics of a Jimtown Jimmie. They developed a response that honored the community's history as well as the community's expectations for what a student in our school system and, ultimately, what a graduate of Jimtown High School looks like. With those goals in mind, they developed the answer to the question:

Like every hardworking railroad worker:

- a Jimmie is dependable;
- a Jimmie confronts life's challenges courageously;
- a Jimmie understands the power of working together and does not let the team down;
- a Jimmie plans for the future and knows that what is done today affects what happens tomorrow;
- a Jimmie applies the virtues of truth, trust, respect, and integrity to actions in life;
- a Jimmie treats others as they would wish to be treated;
- a Jimmie takes responsibility for their actions and does the right thing;
- a Jimmie becomes stronger and smarter through trying, failing, learning, and winning;
- a Jimmie is a leader; and
- a Jimmie is dedicated to making the world a better place by compassionately serving others.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide equal education opportunity for all students. Any person who believes that the corporation, the school, or any staff person has discriminated against a student on the basis of race, color, creed, age, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Bruce Perry
Director of Finance
574-293-8583

The complaint will be investigated and a response in writing will be given to the concerned person within 21 calendar days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

Reference: Board Policy 2260

SCHOOL DAY

Elementary		Intermediate	
Bus/Student Drop Off	8:35 a.m.	Bus/Student Drop Off	8:30 a.m.
School Begins	8:55 a.m.	School Begins	8:50 a.m.
School Ends	3:30 p.m.	School Ends	3:25 p.m.

EARLY DISMISSAL

No student may leave school prior to dismissal time without either a.) a written request signed by the parent; a person whose signature is on file in the School office or b.) the parent coming to the School office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

Reference: Board Policy 5230

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: AM 1340 WTRC, AM 960 WSBT, and FM 101.5. Television stations: Channel 16, and Fox 28 News. You may also check the Baugo Community Schools web site at www.baugo.org. Parents and students are responsible for knowing about emergency closing and delays.

In the rare event that severe weather or another emergency situation cause school to be dismissed early, students will be sent home for the remainder of the day. **Please sit down with your child and discuss what your child is to do if you are not at home when school is dismissed early.** Many parents make arrangements with a neighbor to provide childcare in such an emergency situation. Please make these arrangements and communicate them to your child and his teacher before the arrival of winter when weather tends to be unpredictable.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his educational goals.

At the Baugo Community Schools, students are expected to arrive at school prepared to learn. It is the responsibility of the student, with the support of the parent, to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation of accident, he must notify any staff person immediately.

An emergency card must be on file in the school office for every student. Please keep this information current. If there is a change in telephone numbers or names of people to call in case of emergency, please inform the office or your child's teacher immediately. Students with specific health care needs can submit those needs, in writing, with proper documentation by a physician, to the school office.

SAFETY AND SECURITY

The Baugo Community School Corporation is taking proactive measures to ensure the safety of our students and staff and the security of our educational facilities. Students and staff routinely practice fire drills, storm drills, Shelter in Place drills, and Code Blue drills. An emergency plan for all situations has been developed and communicated to staff and students.

During the school day, access to the building is limited to the use of the front door. All doors are locked and staff has been instructed not to open other doors to parents or visitors. Visitors to the schools, including parents, will have to press a buzzer at the front door and announce their name and purpose in order to be admitted into the school. The front office staff will open the doors electronically. **All parents and visitors must sign in and out at the office.** This allows us to

know who is in the building at all times.

Video surveillance and electronic monitoring equipment has been installed in all school buildings. All persons entering are subject to the recording of their activities.

Reference: School Board Policy 8400

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents. A student who becomes ill during the school day should request permission from the teacher to go to the office. The health office staff will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

EMERGENCY DRILLS

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and the administration. Our schools participate in the safety program that includes the Standard Response Protocol. The Standard Response Protocol is based on four actions: Lockout, Lockdown, Evacuate, and Shelter. In the event of an emergency, the response and appropriate direction will be called out on the public address system.

LOCKOUT – “Secure the Perimeter”

LOCKDOWN – “Locks, Lights, Out of Sight”

EVACUATE – “To the Announced Location”

SHELTER – “For a Hazard Using a Safety Strategy”

Students are expected to participate in a very serious manner during these drills. Parents/visitors in the building during a drill are expected to participate and should follow the directions of the nearest staff member in securing the building or locating the safe area for parents. ALL students are expected to report to the nearest teacher during any drill.

LOCKOUT: Lockout is called when there is a threat or hazard outside of the school building.

- | | |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SAMPLE HAZARD: | <ul style="list-style-type: none">• Threat Outside |
| STUDENTS: | <ul style="list-style-type: none">• Return to inside of building• Do business as usual |
| TEACHERS | <ul style="list-style-type: none">• Recover students and staff from outside building• Increased situational awareness• Do business as usual• Take roll, account for students |

LOCKDOWN: Lockdown is called when there is a threat or hazard inside the school building.

- | | |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SAMPLE HAZARDS: | <ul style="list-style-type: none">• Threat Inside• Weapon Inside |
| STUDENTS: | <ul style="list-style-type: none">• Move away from sight• Maintain silence |
| TEACHERS: | <ul style="list-style-type: none">• Lock classroom door• Lights out• Move away from sight• Maintain silence• Wait for First Responders to open door• Take roll, account for students |

EVACUATE: Evacuate is called to move students and staff from one location to another.

- | | |
|-----------------|--------------------------------------------------------------------|
| SAMPLE HAZARDS: | <ul style="list-style-type: none">• Fire in Building |
|-----------------|--------------------------------------------------------------------|

- STUDENTS:
 - Bomb Threat
 - Bring your phone
 - Leave your stuff behind
 - Form a single file line
 - Show your hands
 - Be prepared for alternatives during response.

- TEACHERS:
 - Grab roll sheet if possible
 - Lead students to Evacuation Location
 - Take roll, account for students

SHELTER: Shelter is called when the need for personal protection is necessary.

- SAMPLE HAZARDS:
 - Tornado/Storm
 - Earthquake
 - Hazardous Material Exposure

- SAMPLE STRATEGIES:
 - Evacuate to shelter area
 - Shelter in place
 - Seal the room

STUDENTS: • Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

Reference: School Board Policy 8420

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she must call for an appointment prior to coming to the school in order to prevent any inconvenience. Appointments and/or class room visits must be made 24-48 hours in advance. Students may not bring visitors to school without first obtaining written permission from the principal. There are periods during the year, like times when standardized testing is taking place, when student visitation is prohibited.

Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are “hanging around” the building after or before hours. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable. The school corporation utilizes video surveillance and electronic monitoring in order to protect Corporation property, promote security, and protect the health, welfare and safety of students, staff, and visitors.

Reference: School Board Policy 9150

VOLUNTEERS

Volunteers play a very important role in the educational experience offered in the Baugo Community Schools. Because of the importance of student safety, the Baugo Community Schools has a policy that requires Limited Criminal History checks on all volunteers who are in regular direct contact with students. This includes volunteer coaches and volunteers who travel on trips with students. Prospective volunteers must fill out two forms: a Volunteer Intake Form and a permission form for a Criminal Background Check. These forms are available in your school's office or at the Educational Services Center. Both forms are also available on line at <http://www.baugo.org>. A designated staff person at each school will run the background check on each individual and the information will be stored in a confidential manner. Current volunteers as well as new volunteers are required to undergo a background check.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment (i.e. cell phones), and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe keeping and will not be liable for loss or damage to personal valuables.

SECTION II – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to contact:

Baugo Community Schools Educational Services Center
29125 County Road 22 West
Elkhart, IN 46517
574-293-8583

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency (no homeless child will be denied enrollment based on a lack of proof or residency),
- proof of immunizations

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The School Secretary will assist in obtaining the transcript, if not presented at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. Non-resident students should refer to School Board Policy 5111 (Click on **School Board**, then **School Board Policy**.) for eligibility requirements to enroll. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Reference: School Board Policies 5111, 5111.01, 5111.02, 5112, and 5120

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the Baugo Community Schools Educational Services Center @ 574-293-8583.

Reference: School Board Policy 5111.01

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from our schools, the parent must notify the building principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school office or the building principal for specific details.

Reference: School Board Policy 5131

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without an exit interview with the principal who must agree to the withdrawal. The principal is also required to provide the Bureau of Motor Vehicles with the name of any student under the age of 18 who withdraws from school for revocation of the student's driver's license. The student may also not be able to obtain an employment certificate needed to obtain a job.

Reference: School Board Policy 5130

SCHEDULING AND STUDENT ASSIGNMENT

At the elementary level, the principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

Reference: School Board Policy 5120

IMMUNIZATIONS

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox) or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and chicken pox. Every child who enters grades 6 through 10 shall also have a meningococcal conjugate vaccine. Students entering grades 11 and 12 also must have a second meningococcal conjugate vaccine.

Minimum immunization requirements for entry into all Baugo Community School Corporation schools in 2017 – 2018 are listed by the Indiana State Department of Health at <https://chirp.in.gov>. For reference, the schedule of requirements is listed below:

2017 – 2018 School Year IN State Department of Health School Immunization Requirements

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella
K-3 rd Grade	3 Hep B 2 Varicella 5 DTaP 2 Hep A (Hepatitis A) 4 Polio 2 MMR

Grades 4 – 5	3 Hep B 2 Varicella 5 DTaP 4 Polio 2 MMR
Grades 6 – 11	3 Hep B 2 Varicella 5 DTaP 1 Tdap (Tetanus & Pertussis) 4 Polio 1 MCV4 (Meningococcal conjugate) 2 MMR
Grades 12	3 Hep B 2 Varicella 5 DTaP 1 Tdap 4 Polio 2 MCV4 2 MMR

[For schools offering a pre-school program add the requirements for two (2) doses of HIB.]

Students whose parents do not provide the required documentation within 20 days of the opening day of the school year (or from the student’s first day of enrollment in the district) will not be allowed to attend school. (I.C. 20-34-4-2)

This is for the safety of all students and in accordance with state law. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

The parent of each female student entering grade 6 shall be provided with information prescribed by the Indiana State Department of Health concerning cervical cancer and the Human Papilloma Virus (HPV) infection and that an immunization against the HPV infection is available.

Reference: School Board Policy 5320 and Administrative Guideline 5320

USE OF MEDICATIONS

All medication, prescription or nonprescription, to be administered at school **must** be accompanied by a physician’s statement or prescription **and** parent authorization. All medication must be sent in the original container and is to be taken to the school office at the beginning of the school day. **Also, no medication of any kind may be sent home with students. Parents are responsible for picking up medication. No medicine will be administered if these conditions are**

not met.

At the end of the year, all medication, prescription and over the counter, need to be picked up by an adult. Any medication left will be discarded unless arrangements have been made by the parent and school nurse. School Board Policy 5330 regarding the administration of medication states the following:

1. No medication shall be administered without the written and dated consent of the parent on Medication Request and Authorization Form 5330 F1, F1a, and F1b.
2. Written consent is valid only for the period specified on the consent form, and in no case longer than the current school or program year.
3. A physician's prescription, a copy of the original prescription or the pharmacy label provided by the parent must be on file with the public agency.
4. Medication shall be maintained in a secure location.
5. Medication shall be administered in accordance with the physicians' prescription.
6. The parent may, upon request, obtain a copy of the written policy.
7. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required.
8. The person authorized to administer medication is specified.

Reference: School Board Policy 5330

HEAD LICE

Head lice are a common problem with school-aged children. It has nothing to do with cleanliness nor does it reflect poorly on you as a parent. If live head lice or nits within one inch of the scalp are found in a child's hair, parents will be called to come and pick up their child and be provided with educational material. After treatment, the child will be allowed to return to school if no live lice are present or nits that are within one inch of the scalp. Please contact the school office if your child contracts lice. Feel free to contact our Health Office Staff for assistance in understanding and handling the treatment process. **Once your child is treated, a parent or guardian must bring him/her school to be checked in the Health Office before being sent to class.**

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES/PESTS

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

Reference: School Board Policy 8450

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The Corporation has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non casual contact communicable disease include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Reference: School Board Policy 8453

HOOSIER HEALTHWISE FOR CHILDREN

Hoosier Healthwise is an affordable insurance program offered by the State of Indiana for children from birth through age 18. Benefit packages cover a wide range of medical services and are available to families who meet income requirements. More information can be found at the website <http://member.indianamedicaid.com/programs--benefits/medicaid-programs/hoosierhealthwise.aspx>.

MEAL SERVICE – STUDENT LUNCH PROGRAM

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.10 per day for elementary students and \$2.20 per day for intermediate students. Choices are available for students. Menus are sent home monthly and are also posted on the Baugo Community Schools web site. Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he is eligible, please contact the school office. No student will be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Students may pay for lunch in one of two ways - **cash** at the register or through our **debit card** system. As a convenience to parents and students, the Food Services Department has a pre-pay debit card system. Parents can deposit any amount into these accounts with the account being debited upon use. Students have a swipe card (kept at the school and available daily) to use for each purchase.

When using the debit card system, parents can manage meal choices and purchasing privileges by specifying meal account or ala-carte account. The meal account only allows full meal purchases – a la-carte allows meals and snacks. If parents do not specify accounts, students are allowed to use debit cards on one snack per day. Breakfast prices are \$1.50 for all students. Lunch prices are \$2.10 per day for elementary students and \$2.20 per day for intermediate students. Intermediate students may also purchase snacks that range from \$.25 to \$1.00 daily. Parents can make deposits into the debit accounts using a check, cash, or on line. Payments made with cash or checks must be in an envelope marked **Lunch Money/Your Child's Name** and turned in at the start of the school day. Parents can also deposit lunch money online through www.mylunchmoney.com. Deposits utilizing this service have a nominal cost of \$1.95 per deposit. Parents can also use this on-line service (**at no cost**) to check the balance of a child's lunch account and meal purchase history. Food Service is not allowed to carry negative balances on student accounts in the National School Lunch Program. Please make every effort to make certain your child's lunch account is current.

Charges are designed to cover a situation in which parents or students forget to provide or bring monies for breakfast/lunch. Students who have forgotten or lost money may charge meals in the cafeteria. Under no circumstances may ala carte items (excluding milk) be charged. It is the procedure of the cashier to verbally remind the student that their account is low to try and avoid meal charges.

Elementary/Intermediate students may accumulate up to three (3) breakfast/lunch charges. Charge letters go home once a week; however parents may monitor student accounts via www.mymealtime.com. A verbal reminder is given to the student daily that their account is in arrears. On the third charge the cashier will inform the student that they will be receiving an alternative meal the next day if they do not have money or a check.

When the student has accumulated three (3) charges, a phone call to the home that afternoon is required to inform the parent that the student will not be allowed to charge until the account is brought current with a positive balance. A list of the students who received an alternative meal must be sent to the principal daily.

A student may have charges on their account, but if they have cash to pay for their meal, the cashier must take the money for the meal and then remind the student that they have charges on their account. A "No Cash Back" policy will be followed for any elementary student.

Every effort will be made to make sure the students are aware they will be receiving an alternative meal. Alternative meals will be charged to the student's account at a cost of \$.75 each.

Reference: School Board Policy 8500

CAFETERIA PROCEDURES

Students are scheduled to the cafeteria for a lunch period. Teacher aides provide supervision during lunchtime. Once a seat is selected or assigned, students must stay in their seat. Adult supervisors will respond to raised hands when students have forgotten spoons, napkins, straws, etc. or if students need to use the restroom or need help in opening containers of fruit, juice, ketchup, etc.

Students are expected to behave appropriately in the cafeteria. Loud voices, playing with food or beverages, trading food items, or interfering with another student's comfort while eating lunch will not be tolerated. Food may not be taken from the cafeteria except when it remains in a lunch box or sack.

Students bringing their lunches to school are encouraged to make healthy decisions when packing their lunches and to refrain from sharing non-healthy food items with other students.

PARENT VISITORS TO THE CAFETERIA

Parents are welcome to occasionally stop in and have lunch with their child. Parents joining their children for meals are requested to abide by the Wellness Guidelines and not bring any fast food or other commercial foods into our school for their own consumption or the consumption of others. Please remember that we do not allow soda/energy drinks during student lunches in the cafeteria. When visiting at lunch, please follow established school rules. Refrain from visiting staff members without an appointment.

RECESS

Students are scheduled for two 15-20 minute outdoor recesses period, weather permitting. All students will be expected to participate during this 15-20 minute activity. We feel that children need fresh air and free exercise to enhance their study habits. For safety reasons, parents are not allowed on the playground areas to visit with students while they are at recess. This includes times when you eat lunch with your child. If, for health reasons, a child should not participate in outdoor activities, it is that parent's responsibility to write a note (for each day that permission to remain inside is sought) to the teacher stating the reason for the request. If the child must remain inside for an extended period of time (three or more days), a physician's note is required.

School board policy states that the building principal is responsible for determining if outdoor recess will occur. The decision may vary from grade to grade based upon the discretion of the principal and the recommendations of the corporation's Director of Safety Services. Conditions that are considered when determining if outdoor recess activities will occur are:

- Temperature: outdoors when temperature is zero or below including wind chill; outdoors when the heat index may pose a health risk.
- Length of time outdoors
- Conditions of the playground or area of the planned activity

During the winter months, heavier coats, hats, gloves, and boots are necessary. Remember that because students have the same or similar kinds of clothing, labeling your child's belongings is very helpful in eliminating confusion.

DELIVERIES

While we understand that parents want to recognize their child's birthday and other special events, certain activities are disruptive to the educational process. For this reason, the delivery of flowers, balloons, invitations, and gifts is discouraged during the course of the school day. Family celebrations are not appropriate in the cafeteria. Please help us protect the school day by celebrating at home with your student.

USE OF TELEPHONES

Phone calls (cell or land line) should not be made or received during instructional time. The office will not interrupt teaching and learning to put telephone calls through to classrooms or individuals except in the case of emergency.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the administration.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Corporation maintains many student records including both directory information and confidential information. Directory information includes: See Corporation Policy 8330. Go to www.baugo.org. click on **School Board**, then click on **School Board Policy**.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Educational Rights and Privacy Act (FERPA). Please contact the superintendent's office for more information if needed.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from the education record without prior parental consent to officials from state and federal government, educational institutions, and agencies, and under specific circumstances authorized by School Board Policy and Federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the Corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sexual behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made.

The parent may access the following:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the

purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
<http://www.ed.gov/policy/gen/guid/fpco>

Reference: School Board Policy 8330

STUDENT FEES AND CHARGES

The Baugo Community Schools charges specific fees for books, supplies, and materials. Such fees or charges are determined by the cost of the materials, freight/handling fees, and add on fees for loss or damage to school property. The school and the staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage, or destruction of school apparatus, equipment, musical instruments, library materials, textbooks, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

SECTION III – ACADEMICS

HOMEWORK PHILOSOPHY

The assignment of homework can be expected. Homework is an opportunity for students to practice skills and concepts taught during the school day. It is also assigned to help students prepare for assessments. Homework will not be used for disciplinary reasons but only to enhance the student's learning. Individual classroom teachers (or teams of teachers) have the responsibility for developing a homework policy and for clearly communicating procedures to students and parents.

MAKE-UP WORK

Parents may call to request assignments for students who are absent. Classroom instruction/activities will not be interrupted for requests. Teachers will need time to collect materials and missed assignments. Make-up work will be available by the end of the next school day. Make-up work may be picked up in the office or sent home with a sibling or friend. Ultimately, it is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Teachers are not required to provide work in advance for students who miss school due to vacations or other scheduled absences.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

Reference: School Board Policy 2340

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards (ISTEP, NWEA) and Corporation policy. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

REPORT CARDS/PROGRESS REPORTS

Jimtown Elementary - Grades K-2

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

Jimtown Intermediate School – Grades 3-6

Students shall receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Student will receive a hard copy of report cards. Immediately notify your child's school office of any changes you might have in regards to e-mail addresses or contact information. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

Students shall normally be promoted in accordance with their chronological age group and academic achievement. Retention is rare; there is no research to indicate that retention enhances student success. The Indiana Department of Education has recently articulated standards of proficiency for grades K-6. Failure to meet these standards may result in automatic placement in summer school and/or retention. The building principal has the authority to determine student placement.

The Indiana Department of Education has recently mandated standards of proficiency in reading (IREAD-3) for 3rd grade students. Failure to meet these standards will result in automatic placement in summer school and/or retention.

Reference: School Board Policy 5410

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, performing arts, citizenship, and volunteerism.

INCLUSION

Baugo Community Schools are full inclusion schools. The regular classroom teacher is the primary teacher for our special needs students. He or she is responsible for being thoroughly familiar with each student's Individual Education Plans and collaborating with the Resource Teachers to provide services in the least restrictive environment.

ACADEMIC HONESTY

When a student completes a paper, project, or any class work, the expectation is that the student did the work for which he is taking credit. The point of a student completing an assignment is to find out what the student knows and what the student does not know. If a student circumvents that process, valid measurement does not take place and the student is unprepared for the academic expectations that he will confront in the future. In addition, cheating, fabrication, plagiarism, recycling, unauthorized sharing, or impeding is unfair to those students who do their own work.

The following guidelines have been established to clarify which student behaviors are considered academically dishonest. In addition, this document provides strategies for helping students, parents, and teachers promote ethical academic behaviors.

The behaviors listed below apply to any student work completed in or out of the classroom.

- Cheating – giving, accepting, or taking help that is not approved by the teacher.
- Fabrication – making up information or quotes.
- Interference – includes (but is not limited to) stealing, changing, or destroying, another student's work.

- Plagiarism – presenting someone else’s ideas or information as your own.
- Recycling – using part or all of a paper, a project or class work previously completed for a grade.
- Unauthorized Sharing – working together on any paper, project, or class work without approval of the teacher.

PRINCIPLES OF ACADEMIC HONESTY

It is the student’s responsibility to know what academic behaviors are acceptable and which are dishonest. Claiming ignorance of the rules or misunderstanding the assignment will not excuse students from the consequences of their actions. Therefore, students who rely on information provided by fellow students, parents, or tutors will be held to the standards and procedures set by their classroom teacher.

Assume all work is to be completed individually. Collaboration or the division of work among partners is not permitted, unless the instructor specifically states that cooperative work is acceptable. Whether or not a student intends to deceive is irrelevant. The student’s mindset cannot be observed; consequently, the policy prohibits behaviors and actions that are academically dishonest. Students will face disciplinary punishments based on their behaviors, not based on what they intended to do.

Parents, tutors and peers may be consulted as resource persons, but they are not to complete assignments for students. Helping students by asking questions to clarify a student’s thought or by discussing concepts and ideas related to an assignment is appropriate; however, assistance beyond pointing out areas for improvement or asking questions reduces the level of student learning and is prohibited.

SPECIAL EDUCATION

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation’s programs and facilities. The law defines person with a disability as anyone who:

- has a mental or physical impairment that substantially limits one or more major life activities;
- has a record of such impairment; or
- is regarded as having such impairment.

The Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the “least restrictive environment.” The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the resource teacher.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the School, the student and the student’s parent(s). Parents, who believe their child may have a disability that interferes substantially with the child’s ability to function properly in School, should contact the Resource Teacher.

SPEECH AND HEARING THERAPY

Speech and hearing therapy is available to all pupils who are in need of this service. Types of problems that may require therapy are; articulation, delayed language, cleft palate, voice, stuttering, and hearing loss. Therapy classes meet according to a student’s I.E.P. during the regular school hours. Hearing tests are administered annually to students in first and fourth grades and new students.

RESPONSE TO INTERVENTION (RTI) TEAM

The primary purpose of the Response to Intervention Team is to support students who are experiencing academic or

behavioral difficulties. The RtI Team consists of school professionals who work together to develop goals, instructional strategies and modifications to support student success. This RtI plan will be shared with the student's parents.

INTERNET ACCEPTABLE USE POLICY

It is important to remember that the use of the Baugo Community School's computer technology is a privilege, not a right. Strict adherence to the provisions of the Acceptable Use Policy will ensure that technology usage is consistent with the Corporation's standards of ethics and conduct. The Baugo Community Schools will make available all technology-related policies and procedures for review by all parents, guardians, school employees, and community members. Parents or legal guardians may request, in writing, alternative activities not-requiring Internet access. Denial of Internet Access Form is available in the school office. In order to facilitate instruction, the Baugo Community School Corporation may make available portable computers and/or other electronic devices and related equipment. District policies governing the use of technology apply to all student usage regardless of whether the device is used in school or outside of school. The user and parents or guardians agree to accept all liability, loss or damages as a result of claims, demands, attorney's fees, costs, or judgments arising out of the student's use of Baugo Community School's computer technology, including its network, or of the student's violation of these terms and conditions or those contained in the Student Network and Internet Acceptable Use and Safety Policy. The Baugo Community Schools make no warranties of any kind, whether expressed or implied for the service it is providing.

1. All school use of the Internet must be in support of education and research and consistent with the mission of the Baugo Community Schools.
2. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. Baugo School Corporation internet resources and accounts may not be used:
 - a. To access another person's materials, information, or files without permission.
 - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
 - c. To violate any local, state, or federal statute.
 - d. To vandalize, damage, or disable the property of another person or organization.
 - e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
 - f. For commercial or for-profit purposes.
 - g. For extensive personal and private business.
 - h. For product advertisement.
 - i. To access social media and other forums in a manner devoid of any educational purpose.
 - j. To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent their identities on the network.
7. Sites that are blocked by school filters may not be accessed in any other way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Cyber-bullying: The use of any data or computer software that is accessed through a computer, a computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, 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. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever

(1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the Baugo Community School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

10. Failure to abide by all of the terms of the AUP may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school or referral to law enforcement authorities.

Reference: School Board Policy 7540

SECTION IV – STUDENT CONDUCT EXPECTATIONS

THREE KEY WORDS: RESPECT, RESPONSIBILITY, AND SAFETY

A major component of the educational program in the Baugo Community Schools is to prepare students to become respectful, responsible and safe citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Students are expected to; show *RESPECT* (Show honor and concern for students, staff and school) *RESPONSIBILITY* (Do what you are supposed to do, when you are supposed to do it) and *SAFETY* (To plan and make choices that protect others and themselves from harm.)

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers and administrators to maintain a classroom environment that allows: A teacher to communicate effectively with all students in the class; and that all students in the class have the opportunity to learn.

CODE OF CONDUCT

The Baugo Community Schools Board of School Trustees has adopted the following code of conduct. This code of conduct is applicable to students; on school property at any time; during and immediately before and after any School activity at any location; traveling to and from School or to and from a School activity.

Violations of the code of conduct may be punishable by suspension or expulsion. The following behaviors are just some that directly violate the code of conduct:

1. Knowingly interfering with school purposes or inducing another student to do so;
2. Stealing or damaging school property or property of another person;
3. Knowingly causing bodily harm to another person;
4. Threatening another person with bodily injury;
5. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
6. Possessing, providing, selling or using a drug or any type of drug-related paraphernalia except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook;
7. Possessing, providing, selling or using any substance or any type of paraphernalia represented to be a drug or drug related paraphernalia;
8. Possessing, providing or selling an alcoholic beverage;
9. Consuming or being under the influence of a drug or alcohol except as authorized by prescription and in compliance with "Use of Medication" Policy found in this handbook;
10. Possessing, providing, or using tobacco or any tobacco product;
11. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.
12. Failing or refusing to comply with directions of an adult supervising a class or school activity;

13. Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
14. Materially altering any school document such as a hall pass;
15. Leaving a School activity or school property without prior approval of a teacher or supervising adult;
16. Academic dishonesty on an academic assignment such as a test or homework, or knowingly assisting another student in academic dishonesty;
17. Attempting or conspiring with another person to violate any student behavior standard;
18. Violating school policies and/or Indiana or Federal laws.
19. Harassing behaviors towards others. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals by any means is not permitted. This includes any communication or action that disrupts or prevents a safe positive educational or working environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Verbal:

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the School environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation or third parties.

Physical Contact:

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Cyber-bullying:

The use of any data or computer software that is accessed through a computer, computer system, or a computer network to convey overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner, 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. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the Baugo Community School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on the appropriate form available in the school office and a copy forwarded to Mr. Bruce Perry, Director of Business. Each report received shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to protect the confidentiality of the student who files a complaint, encourage the reporting of any incidents of sexual or other forms of harassment, and/or protect the reputation of any party wrongfully charged with harassment.

20. Use Of An Object As A Weapon: Any object that is used to threaten, harm, or harass another may be considered a weapon. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

21. Bullying (See Board Policy 5617.01) Bullying as defined in state law means overt, unwanted, repeated acts or gestures, including verbal or written communications transmitted, in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. The prohibition on bullying also applies whenever a student is using data or computer software that is accessed through a computer, computer system, or computer network. These rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever (1) the individual committing the bullying behavior and any of the intended targets of the bullying behavior are both students of the Baugo Community School Corporation; and (2) disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Any student who believes he has been or is currently the victim of bullying should immediately report the situation to the building administration, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Reports may be submitted anonymously.

22. False reporting of bullying. Students who make false reports of bullying will be subject to discipline.

23. Cyber-bullying: The use of any electronic communication device to convey a message in any form (text, image, audio, or video) that torments, threatens, taunts, ranks, degrades, harasses, humiliates, or otherwise targets a

student or staff member. This includes any communication or action that disrupts a safe positive educational or working environment, regardless of whether the action or communication occurs in school or outside of school.

24. **Aggressive Behavior and Fighting:** Baugo Community Schools promote a safe and orderly environment for all students. Any student found to be fighting on school grounds, on school buses, at bus stops or at school related activities will be subjected to disciplinary action. Also, the student in violation of this rule may be referred to the proper local law enforcement agency. Students are encouraged to report incidents of aggressive behavior and fighting to the school administration.
25. **Sexting:** 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 may be considered as grounds for suspension or expulsion.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically. I.C.20-33-8-0.2, et. seq.; 20-27-10-2

This list does not exhaust all the potential problem behaviors which could violate the code of conduct.

DRESS AND GROOMING

While fashion changes, the reason for being in school do not. Students are in school to learn. Student dress and appearance is primarily the responsibility of the student and parent. Elementary (K-6) school children should come to school dressed in clean, comfortable clothing that allows them to participate in the many types of activities that occur during the elementary school day. School dress is different than typical dress for the mall, a concert, a party or the beach. No dress code can itemize every item of dress that is unacceptable for school; however there are certain guidelines for good decision making about daily apparel. In all cases, students are to wear clothing that covers all parts of the body.

Students are prohibited from wearing spaghetti straps, strapless tops, or halter tops, see through mesh garments, and shorts or skirts that are shorter than mid-thigh. All pants, slacks, jeans, skirts and shorts shall remain at the top of the waist. Revealing or torn/ripped clothing may not be worn. This includes pants with holes or tears, spandex material, bicycle shorts, undershirts, see-through or skin tight clothing. At no time should any undergarments be visible.

Student dress should reflect respect and pride in each individual student and the school community. **Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.**

Parents and Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (No)
- Does my clothing advertise something that is prohibited to minors? (No)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
- Would I interview for a job in this outfit? (Yes)
- Am I dressed appropriately for the weather? (Yes)
- Do I feel comfortable with my appearance? (Yes)

If a student has chosen a manner of appearance that disrupts the education process or presents risk to themselves or others, they may be removed from the educational setting. Any type of clothing or personal grooming that disrupts the educational environment and is a threat to safety or health is prohibited.

Disruption - Any clothing that interferes with the educational atmosphere of the school is prohibited. This includes any variance from the guidelines listed above; clothing or jewelry that advertises alcohol, drugs, tobacco; clothing or jewelry that promotes gang, cult or racist activity. Pajama or lounge pants are not appropriate for school. Exotic make-up, hair dye, haircuts is prohibited.

Safety – Any clothing or jewelry that would create an unsafe situation in any class is prohibited. Upon entering the building, all students are to remove hats and other head coverings, including scarves and kerchiefs. The principal under the following circumstances may make an exception:

- The student is a member of a legally recognized religious organization that requires a head covering to be worn.

- The student has a documented medical necessity.

Please be sure to send your child to school appropriately dressed. When there is question about the appropriateness of a student's dress and appearance, parents may be contacted.

Students must have appropriate gym shoes to participate in physical education.

Students who are representing our school at an official function or public event may be required to follow specific dress requirements.

Final decision regarding student dress and grooming will be determined by the administration.

Inappropriate school wear includes, but is not limited to the following:

- Items which promote or make reference to alcohol, drugs, tobacco, indecency, vulgarity, profanity, cult or gang membership
- Items with phrases, pictures or markings that are sexually suggestive, profane, or obscene
IF THERE ARE TWO MEANINGS, THE WORST WILL BE RECOGNIZED.
- Items which have logos, pictures, or symbols that show disrespect for another culture, race or religion, or ethnicity
- Caps, hats, bandanas, hoods, du-rags or sunglasses must be removed once students enter the building.
- Items that could damage furniture or impose a potential danger or threat to others, including wallet chains or jewelry with spikes.
- Pants that are too big and "sag" below the waist or reveal undergarments
- Pants with holes, rips or excessive distress; pajama pants or Spandex-type pants or shorts

Modest and appropriate attire for school includes, but may not be limited to the following:

- Dresses, skirts, and shorts must be approximately fingertip length or longer when standing.
- Shirts must be long enough to remain tucked into the waistband of the pants or skirt when the arms are raised above the head
- Tank and spaghetti-strap tops must be worn with another shirt, either under or over the tank or spaghetti-strap tops.
- The midriff and cleavage must be covered.
- All shirts must have a sleeve width at least to the shoulder. Shirts may not be open on the side and may not reveal undergarments.

Reference: School Board Policy 5511

CELL PHONES/ELECTRONIC DEVICES/WIRELESS COMMUNICATIONS DEVICES

The Baugo Community Schools cannot and will not be responsible **for security or protection from theft** of any electronic devices that are brought to school.

1. I-Pods, CD players, and other personal listening devices are not to be WORN or USED in the building during regular school hours. These devices will be confiscated if observed in the building. Failure to hand over devices when requested by a staff member will be considered insubordination, which will result in additional consequences.
2. Cell phones and/or other electronic communication devices may not be visible or used within the building during regular school hours. If cell phones are observed by a staff member, (whether they are being used or not) the cell phone will be confiscated and turned over to a school administrator. Confiscated cell phones must be retrieved by a parent or guardian. Failure to turn over an electronic device when asked will result in additional consequences.

POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom boxes”, portable TV’s, electronic toys, or pagers. Any forbidden equipment will be confiscated and disciplinary action will be taken.

CARE OF PROPERTY

Students are responsible for the care of their own personal property as well as the school’s property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such item and return them to the student’s parents.

ANTI-HARASSMENT POLICY

The School prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events.

The School also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the superintendent, teachers, or counselors. The School believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals are not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment: Verbal

The making of written or oral sexual innuendo’s, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.)

Sexual Harassment Nonverbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Corporation or third parties.

Unwanted Physical Contact

Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body or coerced sexual activity with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment: Verbal:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person’s gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Conducting a “campaign of silence” toward a fellow student, staff member, or other person associated with the Corporation or third parties by refusing to have any form of social interaction with the person.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment: Nonverbal

Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Unwanted Physical Contact

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the Corporation, or third parties. Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the Corporation, or third parties should make contact with one of two or three staff members selected by each building

principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1, (*click on School Board, then School Board Policy*) and a copy forwarded to the Principal or designee.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to: protect the confidentiality of the student who files a complaint; encourage the reporting of any incidents of sexual or other forms of harassment; protect the reputation of any party wrongfully charged with harassment.

ANTI-BULLYING POLICY (including Cyber-Bullying)

Bullying as defined in Indiana State law (revised July 2013) *means overt, repeated acts or gestures, including verbal or written communications transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student, while the targeted student is on the property owned, used, or occupied by the state educational institution, an objectively hostile environment.*

It includes, but is not limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal, assistant principal, or other staff member. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or School Board official.

Complaints against the building principal should be filed with the superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the police as well as discipline by the school. This violation will subject a student to expulsion.

KNOWLEDGE OR USE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

FIREARM POSSESSION

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials.

In addition, s/he shall be subject to expulsion for a period of one (1) year.

ENFORCEMENT OF THE STUDENT BEHAVIOR STANDARDS AND THE CODE OF CONDUCT

The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct are: to protect the physical safety of all persons and prevent damage to property; to maintain an environment in which the educational objectives of the School

can be achieved; to enforce and instill the core values of the Baugo School Corporation and its School community. In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge.

If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

Disabled student under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 (click on School Board, then School Board Policy) and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

DISCIPLINARY CONSEQUENCES

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with School purposes or the education function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

The teacher and the principal may involve students in setting reasonable and appropriate consequences for specific inappropriate behaviors. These consequences include, but are not limited to, timeout; isolation; written reflections about the situation; written or verbal apologies; loss of recess privileges; loss of transportation privileges; loss of social privileges in the lunchroom; exclusion from learning celebrations, field trips, or other special activities; before/after school detention; in-school suspension; and out-of-school suspension. Ultimately, it is the principal's and staff's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and to have the punishment match the severity of the incident.

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint

Detentions

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Removal from Class

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity.

In School Suspension – In-School Discipline (ISS)

The In-School Suspension (ISS) will be determined by student actions and principal discretion.

Suspension from School

The principal may deny a student the right to attend school and/or take part in any school function for up to maximum of ten (10) consecutive school days.

Expulsion from School

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the School will follow specific procedures.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

Expulsion from School

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Reference: School Board Policy 5610 and 5611

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police.

The School reserves the right not to return items which have been confiscated.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine School property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

STUDENTS RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, con-commercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines and must be approved by school administration before it is disseminated.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal for approval twenty-four (24) hours prior to display.

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. Every absence interferes with your child's progress in school. Baugo schools has partnered with Juvenile Probation, Juvenile Court, the Office of family and Children, the Sheriff's department and the health department to help enforce and support the attendance laws. The School is also concerned about helping students develop a high

quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and being on time. This is a habit the School wants to help students develop as early as possible in their School careers. The School may choose, however, not to provide perfect attendance awards because there are students with health conditions that will not allow them to be in attendance every school day, although they are present everyday they are capable of attending.

Truancy

IDOE recommends that truancy be defined as “when a student is absent from school without the permission of parent/guardian. ”Under I.C. 20-33-2-11, a child who is designated a habitual truant is defined as “a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.”

Under SEA 1, the “Superintendent or an 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 30-40.” The definition of “habitually truant” may still be defined locally under the district Attendance Policy.

Additionally under SEA 1, the “governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences (Sections 15-17.5 of this chapter of another law). Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body’s policy, to qualify as an excused absence.”

Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

Exempt Absences

Under IC 20-33-2-14 a student is excused from attending school under some circumstances, such as serving as a page or honoree of the General Assembly; participating in an election; when subpoenaed to testify in court; when serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of 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. Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in its entirety, refer to: <http://www.in.gov/legislative/ic/code/title20/ar33/ch2.html>.

Suspension from School Absences

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school.

Parent Notice to the School of Absence

If a student is going to be absent, the parents must contact the school by 8:30 AM and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance. An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the principal, a student may not make-up work. The skipping of classes may result in disciplinary action.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excused from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work. If a student missed a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he missed the ISTEP Test or other standardized test, the student should consult with the principal to arrange for taking the test.

Reference: School Board Policy 5200

SECTION V - TRANSPORTATION

TRANSPORTATION AND BUS RIDING PRIVILEGE ACKNOWLEDGEMENT

Bus transportation is provided for students who attend Baugo Community Schools. Homeless students are eligible to receive transportation services as well. Bus riders are expected to show the same standards of conduct and citizenship as required on the school campus. Baugo Schools focuses on the following core values when it comes to student conduct.

- Respect: "Treat others as you want to be treated"
- Responsibility: "Be accountable for your own actions"
- Integrity: "Do the next right thing"
- Leadership: "Be willing to lead by setting a good example"
- Excellence: "Continuously strive to be better"
- Collaboration: "Together everyone achieves more"
- Safety: "Plan and make choices that protect yourself and others from harm"

Students are to ride on the bus to which they have been assigned except where special permission to ride another bus has been given by the principal, in such cases a student must bring a signed note from their parents requesting permission to ride another bus. The note must include the date requested, bus requested, and parent's signature. Riding a school bus to and from school or extracurricular trips is a privilege. Failure to follow all safety rules or behavior expectations may result in the loss of riding privileges. Parents, it is your responsibility to supervise your student's travel to and from designated school bus stops. Following all school bus stop safety procedures and bus riding privileges will help make our students ride much more of an enjoyable experience. Please note that we do not allow motor scooters, motorbikes, or other motor propelled vehicles to be ridden to or from school.

Reference: School Board Policy 8600 and Administrative Guideline 8600

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as contracted transportation that may be provided. Riding the school bus is a privilege and should be honored.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Bus Stop Conduct

Each student shall:

- conduct themselves in a safe, respectful and orderly manner at the bus stop;
- be on time at the designated loading zone 10 minutes prior to scheduled stop;
- take reasonable caution when walking on roadways;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing any street until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the Transportation Center when their child will not be boarding the bus. Drivers will be unable to return a student home for any forgotten item. The bus will not wait.

On the Bus Conduct

It is the responsibility of all students to ride the bus in a safe manner. Any behavior that interferes with the safety of the bus operation will not be tolerated.

Each student shall:

- remain seated and keep head, hands, arms, and legs inside the bus and out of the aisles while the bus is in motion;
- follow directions given by the driver at all times;
- not be loud, boisterous, or use profanity;
- not litter in the bus or throw anything in or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not consume food or beverages or play games, cards, etc.;
- not tamper with the bus or any of its equipment;
- not engage in harassment, bullying, or intimidation of other passengers or the driver.

Exiting the Bus Conduct

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their designated stop unless he has proper authorization from school officials.

Reference: School Board Policy 8600 and Administrative Guideline 8600

DISCIPLINARY CONSEQUENCES

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

Reference: School Board Policy 8600 and Administrative Guideline 8600

WALKERS

In schools where students are permitted to walk or ride bicycles there must be a completed parent permission form on file in the school office. Please consult with the school office for specific details related to this policy. The school corporation is not responsible for lost, damaged, or stolen bicycles.

Reference: School Board Policy 8600 and Administrative Guideline 8600

PARENT TRANSPORTATION

If you choose to drive your child to school, please plan to drop him/her off at the posted drop time so that they are ready for school at the start bell time. Please do not drop your child (except those registered to attend Baugo Extended Care-BEC) off prior to the posted drop time because adult supervision is not available until that time. If your child misses the school bus and you bring him/her after the official start of school, you must accompany your child into the office and sign in.

If you plan to pick up your child after school, you must send a note to your child's teacher. The teacher will share the note with office personnel and bus drivers will be notified. Parents who plan to pick up their child every day may send a note at the beginning of the school year stating that daily pickup will occur. The parent is then responsible for providing written notification, in advance, to the teacher and office of any changes that may occur in that plan. The expectation is that the parent is on time to pick up your student from school. In the event you are late for student pickup, you will need to check in at the office and sign your child out.

Please do not park and leave your car unattended along the driveway at any time. If you must enter the building, park in the lot before doing so. In an effort to promote safety, parents are discouraged from using mobile devices while their vehicle is in motion.

We take our responsibility for the safe dismissal of every child very seriously. Unless we have written directions to do otherwise, children will be required to board their assigned buses. You must sign an early dismissal book if you take your child prior to dismissal.

Reference: School Board Policy 8600 and Administrative Guideline 8600

VIDEO CAMERAS ON SCHOOL BUSES

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. These cameras are intended to document bus conduct and any unacceptable behavior which might occur. School administrators will view videos as needed. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Director of transportation and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be view only in accordance with Federal law. Thus, parents may not view any tapes.

Reference: School Board Policy 8600 and Administrative Guideline 8600

MUSICAL INSTRUMENTS AND LARGE OBJECTS ON SCHOOL BUSES

No musical instrument or large object is permitted to be transported on a school bus unless the instrument or large object is able to sit on the students lap while the student is seated. Musical instruments or large objects may not take up any portion of the seat, be placed in the aisle, on the floor, or under the seat. Musical instruments or large objects that are not able to be held on the students lap while seated may need to be transported by a private vehicle.

Reference: School Board Policy 8600 and Administrative Guideline 8600

Baugo Community Schools 2017-18 School Calendar

JULY 2017							JANUARY 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						X								
X	3	4	5	6	7	X	X	8	9	10	11	12	X	8: Students Return From Break
X	10	11	12	13	14	X	X	15	16	17	18	19	X	15: MLK Day:Staff Dev./ NS
X	17	18	19	20	21	X	X	22	23	24	25	26	X	/Snow Make-up Day
X	24	25	26	27	28	X	X	29	30	31				
X	31													
AUGUST 2017							FEBRUARY 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	X					1	2	X	9: Staff Development No School
X	7	8	9	10	11	X	X	5	6	7	8	9	X	10: 1st Day for Students
X	14	15	16	17	18	X	X	12	13	14	15	16	X	
X	21	22	23	24	25	X	X	19	20	21	22	23	X	19: NS/Snow Make-up Day
X	28	29	30	31			X	26	27	28				
SEPTEMBER 2017							MARCH 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	X					1	2	X	
X	4	5	6	7	8	X	X	5	6	7	8	9	X	9 End of 3rd G.P.
X	11	12	13	14	15	X	X	12	13	14	15	16	X	
X	18	19	20	21	22	X	X	19	20	21	22	23	X	
X	25	26	27	28	29	X	X	26	27	28	29	30	X	30 : Good Fri: NS / Snow Make-up
OCTOBER 2017							APRIL 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
							X	2	3	4	5	6	X	2-6: Spring Break No School
X	2	3	4	5	6	X	X	9	10	11	12	13	X	6 End of 1st G.P.
X	9	10	11	12	13	X	X	16	17	18	19	20	X	
X	16	17	18	19	20	X	X	23	24	25	26	27	X	18-19: No School PTC
X	23	24	25	26	27	X	X	30						20: Fall Break
X	30	31												
NOVEMBER 2017							MAY 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	X			1	2	3	4	X	
X	6	7	8	9	10	X	X	7	8	9	10	11	X	
X	13	14	15	16	17	X	X	14	15	16	17	18	X	25: Last Day for Students
X	20	21	22	23	24	X	X	21	22	23	24	25	X	28: Memorial Day No School
X	27	28	29	30			X	28	29	30	31			29: Staff Dev./Weather Make-up
DECEMBER 2017							JUNE 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	X						1	X	1-8: Snow Make-Up
X	4	5	6	7	8	X	X	4	5	6	7	8	X	
X	11	12	13	14	15	X	X	11	12	13	14	15	X	
X	18	19	20	21	22	X	X	18	19	20	21	22	X	
X	25	26	27	28	29	X	X	25	26	27	28	29	X	
X	25	26	27	28	29	X								25-29: Christmas Break

