



Battle Ground Middle School

"Together We Make a Difference in the Middle"

Parent/Student Handbook 2009-2010

Battle Ground Middle School

6100 North 50 West

West Lafayette, IN 47906

765-269-8140

<http://www.wvec.k12.in.us/bgm>

School Colors: Black and Yellow

Mascot: Tomahawk

School Mission Statement

At Battle Ground Middle School we strive to make a difference in students' lives by creating an environment that positively impacts students' views on education, creates an atmosphere where students feel safe and accepted, and, most importantly, give students the tools they need to be successful in the world.

School Song

(Northwestern Fight Song)

Fight, Fight you Tomahawks

Win this game tonight

We will stand behind you and

we'll yell with all our might

Rah, Rah, Rah

Forward to victory but if we should fail-Never!

We will keep right on fighting

for this dear old school we love so well

T-O-M-A-H-A-W-K-S

Tomahawks! Tomahawks! Tomahawks!

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____

Zip Code: _____



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**BATTLE GROUND MIDDLE SCHOOL CALENDAR
2009-2010**

July

24th-Mail in registration due

August

3rd -BGMS main office is open

4th-6th Registration-4th/6th-9:00a.m.-3:00p.m. 5th-12:00p.m.-7:00p.m.

6th-Tomahawk Rally for incoming 6th graders-6:00p.m.-8:00.m.

7th-Back to School Dance for 7th and 8th graders-5:30p.m.-7:00p.m.

12th - Teacher Work Day

13th – Students' First Day

20th- Open House/Meet the Teacher Night 6:00p.m.-8:00p.m.

28th-School Pictures

September

7th - No School, Labor Day

October

9th - End of First Nine Weeks

13th-Parent Teacher Conferences 5:00-8:00p.m.

16th-1st Nine Weeks Incentive-Outside Activity

15th-Parent Teacher Conferences 5:00-8:00p.m.

21st-Honor Roll Breakfast, Main Gym, 7:00a.m.-8:15a.m.

23rd – 26th - No School, Fall Break

November

26th & 27th - No School, Thanksgiving Holiday

December

18th - End of Second Nine Weeks

- End of First Semester

- Last Day Prior to Winter Break

- 2nd Nine Weeks Movie Incentive-1:00p.m.-2:30p.m.

January

4th - No School, Teacher Records Day

5th - Students Return from Winter Break

18th-No School, Martin Luther King Day

February

15th- No School, Presidents' Day

March

3rd-**ISTEP Testing Begins**

5th -End of Third Nine Weeks

9th- Parent Teacher Conferences 5:00p.m.-8:00p.m.

11th-Parent Teacher Conferences 5:00p.m.-8:00p.m.

12th-Third Nine Weeks Indoor Activity Incentive

19th -Last Day Prior to Spring Break

29th -Students Return from Spring Break

31st -Honor Roll Breakfast, Main Gym, 7:00a.m.-8:15a.m

April

16th - No School-Mid-Spring Break-**Make up Day** for any day missed through 3/19/2010

27th-**ISTEP Testing Begins**

May

25th - Students Last Day

- End of Fourth Nine Weeks

- End of Second Semester

- Last Nine Weeks Incentive-T.B.A Day and Time

26th - Teacher Work Day

Welcome to Battle Ground Middle School 😊 Our motto is “Together We Make a Difference in the Middle.” We believe that parents, students, teachers, support staff, and administration can work together to ensure a wonderful learning experience for each student. The following handbook is created to support the safety and excellence in education at Battle Ground Middle School. All Battle Ground Middle School Students can succeed by achieving these three “B’s” called our TOMAHAWK EXPECTATIONS:

- 1) Be prepared**
- 2) Behave appropriately**
- 3) Be respectful to yourself and others**

ACADEMIC AWARDS

The criteria for receiving a BGMS Academic Letter is be on the honor roll 3 times in an academic school year. Students will be presented their Academic Letter at the Academic Awards Night in May. After a student receives his/her letter and the student is on the honor roll three times in a school year, he/she will receive a Tomahawk Pin. Students also have the opportunity to earn awards/honors from curricular areas.

ACCIDENTS

Accidents are to be reported to the school nurse or to the office. Each student is to have an EMERGENCY MEDICAL FORM on file in the office.

ASSIGNMENT LOG

The Student Handbook is designed to provide students and parents with information regarding the operation of the school. The purpose of the assignment log is to help students become better organized in each class. The Assignment Log also provides parents the opportunity to review the student’s homework assignments and activities of the day.

You are to bring this book with you to each class during the school day. All class assignments are to be entered in the Assignment Log. Your hall passes for each nine week period are included in the handbook. **You may not be released during class time without your Assignment Log** unless it is an emergency.

If a student loses an assignment log-the replacement cost is **\$7.50**. They may purchase assignment log replacements in the main office.

ASSIGNMENTS-DAILY

Core Curricular Teachers will be posting daily assignments on a team website connected to our school website. Related Arts teachers do not have a daily team time so assignment posting will vary.

ATHLETIC ELIGIBILITY

ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES

For the purposes of determining eligibility for extra-curricular activities, grade verifications will be conducted on the predetermined dates listed below. Students must have a passing grade in all subjects. If, during the grade verification, a student is not passing all classes, he or she will be ruled ineligible. During the first two-week period of ineligible status, students may still attend practices but not participate in contests. Students will be able to earn an eligible status only during the next scheduled verification check. If a student is ruled ineligible for a second time during any one season, he or she will be removed from the roster and must turn in his or her equipment. Any student participating in an after-school athletic event will be included during the season of their participation. Events that shall be included (but not limited to) are football, volleyball, wrestling, track, basketball, tennis, intramurals, cheerleading & golf.

Verification sheets will be provided to the staff on the Thursday prior to the date of verification and returned to the school designee on the following Monday prior to 11:00. The eligibility period will include a two-week time period including weekends. Students failing a class on the verification sheet will be notified on Mondays. During the 2009/2010 school year, verification will be conducted on the following dates:

<u>First Semester</u>	<u>Second Semester</u>
August 28	January 22
September 11	February 5
September 25	February 19
October 9	March 5
October 22	April 15
November 13	April 30
December 4	
December 18	

ATHLETIC INTRAMURALS

6th grade students have the opportunity to be involved in athletic intramurals for volleyball, basketball, and track. Information will be available in the office.

Only 7th and 8th grade students have the opportunity to be involved in extra curricular athletics as set forth by the Tippecanoe School Board of Education.

ATHLETIC PHYSICALS

Area doctors and nurses provide physicals for our athletes and managers each spring at minimal cost. Copies of the physical form may be made for sport camps, cheerleading camps, or any other sports or athletic activities. All athletes and managers must have an athletic physical form on file before participating in practice. The form must be dated between May 1st and practice.

ATTENDANCE POLICY (BOARD OF EDUCATION POLICY 5200)

The responsibility for a student being present at school rests upon the student and his/her parent(s) or guardian(s). All students are expected to attend regularly and to be on time. The staff at Battle Ground Middle School believes that students miss important experiences when they are not in school. While it is true that the students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained by being in attendance. It also recognizes that legitimate reasons for absences do occur. Students should not attend school when they are ill. Students should follow proper procedures when returning from an absence.

Tippecanoe School School Board Policy 5200 states that the process of education requires continuity of instruction, classroom participation, learning experiences, and study in order for a student to attain his/her maximum educational potential. The interactions of pupils under the tutelage of a competent teacher are vital to this purpose. Accordingly, it is incumbent upon the Tippecanoe School Corporation to encourage attendance by every student.

Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the stated school attendance policy of 90% may be referred to **Truancy Mediation**. Truancy Mediation will determine what court action is warranted.

Special Circumstances

The following are circumstances in which a student is not at school but will be counted as if he/she were present:

- A. Exhibiting at the state fair, if personal involvement is required for project exhibition (Requires verification by an adult 4-H leader). IC 20-8.1-3-18
- B. Serving as a page in the state legislature, when properly arranged in advance (verification of attendance by state legislature personnel is required). IC 20-8.1-3-18
- C. Educational/religious experiences under supervision of parent(s)/guardian.
- D. Participating in any authorized (school-sanctioned and/or school-sponsored) contest that is regarded to be of educational value.

The following absences are not counted against the student when determining the 90% attendance requirement:

- A. Illness with physician verification.
- B. Immediate family member funeral with verification. Immediate family is defined as student's parent/guardian, brother, sister, grandparents, spouse, children, corresponding step relatives or corresponding in-laws.
- C. Judicial appointments with verification.
- D. Out-of-school suspension.

Notifying the School When a Student is Absent Parents/legal guardians are asked to notify the school authorities by 7:30a.m. on the day of the student's absence. In instances where the student and parents are aware the student will be missing school for a pre-planned event, written or email notification should be made to the principal prior to the date of the absence. The reason for any student absence must be provided by the parent/guardian in writing, via email, phone call, or by voice mail prior to the beginning of the next school day.

Returning from an Absence

Students will be responsible for checking with each teacher upon his or her return to find out what work was missed. Students will have one day for each day they were ill to complete work missed. Administrative approval is required for any time extensions.

Entering and Leaving School

All other students may enter the building at 7:00 AM. Students must report to the cafeteria before the first bell. After school is dismissed, all students who are not under the direct supervision of a teacher or coach are to leave the building and grounds.

Leaving School During the School Day

Students who have made advance arrangements to leave should have their parent sign them out through the office at the designated time. Those who have not made prior arrangements and must leave for emergency reasons must have the secretary verify with the parent or guardian the reason for leaving and then have the parent sign them out through the office. Anyone leaving the campus without proper authorization will be considered truant.

***A student absent from school due to illness should not be in attendance at school functions on the day or evening of the absence, unless excused by the principal or his/her designee. If a student violates this rule then the absence will be counted as unexcused.**

BACKPACKS

Backpacks are allowed in the middle school. Students are asked to please put them in their lockers.

BGM BUCKS

BGMS Bucks are awarded to students in celebration of their great citizenship. Students may use BGMS bucks to buy time in our reading lounge, visit the principal for a positive reward, or eat lunch in the courtyard. We appreciate our great citizens at BGMS!

BOOK RENTAL/LOST OR DAMAGED CLASSROOM/LIBRARY BOOKS

Battle Ground Middle School, under authority of the Board of Trustees, operates a rental system of books and supplies in all grades. In requesting rental privileges, parents agree to accept responsibility to the extent of the value of the books or other items, which may be damaged or carelessly used by their children. If a student loses a rental book or a library book, the student is charged the full school price for the book. Also if a student qualifies for free and reduced textbook assistance, he/she will still owe for Related Arts lab fees for the school year.

BULLYING

Bullying is not tolerated at Battle Ground Middle School. We pledge not to be victims, bullies, or bystanders through our Project Happy Hawks Student Led Anti-Bullying Campaign. Students have a duty to report alleged bullying to administration. A complete TSC policy on bullying is available in our main office or on the Tippecanoe School Corporation website.

BUS INFORMATION

Safe transportation to and from school becomes more hazardous and complicated each year. In order to have safe transportation, all students must cooperate.

Riding the school bus is a privilege, not a right. All students need to behave as gentlemen and ladies and follow the instructions of the driver who is in charge from the time you board the bus until you have left the bus at school or at home.

Students are to remain quiet enough not to distract the bus driver, remain in their areas facing the front while the bus is in motion, not extend arms or other parts of the body out through windows or throw objects about in the bus nor out through windows and keep feet out of the aisle. No food or beverages are allowed on the bus without permission from the bus driver. Students are asked to keep the area in which they ride clean of paper and trash. Proper care of the bus interior is a responsibility of all who use it.

People who cannot behave while riding a school bus will forfeit their privilege to ride. Remember the bus driver is in charge of his/her bus and if you wish to ride the bus, you will follow his/her instructions.

CARE OF PERSONAL PROPERTY

If students choose to bring personal property on school grounds, it will be the sole responsibility of the student. Do not share a locker or give your locker combination to another student. The school can not be responsible for items lost or stolen from lockers. Please do not bring electronic devices or other personal property of value to school.

CLUBS/STUDENT ACTIVITIES

The following clubs/academic activities are available for 6th-8th graders to participate:

Challenge Art	Math Counts Club
Recycling Club	School Newspaper Club
Jazz Band Club	Student Council
Lego League Club	Tomahawk T.V. News Team
Speech Team	Spell Bowl Team

COMPUTER USAGE

Each student has access to the educational computers available in labs or classrooms. Every student is assigned a password and it is the student's responsibility not to share this password with anyone.

Using the Internet inappropriately will result in the following loss of privilege:

1st Offense:	Nine weeks suspension of internet privileges
2nd Offense:	One semester suspension of internet privileges
3rd Offense:	Loss of Internet privilege for remainder of middle school career and notification to high school.

ACCEPTABLE USE POLICY

TIPPECANOE SCHOOL CORPORATION COMPUTER USER AGREEMENT

Information Systems, Computer Networks, and the Internet

Tippecanoe School Corporation provides a comprehensive and well rounded educational experience for all students. Students use computer networks, information systems, and the Internet as part of the standard curriculum. An Acceptable Use Policy (AUP), adopted by the Board of School Trustees, guides the use of these networks and is available on the district website (www.tscschools.net) and in each school office.

DANCES

Student Council host dances for the middle school throughout the school year. Most dances begin at 2:45 p.m. and last until 4:30 p.m. with the exception of the Student Council Bash in May. Only Battle Ground Middle School students are allowed at middle school dances. Also middle school students are not allowed at high school dances with the exception of the freshman dance in May in which 8th grade is invited to attend. Students who have an ISS or an OSS on dance dates are not allowed to attend. Middle School students must remain in the school for the entire time of their dance or activity unless picked up by a parent. Student dress code also applies to school dances. Students who violate these rules or the school expectations may be prohibited from attending other dances or extra-curricular activities. Parents need to have a ride home for the student at the conclusion of the dance.

DISCIPLINE-TOMAHAWK EXPECTATION SYSTEM

All Battle Ground Middle School Students can succeed by achieving these three simple expectations called our TOMAHAWK EXPECTATIONS:

- 1) Be prepared**
- 2) Behave appropriately**
- 3) Be respectful to yourself and others**

An integral part of **the middle school concept** is a behavior plan that gives students the opportunity to earn nine weeks incentives for staying on task during the school year. Our Tomahawk Expectation system is used by the team of teachers in each grade to acknowledge students for completing work on time, coming to class prepared, and maintaining a positive attitude. A student is given 5 TEC cards during the nine weeks. The student must have one TEC card left or more to gain entrance into the nine week incentives. This system helps students learn the expectations of the middle school teachers while also giving them an opportunity to be appreciated for doing what is right. Before a TEC card is taken away, multiple student management tools were applied by the teacher to change a students behavior.

TOMAHAWK EXPECTATION CARDS (TEC CARDS) LOCATED IN THE BACK OF THE ASSIGNMENT LOG

- STUDENT RECEIVES 5 TEC CARDS EACH NINE WEEKS
- A STUDENT MUST HAVE ONE TEC CARD LEFT TO ATTEND THE NINE WEEKS INCENTIVE
- BEFORE A STUDENT RECEIVES A SIGNATURE TEACHERS WILL/MAY HAVE UTILIZED THE FOLLOWING:
LUNCH DETENTION,
CLASSROOM MANAGEMENT TOOLS
TEAM OR PARENT INVOLVEMENT
INTERVENTIONS
- **TO QUALIFY FOR A NINE WEEK INCENTIVE YOU MUST:**
- HAVE ONE TEC CARD LEFT (LOCATED IN THE BACK OF THE ASSIGNMENT LOG)
- HAVE NO MORE THAN 15 MISSING HOMEWORK ASSIGNMENTS IN A NINE WEEKS
- HAVE NO MAJOR DISCIPLINE ISSUES

DISCIPLINE-PROGRESSIVE DISCIPLINE STEPS FOR MAJOR BEHAVIORAL ISSUES

The judgment of the teacher and/or team constitutes a warning, and these warnings will be cumulative throughout the school year.

Each teacher and team will establish and maintain rules for desirable student behavior however if a student chooses to not follow our expectations the following will apply:

- Once an informal warning has been ignored, a formal verbal warning will then be given. If the formal verbal warning is ignored, the student will receive a written conduct report. The student may then be removed from class, and parents/guardians will be notified.
- **One Conduct Report-1/2** afterschool detention

- **Two Conduct Reports** in any combination of classes or school activities-One hour afterschool detention
- **Three Conduct Reports** in any combination of classes or school activities-One hour afterschool detention and social probation
- **Four Conduct Reports** in any combination of classes or school activities-Saturday School OR ½ Day ISS
- **Five or Conduct reports**-Full Day ISS
- With the fifth written conduct report, a conference with the parent, student, and school administration will be required prior to the student returning to class. A **behavior contract** will be implemented.
- **Behavior Contracts**
 - **First Conduct**-1 Day OSS
 - **Second Conduct**-3 Days OSS
 - **Third Conduct**-5 Days OSS/possible expulsion for behavior
- Administrative reserves the right to add different discipline measures as needed.

SEVERE CLAUSE

The student will be sent directly to the administration and, upon judgment of the administrator, some negative behaviors may be deemed severe that some, or all, of the preliminary steps may be bypassed, and in or out-of-school suspensions/possible expulsion may be imposed. Such examples include bringing a weapon on the bus or on school property, fighting, or harassment of other students at Battle Ground Middle School.

AFTER SCHOOL DETENTION SYSTEM

Detentions at Battle Ground Middle School will be served before or after school. Morning detention is conducted when assigned beginning at 7:25 AM. Afterschool detentions begin at 2:30p.m. Morning and afternoon detentions are offered on **Monday, Wednesday, or Fridays** or as assigned by the administration. Students should report to the main office for morning and/or afterschool detentions or to the designated room. Students should bring materials for study during the detention period. The student will be notified ahead of time as to when to serve the detention.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended out-of-school for three to ten days will be referred to the SOAR Program, which is under the direction of the Tippecanoe School Corporation. **Students who are suspended out of school are allowed to do their homework while on suspension and upon their return turn it in for credit. Homework given during a suspension must be turned in upon the student's return.**

ELECTRONIC DEVICES-Cell Phones, etc.

IPODS, MP3 Players, or other electronic devices, with the exception of cell phones, are prohibited from Battle Ground Middle School in accordance with Tippecanoe School Board Policy. If a student chooses to bring a cell phone, it must be kept in the student's locker at all times during the school day. Cell phones are not the responsibility of the school. If stolen or lost, a student assumes the responsibility. Students are not allowed to text message during the school hours. Administration has the duty to report to law enforcement reports of student's engaging in the transfer of inappropriate pictures, sites, or graphics from a one cell phone to another.

If a student carries his/her cell phone and it is confiscated by school personal, the following will apply:

1st offense-Phone returned to the parent

2nd offense-Phone returned to the parent and a ½ detention assigned

3rd offense-Phone returned to the parent and a full detention assigned

EMERGENCY SCHOOL CLOSING AND DELAYED STARTS

The possibility of an emergency closing or delayed start caused by snow, ice, fog, or other unforeseen circumstances may necessitate the last minute decision to close or delay school. During this situation you are encouraged to listen to early morning radio or television broadcasts. All announcements will be made as early as possible before school is to begin that day. When weather is bad, but not bad enough to close school, buses will be driving more slowly and may be a little late. However, if the bus is more than 15 minutes late on a bad weather day, patrons should consult their radios and televisions to see if school has been canceled or delayed. **In case of an emergency dismissal, all students will be expected to go home or to their emergency drop off point.**

Please tune to the following to the following television station for information:

Television:	WLFJ TV Channel 18	WRTV TV Channel 6
	WISH TV Channel 8	WTHR TV Channel 13

GRADING PERIODS

Grading reports will be based on nine week grading periods. Grade cards will be mailed out one week after the end of the the grading period, unless otherwise noted. The only exception will be at the end of the school year when report cards are mailed.

GRADING POLICY

The grading scale utilized:

A	90-100%	B	80-89%	C	70-79%
D	60-69%	F	0-59%		

EMERGENCY PROCEDURES

Fire drills and tornado drills are held to acquaint all personnel and students with the necessary emergency procedures. A fire drill will be conducted once a month, tornado drills four times a year, and a lock down drill each semester.

The school safety team provides safety support as needed. Each staff member has a safety bag which contains class lists, a flashlight, a first aide kit, and other supplies in their classroom. Each staff member is instructed to take the safety bag during drills, evacuations, and other safety situations. For BGMS's complete safety and evacuation plan, please refer to the emergency binder located in our main office.

EXTRA-CURRICULAR

Battle Ground Middle School Co-Curricular Philosophy

Extracurricular activities are privileges extended by the Corporation to students who wish to participate and who agree to comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions as listed in the following pages.

Because these activities are regarded as privileges and not property interests of the students, only those procedural and substantive considerations as provided for in this handbook shall be afforded the student when a disciplinary sanction must be considered.

The co-curricular program at Battle Ground Middle School is a part of the total school program and comes under the control and supervision of the Board of Trustees, superintendent, and principal to the same degree as any other part of the program. The Board is committed to support a diversified and balanced program of co-curricular activities. It sees the goal of such activities as the life enrichment of each participant through development of skills, health, strength, self-reliance, emotional maturity, social growth, and good sportsmanship.

Co-curricular activities include but are not limited to all athletics, cheerleaders, music contests, and any other extra-curricular group. Students who participate do on a voluntary basis, and they are constantly in the eye of the public and represent the entire school as well as themselves. Since the participant represents the entire school, his or her conduct in the activity and out of school must be such that it will reflect favorably upon the entire School Corporation. The

participant's academic standing must be such that he/she can afford the time necessary for training and participation.

The Board recognizes the value that students derive from participation in athletics. Therefore, the Board will make every effort to provide as wide a variety of extra-curricular activities as is feasible. The Board further recognizes the value of a successful program to the community, the student body and faculty, and the individual participant, as well as the value in generating participation in and support of the extra-curricular program. It also recognizes that there may be times in competition when not everyone will be able to participate. Each participant, however, who shows a positive work ethic, a cooperative attitude, and a continual improvement in his/her skills will be given participation time as deemed suitable by the coach or sponsor.

The rules and regulations created by the Corporation are established for the benefit of the participants and the school. Those who volunteer to participate are expected to follow all regulations outlined. Together We Make a Difference in the Middle.

HEALTH ISSUES/MEDICATIONS

Tippecanoe School Corporation Health Services

Immunizations:

According to Indiana Code 20-8.1-7-10.1(c) (1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. A student may not be permitted to attend school beyond the first day of school unless the school has authorized a twenty day waiver. Upon completion of the twenty days **the student will be excluded from school if the immunizations remain incomplete.**

Student Medication:

1. All prescription and over-the-counter (OTC) medication must be FDA approved and will be kept in the school office, unless a student has authorized permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
2. Written instructions from the parent/guardian are required for all prescription and OTC medication. The instructions must include: name of medication, reason for medication, amount to administer, and time to be given. (OTC medication must be in age appropriate dosages as per product label)
3. Prescription and OTC medication must be in the original container affixed with a current pharmacy or package label.
4. Medication ordered three times a day or less should be given before and after school or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
5. As directed in IC 20-8.1-7-22, **No medication of any type may be sent home with a student in grades K-8.** Medication must be picked up in the school office and will be released only to the student's parent or an individual who is at least 18 years old with written designation from the parent. **Injury:**

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: Contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent or guardians responsibility to notify the school if they prefer that these products **not** be used when treating their child.

Illness:

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100° should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100°, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness.

Health Screenings:

Head lice checks are done at the beginning of each semester in grades K-5. Students found to have head lice will be sent home. A parent or designee must accompany the child to the school office for confirmation of treatment and removal of all lice from the student's hair before re-admission to school.

Vision screening is done with all students in grades K, 1, 3, 5, and 8.

Hearing screenings are completed with grades 1, 4, 7, and 10.

Postural or Scoliosis screenings are conducted with students in grades 5, 6, 7, 8, & 9. Parents or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

HOMEWORK

It is important to understand why teachers assign homework. Studies show that the amount of time students spend learning a skill, directly affects their ability to master it. At Battle Ground Middle School, the teachers and administrators believe that homework is a necessary extension of, and a compliment to, the school day. In order for this part of the educational process to be successful, cooperation and support are necessary among students, parents, and teachers. Homework should provide an extension of classroom activities, be used as an evaluation tool for both teachers and students, and provide a positive learning experience where the quality of work is emphasized as opposed to the quantity of work.

Teachers will:

- Provide assignments that are relevant to class work.
- Consider the age and capabilities of the students when preparing assignments.
- Provide clear instructions for doing the assignments, and be certain students clearly understand all parts of the assignments.
- Communicate with parents if students consistently fail to do homework assignments.

Students will:

- Record all assignments in their student planner.
- Clarify with teachers any questions pertaining to instructions.
- Take home materials and information needed to complete assignments.
- Budget their time wisely and take advantage of daily study time.
- Balance outside interests with available time for homework.
- When absent, be given the number of days absent, plus one, to complete all homework, and have it turned in to the proper teacher(s).

Parents will:

- Provide adequate time and a suitable place for the student to complete homework.
- Be available for questions to support their child's efforts in doing the work.
- Remember that homework is their child's responsibility.
- Encourage their child to seek help from their teacher(s) when questions arise.
- Communicate with teachers when their child consistently has difficulty completing assignments.

All homework should be completed and turned in when it is due. Homework is a necessary activity in enhancing the learning process. The students who successfully learn the process of completing homework are also mastering self-discipline, independence, initiative, and responsibility.

HOMEWORK CARD SYSTEM

The "HOMEWORK CARD", included as part of each student's assignment log, will be used by individual teachers. All students are required to carry their BGMS Homework Card in the back of their assignment log. Students will be issued a new set of cards each nine weeks. Teachers may initial a student's homework card if the student has a missing assignment. Every third missed assignment students a parent notification will take place. **If a student has an excess of missed assignments in a semester not related to an excused absence or illness, they may lose their nine week incentive. Our homework card system is not a disciplinary action but one intended to help the student.**

3 Missed Assignments-Team Meeting with Student/Parent Phone Call

6 Missed Assignments-Team Meeting with Parent/Student

9 Missed Assignments-Team Interventions

12 Missed Assignments-Team Interventions

15 Missed Assignments-Loss of Nine Weeks Incentive

Homework Club/Free Tutoring Hours:

- Monday 2:30p.m.-3:00p.m.
- Wednesday 2:30p.m.-3:00p.m.
- Friday 2:30p.m.-3:00p.m.

HOMEWORK CLUB/AFTER SCHOOL FREE TUTORING

We offer Homework Help Club on Monday, Wednesday, and Friday after school. We provide free tutoring for students during this time.

HOMEWORK MAKE-UP

For excused absences, the student will have the number of days he/she is absent to make up the assignments.

Upon return from an absence, the student is expected to ask for any homework which may have been assigned. These absences may include illness, field trips, extracurricular activities, or any other reason which may cause the student to miss any assigned work. The teacher will not be expected to initiate this.

When your son or daughter is ill for two days or more, we will gather the students homework for you. Please call the school office to request homework and it will be ready by 2:30 p.m. the day you made the request.

HONESTY

Honesty is expected of all students at all times. Whether a student gives or receives information during an examination or on assignments, the offense is the same. Cheating, lying, plagiarism, and forgery are unacceptable forms of behavior.

1st Offense-the student receive a zero on the assignment

2nd Offense-the student will receive a zero on the assignment and will lose the Kings Island Field Trip

HONOR ROLL

Distinguished Honor Roll Status: Students with no less than 6 A's and the remaining grades of B.

Honor Roll Status: Students will A's and B's in all classes.

HONOR ROLL BREAKFAST

The Thursday following report card distribution we will honor all students on the honor roll with a breakfast from 7:00 a.m. -8:15 a.m. in the cafeteria. We celebrate your academic achievements!
2009-2010 Dates for the Honor Roll Breakfast

October 21st at 7:00a.m.-8:15a.m. in the main gym

March 31st at 7:00a.m.-8:15a.m. in the main gym

INSURANCE PROGRAM

A low-cost insurance policy is offered to all Battle Ground Middle School students. This is a limited policy with definite indemnities set for each type of injury. Please understand that neither the school nor anyone connected with the school will profit in any way from the insurance. For a small fee, a student can be insured during the school year for accidents, which occur while he/she is engaged in any school-sponsored activity. Injuries resulting from brawling or fighting are not covered by this policy. All injuries must be promptly reported to the office or to the teacher in charge so the accident reports can be filled out. Injuries reported late might be turned down unless proof is presented to show the injury was sustained in a school activity, even though the policy permits 90 days for claims from the day of the injury.

KING'S ISLAND STUDENT REWARD FIELD TRIP

A trip to King's Island or a similar event will be scheduled at the end of the school year. Students will be invited to

attend based on the following criteria:

To be eligible for the incentive trip at the conclusion of the school year, a student must meet each of the following criteria:

1. The student must have been enrolled at Battle Ground for two of the first three 9 week grading periods.
2. The student must have a 2.0 GPA or higher during the first three nine weeks
3. The student must have no more than 10 unexcused absences from school.
4. The student must have not been suspended from school at any point during the school year. This includes in-school suspensions and out-of-school suspensions.
5. The student must have not had bus riding privileges suspended at any point during the school year.
6. All school fees, including textbook rental, individual class fees, library fees, and the student's cafeteria account must be paid in full.

The school administration reserves the right to disqualify any student for this incentive for excessive referrals to the office at any point during the school year.

LOST AND FOUND

Lost and Found is located in the main office. Lost articles can be brought to the main office.

LUNCH AND BREAKFAST PROGRAMS

BREAKFAST PROGRAM

A light breakfast program may be offered to each student prior to the beginning of the school day. Students interested in this breakfast should proceed to the cafeteria upon arrival at school and proceed through the line. Students are expected to be in their 1st period class on time.

EXPECTATIONS

1. Students are expected to move quickly through the line, activate their PIN, select their silverware and condiments, and be seated at a cafeteria table.
2. Students are expected to follow school rules and regulations during the lunch period. Polite and respectful behavior is expected.
3. When finished eating, students are expected to leave the table clean, pick up any trash in their area, put trash in the proper containers, and return trays to the dishwasher area.
4. Students need to use part of their lunchroom period to use the restroom so they are prepared for the afternoon classes.
5. The supervising adult will dismiss students from the cafeteria before they can go to the gym or classroom.
6. Upon dismissal from their lunchtime, students are expected to be in class on time.
7. Students will walk both to and from lunch.

PAYMENT

Each student has his/her personal lunch account with a corresponding PIN. As students go through the lunch line, they key in their PIN and select their lunch. The cashier verifies the student's picture with the PIN, and the purchases are deducted from this account. Students may use their account to purchase lunch line snacks, as well as the daily lunches, but they may not use their account to purchase anything that is not sold in the lunch line.

Money may be deposited into a student's account on any day. Enclose a check or cash in a sealed envelope with the student's name and grade clearly printed on the outside, and take the envelope to the cafeteria prior to the start of the school day. The school reserves the right to restrict a student's purchasing of extra snack items at lunch, or to provide an alternative lunch, if the student's lunch account has a negative balance. **A student may not go into the negative more than \$5.00 or an alternative lunch of a cheese sandwich will be provided according to TSC policy. Notification will be made by the cafeteria manager, Karen Lucas, when your child's lunch account becomes negative.**

Daily Lunch Price-\$1.90

LUNCH DETENTION

Lunch Detention is held during a student's lunch period. The principal and teachers may use lunch detention for minor behavioral issues. Students are notified at the beginning of the day if they have received a lunch detention to be served that day during lunch. Students assigned a lunch detention should report to the lunch detention room at the beginning of lunch. They are allowed to eat their lunch and then fulfill the requirements of the lunch detention notice given to them by the supervisor. Lunch detention lasts the entire lunch period. Lunch detention is viewed as a minor offense and parent notification isn't made when a student receives a lunch detention. A record is kept of lunch detention so if you would like to know if your student has had to serve, please contact Mrs. Younker. Lunch Detention is Monday, Wednesday, and

MORNING ROUTINE

The doors will open at **7:30 AM** each day. Students who enter school before the first bell are to report to the cafeteria. The warning bell sounds at 7.50 a.m. At that time students can report to classes. Classes will begin **7:55 AM**.

NEWSLETTER

"*TOMAHAWK TALK*" is our monthly newsletter mailed home to each family of our middle school students. Our purpose is to keep parents informed of activities and happenings at Battle Ground Middle School. "*TOMAHAWK TALK*" is also published on our website at <http://www.wvec.k12.in.us/bgm/> Our newsletter is published by the 5th of each month.

P.E. and UNIFORMS

Appropriate clothing including gym shoes is required for P.E. A physical education uniform is required of all 6th, 7th and 8th graders and can be purchased through the Athlete, Knoy Apparel, or Sports, Etc. Students who need financial assistance for p.e. uniforms need to contact Mrs. Younker, or the Wellness teacher with in the first two days of class. Students will be issued P.E. lockers and locks for their P.E. rotation without charge. If a student loses a lock, \$5 or the cost of the lock will be charged to the student. **Students not dressing will receive a zero for participation that day unless they have a doctor's note or parent note.** Each student has a 4 ½ week rotation of health and a 4 ½ week rotation of wellness/p.e. each nine weeks.

PUBLIC DISPLAY OF AFFECTION(P.D.A.)

Students are not allowed to have physical contact through hugging, hand holding, or kissing on school grounds.

1st offense: ½ detention afterschool

2nd offense: one hour detention afterschool

3rd offense: parent conference/administrative action

PLAGERISM

There are several kinds of plagiarism:

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (e.g., making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher and/or consult Writer's Inc. or the MLA Handbook.

1st offense **Zero on assignment, quiz, test, etc.**
2nd offense **Loss of King's Island field trip and/or administration action**

PRE-PLANNED ABSENCES

BGMS recognizes that families upon occasion will take a student out of school for vacations and family trips during the school year. When such an absence is necessary, prior approval must be secured from the principal or assistant principal to ensure that the absence will not be counted as unexcused. The student's absence for excused or pre-planned absences will reflect on his/her attendance record.

Please secure a pre-planned absence form from the office. The student will be responsible for taking the form to each of his/her teachers and then returning the form to the main office. All assignments are **due upon the student's return. No additional time will be allotted for the completion of the assignments without prior approval of the teacher.**

PROGRESS REPORTS

Progress reports are mailed home mid-term during each nine week grading period.

RECYCLING PHILOSOPHY

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of students' civic responsibility. The School Corporation is committed to establishing an educational environment for students that models active participation and teaches responsible waste reduction and recycling. The Director of Buildings and Grounds will coordinate the Corporation's recycling efforts.

SATURDAY SCHOOL

Saturday school will begin at 8:00a.m. and will end at 10:00a.m. Students are to bring materials to study and are not allowed to eat or drink beverages during their assigned time. Students will be notified on the Friday before their assigned Saturday School as to the classroom location and which door will be opened for them to enter the building. Students must make prior arrangements with the Principal to change a Saturday School Students will receive an in school suspension(ISS) if they miss their assigned Saturday School.

SCHEDULE CHANGES

Any student wishing to change his/her schedule must first obtain the approval of the guidance counselor. If approval is granted by the guidance counselor, students also need to bring a written permission from a parent. Only serious and necessary reasons for schedule changes will be considered after the drop/add period. The drop add/period is four weeks after the beginning of school year. In order for a student to drop Band or Choir, a parent meeting with the student and teacher must be held and a recommendation given to the principal and guidance counselor.

SCHOOL COMMUNICATION

All school communication will be given to the guardian/custodial parent unless a written legal request from the non-custodial parent is on file in the Principal's office.

SCHOOL DRESS

Public school education is considered formal education and students should dress accordingly. Grooming and dress that is distracting to the educational process shall not be permitted. Students not conforming to proper attire will change into their p.e. uniform or will be required to call home for a change of cloths. We request that you help us in reinforcing the fact that there is a time and a place for certain clothing. If a teacher feels that a student is not dressed properly for class, the teacher may dismiss the student from class to the office. We are asking for your help in this matter. The following list will help you in choosing proper attire:

1. Hats, sunglasses, bandanas, and visors will not be worn inside the building.
2. Students are not to wear outerwear jackets to class unless arrangements have been made in advance.
3. Shorts, miniskirts, or the slit in skirts or dresses may not be shorter than the lowest point of the extended fingertips when the student's arms are placed at his/her sides.
4. Blouses or dresses with low necklines, sheer, strapless, bare midriff or back design, or any sleeveless shirts or dresses will not be worn.
5. Body-fitting clothing, including spandex and any other similar tight-fitting materials, will not be worn.
6. No ripped or torn clothing. This includes many styles of pants and jeans currently being marketed.
7. No holes in jeans.
8. No clothing that could be considered pajamas will be worn to school.
9. All shirts and blouses must have sleeves covering the shoulders.
10. All shirts must come below the top of the shorts, pants, or skirts and be able to be tucked in. No bare midriffs will be allowed.
11. Pants must be secured at the waistline and may not hang down exposing undergarments.
12. No piercing may be worn except in the ears.
13. Appropriate footwear must be worn at all times.
14. Any style of clothing that becomes associated with gang membership will be prohibited.
15. Clothing or jewelry that could constitute a health problem, a hazardous situation, or a distraction will be prohibited. This includes, but is not limited to, wallet chains and wristbands.
16. Students whose hair color is a distraction to the educational process will be sent home or the parent will be notified.

Failure to cooperate with the dress code policy will result in one or more of the following:

- 1. Change of appropriate clothing of the student's or from the school's collection.**
- 2. Parent notification to bring appropriate clothing to school.**
- 3. Disciplinary consequence.**

SCHOOL SUPPLY LISTS

School supply lists will be available by June 1st of each year on our school website.

SEXUAL HARASSMENT/HARASSMENT

Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language is available in each school office or on the corporation website.

SPECIAL EDUCATION

GREATER LAFAYETTE AREA SPECIAL SERVICES

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one. The purpose of the search is to ensure that every child with a disability, who resides within Tippecanoe County, is receiving the special education and related services that are his/her right under state and federal law. If you are aware of any child suspected of having a disability, regardless of the severity, please contact the GLASS office (317-449-3208) or your school principal for information regarding referral procedures.

GLASS is a cooperative effort sponsored by Lafayette School Corporation, Tippecanoe School Corporation and West Lafayette Community School Corporation. The GLASS office is at 2300 Cason St., Lafayette, IN 47904.

TARDIES

Being on time at the start of the school day and being in each class on time is important. Excuses for tardies follow the attendance excuse policy. For a tardy to be excused, a doctor's note or funeral verification must be submitted at the time of the tardy. If a student is tardy to school, he/she, along with the parent/guardian, must report to the office to sign in.

Please note that oversleeping and/or missing the bus, or having your parent sign you in are not excused tardies.

This process begins again each nine weeks:

3 unexcused tardies-parent notification by letter

6 unexcused tardies-parent notification by letter

9 unexcused tardies-1/2 hour detention

Indiana law mandates compulsory attendance as stated in IC 20-8-3-17. Any student who demonstrates excessive absences/tardies and is in violation of that stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

TEACHERS' TEAM PLANNING PERIOD

The teachers for core classes in each grade meet during a set period each day. This is an opportunity to discuss student needs and problems and devise a coordinated plan to help these students. They also use this time to plan student activities and integrated units. This is an excellent time to meet or call the team of teachers. **Please feel free to call during team time if you have a question or concern regarding your child. We welcome the communication© 269-8140**

6th grade team time-7th period

7th grade team time-3rd period

8th grade team time-2nd period

TEAM MOMS or DADS

One Team Mom or Dad is selected at the beginning of each school year to represent each team. The duties of the team mom or dad are to help organize ISTEP snacks, serve on the TRIBE organization, and to assist the team throughout the school year.

TELEPHONE

Students must have permission from the secretary or principal to use the telephone in the school office. Phone calls may only be before school, at lunch, or after school unless it is an emergency and approved by the office staff or administration.

VISITORS

All visitors to the building must report **directly to the BGMS Middle School office to sign in and obtain a visitor's badge**. Parents are welcome to visit our students during lunch time and must sign-in in the office PRIOR to reporting to the cafeteria. Visitors are not allowed in any other part of the building with our students, other than the foyer area and the cafeteria unless given administration approval.

WEBSITE

Visit our school website for **daily updates on homework** for each grade level; staff email addresses; our monthly newsletter and lunch menu; and for great school information. Our address is <http://www.wvec.k12.in.us/bgm/>