

Bainbridge Elementary
Student-Parent Handbook
2026-2027



North Putnam Community Schools
Dr. Dustin LeMay, Superintendent
Mr. Rodney Simpson, Assistant Superintendent
Mrs. Joanie Knapp, School Board President

Mrs. Jess Wilson, Principal
412 S. Washington St.
Bainbridge, IN, 46105
P: (765) 522-6233
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www.npcougarnation.org

Principal's Message

Welcome to Bainbridge Elementary!

It is with great excitement that I welcome you to the 2026-2027 school year. Whether you're a returning family or new to our community, we are so glad you're here. At Bainbridge, we believe that strong relationships, high expectations, and a shared commitment to student growth are the foundation of a successful school year.

Our team is dedicated to creating a safe, inclusive, and engaging environment where every child feels valued and supported. We believe in nurturing both academic success and social-emotional growth, and we are committed to partnering with families every step of the way.

This handbook is designed to provide clarity around our expectations, policies, and procedures. My hope is that it serves as a helpful resource as we work together to create a positive and productive school year.

Thank you for being a part of the Bainbridge family. I look forward to a year filled with learning, laughter, and meaningful connections. Please don't hesitate to reach out if I can ever be of support.

With gratitude,

Jess Wilson

Contact Information

Principal: Mrs. Jess Wilson

Email: jbwilson@nputnam.k12.in.us

Bainbridge Elementary
412 S Washington Street
Bainbridge, IN 46105

Office Phone: (765) 522-6233

Fax: (765) 522-2903

Website: www.npcougarnation.org

Non-Discrimination Policy Statement

Educational services, programs, instruction, and facilities will not be denied to anyone in the North Putnam Community School Corporation on the basis of race, color, sex, disability, or national origin, including limited English proficiency. For further information or to file a complaint, contact:

Dr. Dustin LeMay, Superintendent (Title IX Coordinator & Civil Rights Compliance)

Email: dlemay@nputnam.k12.in.us | Phone: (765) 522-6218

Mr. Rodney Simpson, Assistant Superintendent (Section 504, McKinney-Vento, High Ability & Title I Coordinator)

Email: rsimpson@nputnam.k12.in.us | Phone: (765) 522-6218

Mrs. Rhonda Jackson, Special Education Coordinator

Email: rjackson@nputnam.k12.in.us | Phone: (765) 653-2781

Mr. Tyler Watson, Director of Safety and Transportation
Email: tjwatson@nputnam.k12.in.us | Phone: (765) 522-6220

Note: This handbook is subject to change based on updates to state law or school board policy.

Directory Information & FERPA Rights

North Putnam Community School Corporation maintains student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA). FERPA gives parents and eligible students (18 years or older) the right to access, review, and request correction of the student’s education records. Parents also have the right to provide written consent before the school discloses personally identifiable information from their child’s records, except in cases permitted by law.

Directory Information

The school is permitted to release certain basic information about students—called directory information—without prior parental consent. Directory information may include:

- Student’s name
- Address
- Telephone number
- Photograph
- Date and place of birth
- Grade level
- Dates of enrollment
- Participation in officially recognized activities
- Awards or honors received

Directory information will never be released to any organization for commercial or profit-making purposes.

School Board

NAME	TOWNSHIP	EXPIRATION OF TERM
Joanie Knapp, President jknapp@nputnam.k12.in.us	Jackson	December 31, 2026
Nathan Scott, Vice President nscott@nputnam.k12.in.us	Franklin	December 31, 2028
Zac Williams, Secretary zwilliams@nputnam.k12.in.us	Russell	December 31, 2028
Randy Bee, Member rbee@nputnam.k12.in.us	Monroe	December 31, 2028

Maria Brewer, Member mbrewer@nputnam.k12.in.us	Clinton	December 31, 2026
Ron Spencer, Member rspencer@nputnam.k12.in.us	Floyd	December 31, 2026
Travis Lambermont, Member tlambermont@nputnam.k12.in.us	At-Large	December 31, 2029

Parent Right to Opt Out

Parents who do not want directory information released must notify the school in writing within 20 days of receiving this handbook. Without an opt-out request, the school may release directory information as permitted by law.

Access to Records

Parents may inspect or review their child's educational records by submitting a written request to the school office. Records will be made available within a reasonable period of time, not exceeding 45 days.

Protection of Student Privacy

Students will not be required to participate in surveys, analyses, or evaluations that reveal sensitive information—such as political beliefs, mental health concerns, family matters, religious practices, or illegal behavior—without prior written parental consent, as required under the Protection of Pupil Rights Amendment (PPRA).

Arrival/Dismissal

The school hours are 8:30 to 2:50 PM each day.
The doors open at 8:00 each day.

Procedures:

The school building opens each day at 8:00 a.m. for student arrival. Car riders will be dropped off at the gym doors between 8:00 and 8:25 a.m. Cars should enter the back entrance off of Cherry Street. Parents should stay in their car. Students should exit the car on the passenger side closest to the sidewalk. Cars will leave through the back entrance. Students walking or riding a bike to school will enter through the front entrance. Students arriving by bus will enter through the front entrance.

The school day ends at 2:50. Car riders are dismissed at the gym doors. Bus riders will leave through the main lobby doors to their assigned bus. Walkers and bike riders will be dismissed after buses have left.

Parents must notify the school of alternate transportation by 2:00 p.m., or their child will take their usual mode of transportation at the end of the day.

Attendance

Attendance is governed by Indiana code 20-33-2-28 and governed by NPCSC Board Policy 6.02.4

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities which cannot be replaced by individual study. The corporation attendance goal is 96% or higher for each year. Parents are expected to contact the school office by 9:00 a.m. in the event of a student absence. The school will send out an automated alert call to any parent/guardian who has not called in each absence.

Exempt absences: Reasons for absences as provided by Indiana Code.

- Serve as a page or as an honoree in the Indiana General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15)
- In response to a subpoena to testify in court (IC 20-33-2-16)
- The student is approved for an educationally related non-classroom activity (IC 20-33-2-17.5)
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes. (IC 20-33-2-17.7)

(IC-20-33-2-18) If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded.

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 or guardian
- Illness verified by note from a physician
- Family funeral
- Military-related deployment or return
- Recognized religious holidays
- Situations mandated by government agency
- Students serving as pages to the Indiana General Assembly
- Prearranged educationally non-classroom absence, approved by the principal

An unexcused absence is any absence not covered under the definition of excused. School principals shall determine whether circumstances warrant the granting of make-up work for unexcused absences. Parents are encouraged to schedule vacation time that corresponds to the vacation days built into the school calendar. If you must take a vacation on an alternate schedule, please contact the school in advance to complete a form and make educational arrangements. If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. (IC: 20-33-2-28)

Indiana law requires that all school-age children attend school regularly. Under IC 20-33-2-28, parents/guardians are legally responsible for ensuring their child attends school unless the absence meets one of the limited exceptions allowed by law. Schools must monitor student attendance and notify parents when attendance becomes a concern. If a student has excessive unexcused absences or is considered a habitual truant, the school is required to take additional action, which may include scheduling attendance conferences, contacting juvenile probation, or filing a report with the Department of Child Services.

Regular attendance is essential for academic success, and the school and family must work together to ensure students are present, on time, and ready to learn.

Indiana law requires all children ages 7 through 18 to attend school regularly, unless they graduate early or meet specific legal exemptions. Once a child is enrolled in school—even if they are younger than age 7—they are required to follow compulsory attendance rules. (IC: 20-33-2)

Medical excuses and dental appointments will be included in the 10 countable days. The school will notify the parents/guardians in writing on the 5th and 8th day of absence. At the 5th unexcused absence, it is required by law for the parent to meet with the principal and complete an attendance contract. Beyond 8 days of absence, a physician's note is required for the day to be counted as excused. Upon the 10th total absence from school, the principal will review all absences and determine an appropriate course of action including, but not limited to, establishing an attendance contract, retention of the student in the current grade, referral to Child Services, and/or a report made to the Putnam County Prosecutor's office.

Parents shall accompany the student to the office upon late arrival to school. Similarly, parents shall report to the office to sign-out a departing student from school. Frequent and habitual tardiness to school will result in referral to the Department of Child Services for possible charges of educational neglect.

Absence and tardiness defined:

The following is the means for which a student’s attendance is recorded.

Students who arrive:

- After 8:30 a.m. and before 10 a.m. Tardy
- After 10:00 a.m. and before 2 p.m. Half-day absent
- After 2 p.m. Full day absent

Students who leave:

- Before 10 a.m. Full day absent
- After 10 a.m. and before 1 p.m. Half-day absent
- After 1 p.m. Tardy

Procedure for Absences

1. When a student is absent, the office (765-522-6233) must receive a note or a phone call by the student’s parent/guardian explaining the reason for the absence by 9:00 a.m.

2. If the office does not receive a note or phone call, a phone call to parents will be made.
3. Make-up work may be requested on the second consecutive day of absence by 9:30 a.m. to be picked up between 2:30 and 3:30 pm, the same day.

Communication

Parent/Teacher communication is an important aspect of a student's success in school. Your child's classroom teacher will communicate with you on a regular basis regarding your child's progress. Parents can expect the school to communicate through email, US mail, phone, Rooms, and our website. Parents are welcome and encouraged to come and talk to their child's teacher and principal. Appointments must be made to coincide with the teacher's schedules. Please make appointments through the school secretary or principal.

Communication between the home and the school is imperative. Students, while not necessarily intentional, may perceive things at school differently than what took place. Should your child convey anything that disturbs you about what has taken place at school or in the classroom; you are strongly encouraged to contact the classroom teacher for information.

Parents are strongly urged to follow the proper lines of communications. If a problem or question develops in a classroom or on a bus, parents should contact the appropriate classroom teacher or bus driver. If the parent is not satisfied with that contact, or if the question or the problem concerns an aspect of the school, the principal should be contacted. If parents are still unsatisfied with the outcome, the Superintendent of Schools may be approached with the concern. If after contacting the Superintendent of Schools, the concern has not been addressed, parents may approach the School Board with the concern.

The Rooms App by Apptegy will be used for teacher and family communication. You can find more about Rooms at: <https://info.apptegy.com/for-parents-and-guardians>

Enrolling in School: Board Policy

A student may enroll if living with parent(s) or legal guardian, and if he/she is residing in the North Putnam Community School Corporation. All legal documents (i.e. adoption, legal guardianship, and custody) must be presented to the school office before a student can be enrolled. When enrolling, parents will need to bring:

- Birth certificate
- Court papers allocating parental rights, responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Parents may petition the school for enrollment if they reside outside of the school corporation. Transfer documentation, including attendance and performance data, is required and must be submitted to the school. Transportation is not provided to students enrolling from outside the district.

Grading Reports & Grading Scale

North Putnam's elementary schools are on a nine-week grading period. All students shall receive a mid-term report between each nine-week grading period. Progress reports and report cards will be made available to parents through PowerSchool. Parents are encouraged to call or arrange an appointment with the teacher when they have questions about student progress.

Letter grades (A-F) are given in most academic subjects, while participatory grades (E, S, U) are given in special area classes. The Kindergarten report card is standards-based, and students will receive a level 1 through 3 for each standard. In 4th grade, students will receive a Pass/Fail grade for social studies, and in 5th grade for science.

A+	100	C	72-77	E	Excellent
A	92-99	C-	70-71	S+	Satisfactory Plus
A-	90-91	D+	68-69	S	Satisfactory
B+	89-88	D	62-67	S-	Satisfactory Minus
B	82-87	D-	60-61	U	Unsatisfactory
B-	80-81	F	0-59	NA	Not Applicable
C+	78-79	INC	Incomplete	P/F	Pass/Fail

Homework

Bainbridge Elementary does not require homework. However, teachers may occasionally send home optional activities, practice opportunities, or enrichment tasks that families may choose to complete together. These activities are designed to reinforce skills taught in class, support family engagement, and provide students with additional learning experiences, but they are never required and will not affect grades.

Missed Work

The responsibility for making up missed work rests with the student. When a student is absent for one day, it is recommended that assignments and homework be obtained from the teacher on the student's return. If the absence is for more than one day, homework may be obtained by telephoning the school. The general rule is that a student has one day for each day's absence to complete make-up work, however, continued absenteeism will be reviewed and definite dates established for work to be completed. If an absence is pre-planned, the student shall discuss the absence with his/her teacher and complete the make-up work as directed.

Health Services & Medication Policy (I.C. 20-34-3-18)

A school nurse or instructional health aide is staffed in the clinic in every school building. The school nurse or health aide will treat all injured or ill students according to guidelines from the Indiana State Department of Health. If a student should become ill during the day, he/she should notify a teacher. If the teacher agrees that the student is too ill to be in class, he/she will be sent with a pass from that teacher to the clinic. Students must go to the clinic to be evaluated by the nurse or health aide. Upon evaluation, a determination will be made by the nurse/health aide whether the student should return to class, rest in the clinic, or go home.

The nurse may exclude from school a student who has a communicable disease that is transmissible through normal school contacts and poses a substantial threat to the health and safety of the school community. The general guidelines for sending ill students home are: temperature above 100 degrees, vomiting, diarrhea, and/or serious injury or extreme pain. A student must be fever-free without the use of fever-reducing medication for 24 hours in order to return to school. A student must also be free of vomiting and diarrhea for 24 hours in order to

return to school. Parents will be contacted whenever the student's injury or illness is such that continued attendance at school is not possible. All students leaving school during the day due to illness must do so through the school clinic. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his or her parents and asks to be picked up without the nurse's approval, the absence would be unexcused. If a parent cannot be reached, the school nurse or office personnel will call the persons listed as emergency contacts and request that they pick up the child. Students believed to have a communicable disease, fever, vomiting or diarrhea will not be permitted to ride the bus home.

When assessing, communicating, and managing communicable diseases, Bainbridge will follow the recommendations set forth by the Indiana Department of Health's Communicable Disease Reference Guide for Schools.

HEALTH NEEDS

Parents are encouraged to keep the school informed of the status of the student's health by enrolling in SchoolCare. SchoolCare enables student medical information, physical exam results, and nurse visits to be stored and compliant with Health Insurance Portability and Accountability Act (HIPPA) regulations. Because your family will be able to access SchoolCare at any time from your computer, smartphone, or tablet, you will be able to update your student's health information quickly and conveniently. You will receive an email from SchoolCare with instructions to guide you through the process. If you do not receive a SchoolCare registration email or if you have questions or concerns, please contact your school's nurse.

Food allergies require a doctor's statement for special dietary needs through the cafeteria service.

LICE (Pediculosis)

The North Putnam Community School Corporation, in accordance with the Indiana Department of Public Health, recommends the following procedure requiring any student found to have head lice to be excluded from school until the following steps have been taken:

1. Students identified with live lice will be excluded immediately from school to be treated. The school nurse/health aide will be responsible for all lice identification.
2. The parent/guardian will be notified by telephone. If the parent/guardian is unavailable, the emergency contacts will be notified.
3. All checks for head lice will be done in a confidential manner, to respect the student's right to privacy and to avoid embarrassment.
4. An informational check list will be given to parents/guardians of students identified with live head lice. Educational information on treatment and prevention will also be distributed.
5. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse/health aide. The school nurse/health aide will contact transportation when the child is cleared to return to school.
6. Lost time in the classroom interferes with student learning, thus, classroom checks will not be conducted. The associates of students at the elementary, middle school and high school levels will be checked at the nurse's discretion.

7. All siblings of the infested child will be checked if they are enrolled in the North Putnam Community School Corporation. The school nurse/health aide of the sibling(s) school will be notified and either the school nurse/health aide or her designee will check the sibling(s) of the infested student.

8. The parent/guardian should transport the student to school once the student has been treated after exclusion. The parent/guardian shall remain with the student until the school nurse/health aide has checked the student's hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified, the student will be sent home again with the parent. Students with nits only will not be excluded from the classroom.

9. Upon re-admittance to the classroom, the student will be required to return to the clinic first thing every Monday morning for a month (4 weeks). If live lice are present at any time, the student will be excluded from school again. It will be at the school nurse's discretion to check a student more frequently or to send him/her home for further nit removal if felt warranted.

10. Pediculosis (Head Lice) education for students, parents and school staff will be presented yearly. Staff education will include a review of control measures.

11. Consistent and standardized instruction will be given to parents/guardians and staff with updates to avoid inaccurate identification and possible over treatment of this communicable disease.

Reminder: Failure to send the child to school following a reasonable amount of time (approximately five school days) may result in the filing of educational/medical neglect charges with the county welfare department.

IMMUNIZATION REQUIREMENT POLICY (IC 20-8.1-7-9.5)

Whenever a student enrolls in North Putnam Community School Corporation, the parent(s)/guardian(s) shall provide a written record of the student's immunization. The complete health/immunization record will be given to the school nurse upon enrollment. According to Indiana Code (IC) 20-34- 4-5 this must be done within twenty (20) days of enrollment. Students who fail to comply with this requirement can face removal from school until immunizations are received.

Each student should have the immunizations required by law or have an authorized waiver. State law (I.C. 20-8.1-7-9.5) requires that every child residing in the state shall be immunized against diphtheria, whooping cough, tetanus, measles, rubella, mumps, poliomyelitis, meningitis, chicken pox and Hepatitis A and B. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school's nurse. Each student shall provide documentation of immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age.

Injury and Illness

All injuries must be reported to a teacher, the nurse/health aide, 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/guardian. A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse or health aide will determine whether or not the student should remain in school or go home.

Parents will be notified of all significant head injuries and other serious injuries that occur in the school building, on the school grounds, at practice sessions, or any other events sponsored by the school. These incidents must be reported immediately to the person in charge (i.e. teacher, coach, administrator) followed by

communication to the principal's office and school nurse/health aide. An accident report will be completed within 24 hours on any student that has an injury where it is recommended by school staff that they be evaluated by a physician, ER department or have a significant head injury or other serious injury. A copy of all accident reports will be kept on file in the school clinic and a copy will be sent to the Superintendent's office.

Any student returning to school with an assistive device such as crutches, a wheelchair, etc., must obtain written permission from a physician stating that the student is allowed to use the device in school. The note should also contain the duration of the use of the assistive device and any excusals from class including physical education. The parents should contact the transportation department if the child will be attending field trips or rides the bus regularly for temporary disability needs. The student should present the note to the school nurse upon arrival at school. The school nurse will issue a pass to leave class early and for student assistance including permission to use the elevator. The pass will remain in effect for the duration of the use of the assistive device and/or medical treatment.

Specific guidelines for use of equipment on school campuses will be discussed upon the student's return. Wheelchairs available in the nursing clinic are only used to transport students or staff members who are ill or injured in acute situations during the school day. In the event your child needs an assistive device to attend school, the parent must make arrangements with their health care provider.

PRESCRIPTION MEDICATION POLICY

School personnel may not give medication of any kind to students unless a prescribed procedure is followed. There are two ways a student may receive prescription medication during the school day:

1. A parent may come to school and give the medicine. Students are not allowed to leave the building to go home to take medication and then return to school.
2. The student must provide a completed Prescription Medication and Hold Harmless Release Form, complete with written physician authorization for medication and/or a valid and current pharmacy label. All medicine must be in its original container. There will be no exceptions to this policy. Students may not have medication in their pockets, lunch boxes, lockers, etc. All medication brought to school must be turned into the school nurse/health aide. This policy includes all field trips and extracurricular activities. Students who possess or use prescription medications at school independently from the school nurse will be subject to disciplinary action.

According to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition is allowed to possess and self-administer medication that must be administered on an emergency basis while the student is on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-administer the medication, parents must file an annual authorization. A Hold Harmless form must be completed which includes a written statement from the student's physician authorizing the student to self-administer the medication. Such authorization must include a written statement from the student's physician for the student to self-administer the medication.

If it is necessary for a student to receive a prescribed narcotic pain medication during the course of the school day, a parent/guardian should contact their school nurse for information. An agreement must be signed by the physician, parent, and school nurse which outlines expectations for students to ensure their safety.

Over-the-Counter (OTC) Medication

Over-the-counter medication must be provided by the parent/guardian and will be given according to the directions on the bottle and the dosage needs that are appropriate for the age and size of the student. If the dosage exceeds the recommended dosage on the bottle, permission must be granted from a physician. OTC

medication must be in the original unopened container. OTC medication must be kept in the school clinic. A parent will need to submit a permission for over-the-counter medication form.

All medication brought into the clinic from home, to be given during the school day, must be FDA approved with the exception of cough drops and lactase enzyme (e.g. Lactaid). Medications that are not FDA approved will require a physician's order and are subject to approval by the school medical director. In accordance with the American Academy of Pediatrics, The Centers for Disease Control and Prevention, and the Food and Drug Administration, it is recommended that aspirin should not be given to children under 19 years of age to decrease the risk for Reye's syndrome.

Acetaminophen (Tylenol) Ibuprofen, and Tums will be available for students in the clinic. While the clinic is not a pharmacy, this service is provided to students with the onset of a sudden headache, cramps, or other illness/injury that might be relieved with these medications in order to keep them in class. In order for a student to receive these medications, permission must be granted through SchoolCare. Medications will be administered according to the directions on the bottle.

Transporting Medications

Indiana Code allows students to bring medications to school on the bus as long as they are brought directly to the school nurse/health aide once the student arrives at school and not removed from personal possessions prior to that time.

Students will not be permitted to transport medications home during the school year or at the end of the school year unless it is indicated on the hold harmless form in accordance with Indiana Code (IC) 20-33-8-13 and they are in grade 9-12. Medications for students in grades K-8 may only be released to the student's parent or to an individual who is 18 years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

Students WILL NOT be allowed to transport controlled substances, which include narcotic pain medication, Sudafed, and some ADD/ADHD medications. All controlled substance medications must be transported by a parent or guardian.

At the end of the school year, medications will be disposed of on the last day of student attendance unless the authorization form has been submitted (grade 9-12), or the medication has been picked up by a parent or guardian.

Hearing and Vision Screening

The State of Indiana mandates screening in the areas of hearing and vision. If a student does not pass a screening, according to state guidelines, the examiner is required to refer the child for further testing.

Students receive hearing, vision, and speech and language development screening tests at appropriate intervals during their school years. The results of all tests are available to parents. In order to identify students with hearing losses, hearing tests will be given to all students in the 1st, 4th, 7th and 10th grades, all students in special education, all students transferred from other school districts, and all students suspected of having hearing losses. If you do not want your child's hearing screened, you must return a written note to your child's school office immediately, stating your refusal. Please address the note to the "Speech and Language Pathologist". Vision screenings will be done on all students in Kindergarten or 1st, 3rd, 5th, and 8th grades. Referrals will be sent by the school nurse

Dress Code: (NPSC Board Policy: 6.03.3)

Bainbridge Elementary school students are expected to dress appropriately. Students are not permitted to dress in a manner that is unhealthy, obscene, or excessively distracting. Clothing and/or attachments which promote or advertise drugs, alcohol, or tobacco products will not be allowed. Clothing that has pictures, writing, etc., which represents violence will not be permitted. Hats and hoods should be removed when entering the building. Any clothing or other items that are considered by the school administration to be disruptive to the educational process will not be permitted.

Students must wear appropriate footwear for a safe and active school day. Shoes should be secure and appropriate for activities such as recess and physical education. Flip-flops or backless shoes may be restricted if they present a safety concern. Final determination will be made by school administration.

Students who wear objectionable items or create a learning distraction with their attire, will be dealt with appropriately. This may include the changing of clothes at school, having parents bring other clothing, removing the student from classes, etc. Repeat offenders will be dealt with following the school's disciplinary procedures and may include a more restrictive dress code.

Gym shoes are required for P.E. class. Midribs should not be visible. Shirt straps should be at least 1 inch wide. Shorts and skirts should be an appropriate length and must extend beyond the bottom of the student's shirt. Final determination of appropriateness will be made by school administration.

Cell Phones (IC 20-26-5-40.7 / SB 185 Compliance):

In accordance with Indiana law, North Putnam Community School Corporation has adopted a policy governing student use of wireless communication devices, such as cell phones, smart watches, tablets, and similar electronic items, during the school day.

Students must keep all devices turned off and stored in their backpacks upon entering the building each morning. Devices must remain off and stored away throughout the entire school day, including during class, lunch, recess, and transitions, unless a teacher or administrator grants permission for a specific educational purpose.

The following exceptions are permitted under state law:

- The device is required as part of a student's IEP, Section 504 plan, or health care plan
- A device is needed for a documented medical purpose
- Use is necessary during a school emergency as determined by staff or administration

Students may not use devices for communication, photography, recording, messaging, or browsing during the school day. Sending, sharing, viewing, or possessing inappropriate or sexual content in any format may result in disciplinary action, including suspension or expulsion.

Bainbridge Elementary is not responsible for lost, stolen, or damaged devices. Families choosing to send devices with students do so at their own risk.

This policy will be posted publicly on the school corporation's website, as required by Indiana law.

Discipline Code

Bainbridge Elementary School students are encouraged to learn the school pledge which outlines the behavior expectations for the school:

“Today I promise to do my best in reading, math, and all the rest. I pledge to follow the rules of my school, to be kind and never cruel. I will show respect in all I do and respect how others think and feel too. I will be polite in all of my ways. Good character will follow me all of my days.”

Classroom, school, and district rules are in place to provide safety and security to everyone in the school environment. Behavior guidelines are enforced to ensure the learning environment is orderly, healthy, and promotes respect and good character. When working with students, disciplining students, or making a professional judgment for students, our goal is for them to learn that:

- Every attempt will be made to maintain the dignity and self-respect of both the students and the teachers
 - Students will be guided and expected to solve problems without creating problems for anyone else
 - Students will be given the opportunities to make decisions and live with the consequences, be it good or bad
 - Misbehavior will be handled with natural or logical consequences whenever possible
 - Students are expected to follow guidelines set forth by the school
-

Infractions

Nothing in this policy will prevent an administrator from assigning a more severe consequence, up to and including suspension and a recommendation of expulsion.. The school reserves the right to alter student consequences as new information is obtained. Infractions that would warrant suspension and/or expulsion include, but are not limited to the following:

- Fighting or assault against another student
- Assault on school personnel
- Bringing and/or possessing weapons or look-alike weapons to school
- Harassing or threatening behavior
- Bullying or hazing
- Using, possessing, transmitting, selling, or being under the influence of any controlled substance or look-alike substance (including prescription medication without a prescription or OTC medicines)
- Destruction of school property or the property of others
- Theft
- Sexual behavior or possessing and/or transmitting inappropriate material of a sexual nature
- Unlawful activity of any kind
- Repeated and habitual disregard for school rules and procedures

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 educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

North Putnam Schools adhere to the Indiana Code for student discipline when establishing its student discipline code. This code is I.C. 20-33-8. Grounds for Suspension and Expulsion can be found in the subsections of this code (I.C. 20-33-8-3; I.C. 20-33-8-7; I.C. 20-33-8-14; and I.C. 20-33-8-23). In accordance with rights of due process, which are guaranteed to all Americans, students of North Putnam Schools will always be provided the opportunity to present their version of any disciplinary incident. The principal has the authority to engage in a search of students if there are reasonable grounds for suspecting that the search would produce evidence of a violation of school rules (NPCSC Board Policy 6010).

Behavior Threat Assessment and Management

North Putnam Schools will utilize Behavior Threat Assessment and Management (BTAM). This a fact-based, systematic process designed to identify, assess, and manage individuals exhibiting threatening or concerning behaviors. This policy aligns with best practices recommended by the U.S. Secret Service National Threat Assessment Center (NTAC) and the Indiana Department of Education.

The purpose of the Behavior Threat Assessment & Management (BTAM) Policy is to:

- Identify and assess individuals who may pose a threat of harm to themselves or others
- Intervene early with supportive, preventive measures
- Reduce the likelihood of targeted violence
- Promote a culture of reporting, safety, and care

Each school in North Putnam will maintain a multidisciplinary Threat Assessment Team consisting of, but not limited to:

- Building Principal (Team Lead)
- Assistant Principal
- School Counselor
- School Resource Officer (SRO)
- School Psychologist or Mental Health Professional
- Additional staff as needed (teachers, coaches, special education staff)

Bullying (I.C. 20-33-8-13.5)

Bullying is defined as a repeated act to a student or a group of students by another student or group of students. In accordance with Indiana Code, bullying is prohibited at any school site or school board-sponsored activity. Incidents of bullying should be reported to the administrative or guidance office in order to allow an administrator or guidance counselor to properly investigate the situation. The prohibition on bullying encompasses hazing (NPCSC Board Policy 6365). Students who engage in bullying behavior shall be subject to a range of punishment with progressive discipline, and parents shall be notified and involved in the educational component of the training as a part of the consequence. Consequences for bullying shall be determined by the administrator based on the discipline record of the student, and on the severity of the bullying incident. In some instances, if appropriate, a counselor may mediate between parties and/or parental involvement may be sought in order to prevent further occurrences.

Our goals are to reduce and prevent bullying problems among school children and to improve peer relations at school through classroom guidance lessons, character education, and adult mentor program.

The following are the rules for bullying:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: We will report any bullying we see and expect our peers to do the same.

Birthday Treats and Classroom Celebrations

To support student health, safety, and consistency across classrooms, Bainbridge Elementary has established the following guidelines for birthday treats and celebrations:

Homemade food items may not be brought to school. For the safety of all students—including those with allergies—only store-bought, prepackaged treats with ingredient labels may be sent in.

Birthday treats are optional and not required. If families choose to send something, please coordinate with your child's teacher at least one day in advance to avoid schedule conflicts and ensure classroom needs are met.

Treats should be simple, single-serve items that are easy to distribute in the classroom (e.g., packaged cookies, fruit snacks, or rice crispy treats).

Balloons, flowers, and large gift deliveries are not allowed during the school day, as they can disrupt the learning environment and may not be transported on school buses.

Party invitations may only be distributed at school if every student in the class receives one.

Families are encouraged to consider non-food options such as pencils, stickers, or donating a book to the classroom library.

Thank you for helping us maintain a safe, inclusive, and healthy environment for all students.

Chromebook:

The Chromebook should be used only for school intended, educational purposes. Taking care of the Chromebook is the responsibility of the student. Chromebooks should be charged and ready to go each school day. Students should refrain from eating and drinking while using the Chromebook.

If Chromebooks become damaged or forgotten numerous times, students can lose the privilege of taking their device home. This designation is left up to the tech department, the teacher, and/or administration.

NOTE: THE CHROMEBOOK IS THE PROPERTY OF THE SCHOOL CORPORATION AND IS ALWAYS SUBJECT TO INSPECTION.

Damage fees are assessed on a case by case basis in accordance with the district technology fee schedule.

School Counseling:

Bainbridge Elementary provides school counseling services to support the academic, social, and emotional well-being of all students. The school counselor is available to assist students with problem-solving, conflict resolution, emotional regulation, and developing positive peer relationships. Counseling services may include whole-class lessons, small-group instruction, or short-term individual support, depending on student needs.

The counselor delivers state-mandated lessons each year on topics such as personal safety, abuse prevention, and bullying prevention. Students may request to speak with the counselor by letting their teacher know or by submitting a written request. Parents and guardians may also contact the counselor at any time if they have concerns about their child's social-emotional needs.

Bainbridge Elementary also uses a Multi-Tiered System of Supports (MTSS) to provide additional help for students who may benefit from extra skill-building or check-ins. Students referred for additional support may participate in individual or small-group sessions focused on coping strategies, emotional management, peer interactions, or organization skills. Families are notified when a student is recommended for ongoing MTSS support.

The goal of the counseling program is to ensure that every student feels safe, supported, and ready to learn each day.

Food Services

Breakfast is served in a Grab and Go format from 8:00 a.m. to 8:20 a.m., and is available for any student for a fee. Students are to display appropriate courtesy and manners while in the cafeteria. This includes entering and leaving the cafeteria, and eating in a quiet, orderly manner, keeping the area clean. Parents and visitors will not be permitted to eat lunch or breakfast with the students.

Parents are encouraged to utilize the Nutrislice app for information regarding menus, nutritional information, and food allergy information.

Special dietary requests or food allergies must be supported by a statement, which explains the food substitution that is requested. A physician, licensed to practice in the State of Indiana, must sign the statement. The medical statement must include an identification of the medical or other special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted. Diet orders should be renewed every year to reflect the current dietary needs of the child.

Candy bars and other snacks are not to be brought to school unless they are part of a sack lunch or special occasion, and then will be eaten only during the lunch period. In the interest of promoting sound nutritional habits, soft drinks and candy are discouraged as sack lunch items.

Food Services/payments:

Breakfast and lunch payments may be submitted online through LINQ or sent to school with your child. When sending a check, please include your child's first and last name on the memo line to ensure the payment is

correctly applied. Checks should be written only for meal purchases and not combined with payments for other school-related items. If sending cash or a check to school, please place it in an envelope labeled with your child's name, lunch ID number, teacher's name. Whenever possible, families are encouraged to pay for meals weekly, monthly, or for the full year. Updated meal prices and the corporation's charge policy will be communicated to families at the start of each school year.

Free and Reduced Lunch Applications:

Families who wish to apply for Free or Reduced meal benefits must complete a new application each school year, even if they qualified in previous years. Applications are available at registration, in the school office, and through the district website. All information submitted is kept confidential, and families are encouraged to apply at any time during the school year if their household income or circumstances change.

Emergency Closing/Delays

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the television stations: FOX 59, WISH, and WTHR. Additionally, notices will be published on the school's Facebook page and automated phone alert or text message will notify parents/guardians of a cancellation or delay. If weather closes school, then all extracurricular activities including athletic practices and games are canceled.

Extracurricular Activity Eligibility and Behavior Expectations

Most activities are connected to the curriculum either academically or in the development of social or physical skills. Thus, it is important to the child's total development that he/she participates in these offered activities. To establish a grade requirement at this level to allow participation would be counterproductive to the goal of exposing children of this age to as many opportunities as possible in their formative years. If in the rare instance a child presents a discipline problem or disrupts an activity to the detriment of other students, it is the principal's responsibility with input from the teacher and parent to deny that student the opportunity to participate in certain school activities, including those of an extracurricular nature.

Participation in extracurricular activities, such as clubs, academic teams, school events, or special programs, is a privilege and an extension of the school day. Students are expected to demonstrate the same positive behavior, respect, and responsibility during extracurricular activities that are required in the classroom. Appropriate conduct is essential to ensure a safe, enjoyable experience for all participants. Students who engage in disruptive or unsafe behavior, or who repeatedly fail to follow school expectations, may lose the privilege of participating in certain activities at the discretion of the principal, with input from staff and parents. When students travel for school-sponsored activities, all school rules apply from the time they depart until they return, and students must follow the directions of supervising staff at all times.

Lost & Found

A Lost & Found area is maintained in the school for items such as coats, lunch boxes, water bottles, and other personal belongings. Families are encouraged to clearly label all student items with the child's name to help ensure lost items can be returned quickly. Students and parents may check the Lost & Found at any time during office hours.

Unclaimed items will be donated or discarded at the end of each grading period. The school is not responsible for lost or stolen items, and valuable or sentimental belongings should not be brought to school.

Promotion & Retention (NPCSC Board Policy 6.01.8)

Advancement from one grade level to the next is earned by the student. In grades kindergarten through fourth, the age of the child, academic skill level, social development, school attendance, estimate of intelligence, transiency, past educational experiences, previous retentions, and present grade placements are all considered. Students in grade five will advance to the next grade level if passing the academic areas of language arts, mathematics, science, and social studies. Regardless of the grades received, a student will not advance to the next grade level until he/she successfully passes the statewide test given at that grade level, or having failed the test, successfully completes a remediation program provided by the school or a private tutoring program determined to be beneficial to the student by the principal, professional staff, and parents.

A direct observation by the principal as well as teacher documentation must occur prior to a decision to retain a student. Notice of the possibility of retention will be given to parents as early as possible. The teacher of the pupil has the responsibility for recommending promotion of the pupil to the next grade. However, where there is doubt or controversy, consultation involving the teacher, the principal, the parents, and/or other personnel may be held. Parents may request that their son/daughter be retained; however, the ultimate decision to retain a student rests with the teacher and the principal.

Recess

Student school day may include recess time and usually students will go outdoors for recess period. Inclement weather, excessively cold wind chill (below 20 degrees), or unsuitable playground conditions may cause recess to be indoors. Please keep the weather in mind each day and prepare the proper attire for your child for outside recess. The elementary school recognizes that a child may occasionally be well enough to attend school, but because of recent illness or health condition is unable to go outside to play. Parents should send a note to school if this situation arises. A doctor's note is preferred.

Seclusion and Restraint Policy

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1520/nputnamin/3097586/Chapter_6_Seclusion_and_Restraint_Policy.pdf

Title 1 Schools

PARENTS' RIGHT-TO KNOW – Title I School Requirement

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from North Putnam Community School Corporation to every parent of a student in

a Title I school that you have the right to request and to receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your student has been taught for four (4) or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you have questions or concerns, please feel free to contact the principal of your child(ren)'s school.

Tobacco Use Policy (NPCSC Board Policy 9.13)

The North Putnam Community School Corporation Board of School Trustees has validly adopted a policy that prohibits the use of tobacco products and vaping in all buildings in the School Corporation and on all grounds belonging to the School Corporation. This ban is on smoking, vaping, and the use of all tobacco products and is in effect during school and non-school hours as well as any function sponsored by the Corporation or at a function occurring on Corporation premises even if the Corporation or a school group does not sponsor it.

Transportation:

Every student within the North Putnam School district is eligible for bus transportation as a regular way of traveling to and from school. If a child does not have written parental permission, the child will be sent home in his/her usual way. Changes for bus transportation may be arranged by a telephone call to Bainbridge or the North Putnam Community School Corp. Transportation Office by 2:00 pm.

Bus transportation is provided to students who live within the North Putnam School district as a privilege, not a legal right. This privilege may be removed or suspended by the building administrator (or designee) should that action be deemed necessary due to student misbehavior. Students are expected to behave in a safe, courteous manner while at the bus stop, boarding/exiting the bus, and while on the bus. All rules and discipline policies, which apply in school, will also apply to student behavior while on the school bus.

Students will not be permitted to carry flowers/balloons on the bus as they are a distraction to riders and drivers and can obstruct view. The use of electronics and other play items on the bus by students will only be allowed at the discretion of the bus driver.

Rules of Bus Conduct

- Students can only ride their assigned bus.
- Students must be respectful to other students and the bus driver.
- Students must remain seated and facing forward during the entire bus trip.

- Students must keep hands and feet to themselves.
 - Students shall not transport balloons, flowers, glass or large objects on the bus.
 - Students shall follow all other school procedures.
 - Students shall not eat or drink anything while on the bus.
 - All objects, unless approved by the bus driver, need to stay in their backpacks.
 - Do not throw things on the floor.
 - Do not cross in front of the bus or the road until the driver waves you across.
 - Students are not to check the mail or remove trash cans until the driver has pulled away.
 - No Foul Language.
-

Bus Consequences

The school's authority begins when the student enters the bus and ends when the student is dropped off at the bus stop in the afternoon. Failure to abide by the bus rules could result in the following consequences:

- 1st Offense = verbal warning by the driver
- 2nd Offense = written warning by driver, principal, or school official
- 3rd Offense = loss of bus-riding privileges one day
- 4th Offense = loss of bus-riding privileges for three days
- 5th Offense = loss of bus-riding privileges for five days

Students committing serious bus misconduct may result in immediate removal from the bus at the discretion of the administration.

Use of School Materials (Board Policy 3.18)

Students will have access to a variety of school materials and equipment throughout the day. We ask that all materials be used appropriately and with care.

Families may be responsible for the cost of items that are intentionally damaged or lost beyond normal wear and tear. Any concerns will be communicated with families prior to any fees being assessed.

Volunteers and Visitors

The school reserves the right to limit visitors, and may not be permitted in the building past the main office. Items to be dropped off, students to be picked up, and most parent meetings will take place within the main office or the main office conference room.

All visitors/volunteers must report to the office upon admittance to the building to obtain a visitor/volunteer badge. Visitors will need to have a driver's license with them to obtain the badge. Volunteers in our schools will be required to have a Limited Criminal History check completed prior to working with our students. Badges

should be worn visibly at all times. Please do not be offended if you are stopped for not having a visible visitor's tag displayed, as our students' safety and security are of the utmost concern for all of us. Volunteers who are working in the school may not bring other children. Parents attending field trips must have a completed Limited Criminal History check completed prior to attending a trip.

Withdrawing From School

Parents wishing to withdraw a student from school should contact the school office and complete a withdrawal form. At the time of withdrawal, all monies due to the school should be paid, including any outstanding lunch account balances. All textbooks, library materials, Chromebooks, and school resources should be returned to the school. Parents may pick up student belongings prior to or on the student's last day. Once the student enrolls in a new school, a records request will be received and documents will be faxed to the new school.

If a parent is withdrawing a student to home school, contact your school office.