BLOOMFIELD ELEMENTARY
Student Handbook
2026-2027

Board Approved 7/30/2025

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Bloomfield Elementary School

2026-2027 School Calendar

Every Friday	-Release at 2pm with exception of 2 hr delay days
Tuesday, August 11, 2026	-First Teacher Day
	-"Meet the Teacher" Night
Wednesday, August 12, 2026	-First Preschool-12th Student Day
Monday, September 7, 2026	-Labor Day - No School
Wednesday, September 30, 2026	-1:00pm Release - Parent/Teacher Conferences
Friday, October 2, 2026	-No School - Apple Festival
Thursday, October 9, 2026	-End 1st Grading Period
Wednesday, October 14, 2026	-Report Cards
October 19-23, 2026	-Fall Break - No School
November 25-27, 2026	-Thanksgiving Break - No School
Friday, December 18, 2026	-Last day of 2nd Grading Period
December 21, 2026-January 1, 2027	-Winter Break - No School
Monday, January 4, 2027	-2nd Semester Begins
Wednesday, January 6, 2027	-Report Cards
February 12-15, 2027	-Mid-Winter Break
Friday, March 12, 2027	-End 3rd Grading Period
Wednesday, March 17, 2027	-Report Cards
March 22-26, 2027	-Spring Break
May 27, 2027	-End of 4th Grading Period
	-Last Preschool-12th Student Day

School Calendar 2026-2027

Bloomfield School District

2026-2027

Academic Year Calendar

Adopted: September 25, 2025

August 26

Su	M	Tu	W	Th	F	Sa
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September 26

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December 26

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January 27

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February 27

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March 27

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April 27

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May 27

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30	31					

Notes

Aug 11	Faculty Orientation/PD
Aug 12	First Student Day / Preschool Begins
Sept 7	Labor Day - No School
Sept. 30	Early Release - 1:00pm- Parent/Teacher Conferences
Oct 2	Apple Festival - No School
Oct 9	End of First Grading Period
Oct 19-23	Fall Break
Nov 25-27	Thanksgiving Break
Dec 18	End of Second Grading Period
Dec 21-Jan 1	Winter Break
Jan 4	Second Semester Begins
Feb 12-15	Mid-Winter Break - Snow Make-Up Days
Mar 12	End of Third Grading Period
Mar 22-26	Spring Break
Mar 26	Good Friday - No School
May 27	End of Second Semester / Preschool Ends
May 27	Last Student Day
May 29	Graduation

41 Student Days first grading period
42 Student Days second grading period
48 Student Days third grading period
49 Student Days fourth grading period
83 Student days first semester
97 Student days second semester
180 Total Student days

School Closed | Staff PD | Start/End of 9 Weeks/Semester | Preschool Begins/Ends

Snow Make-Up Days will be used for days canceled on or before January 29th. (Feb. 12 & 15)
Subsequent inclement weather days will be synchronous eLearning days

Bloomfield Elementary School

2026-2027

WELCOME MESSAGE

Welcome to Bloomfield Elementary School! I'm excited to partner with you in supporting your child's learning and growth for the 2026-27 school year. Working together helps us create a strong, positive experience where every student can thrive.

At Bloomfield Elementary, we are committed to helping each child reach their full potential every day. We encourage you to take a few minutes to review the BES Student Handbook, and please don't hesitate to reach out if you have any questions.

You can contact the elementary office at 812-384-4271 or email me at cmcdaniel@bsd.k12.in.us. I look forward to a wonderful year working together!

In partnership,

Connie McDaniel
Bloomfield Elementary Principal

Bloomfield Elementary School VISION STATEMENT
Engaging, Educating, Empowering, Everyone, Every Day!

Bloomfield Elementary School MISSION STATEMENT
The Bloomfield School District engages our students in learning, educates our students in academic and life skills, empowers our students for the future, and embraces everyone's differences every day.

Bloomfield Elementary School Core Beliefs
We believe…

- all students have the ability to learn, are important, and have unique skills to contribute successfully to our world.
- in a valued, highly-qualified, team-oriented staff that cares for, supports, and teaches every student to their full potential every day.
- that support and teamwork among our school district, families, and the community provide the most effective learning outcomes in and out of the classroom.
- in relevant, inclusive, and engaging curriculum that appropriately prepares students for their life endeavors.
- in instruction that is student-centered, effective, creative, engaging, and that teaches more than academic content.
- in assessments that are authentic, meaningful, appropriate, and helpful in guiding students' futures in whatever vocation they choose.
- in technology that enhances learning, enables education in varying environments, and prepares students for current and future technological advancements.
- facilities should provide a safe, clean, and effective learning environment.
- in proper stewardship of resources that supports the sustainability, security, and effectiveness of our school district.

Bloomfield School District Ideal Graduate Traits: Bloomfield School District encourages and directs students in grades K-12 to master the following traits to become successful in their post-education endeavors.

The Cardinal Way
C - Collaboration
A - Articulate
R - Respectful
D - Determined
I - Inclusive
N - Nice
A - Adaptable
L - Lifelong Learners

ENROLLMENT REQUIREMENTS
Students should be age 5 or older by August 1st to be enrolled in kindergarten. If the student turns 5 between August 1st and October 1st, the parent could appeal to the principal for enrollment consideration. If students are not at least age 5 by October 1st then they may not be enrolled this school year. All students are expected to be completely potty trained prior to the first day of school to attend Bloomfield Elementary School.

SCHOOL DAY
Students should arrive at school no earlier than 7:55 AM unless the student is eating breakfast. Students may choose to eat breakfast in the school cafeteria. Students choosing to eat breakfast may enter the elementary doors at 7:45 AM. The doors open at 8:00 AM for all students. Elementary students who walk to school are asked to wait on the sidewalk in front of the elementary school. The elementary school day is from 8:10-2:55 PM. with assigned grade level lunch, recess, and activity time. Elementary students are dismissed at 2:55 PM. Students in the building after this time MUST HAVE A FACULTY SPONSOR WITH THEM.

Bloomfield School District is a closed campus. Students may not leave the school building area after arrival at any time during the school day without approval of the principal. **Any student arriving at or leaving school must stop in the office to sign in or out.**

END OF DAY TRANSPORTATION REQUESTS
Students will be sent home per previously established directions from parents. ***Any changes MUST be communicated to the office staff.*** The office will then notify appropriate personnel. Parents/authorized persons shall notify the elementary office of any transportation changes by 2:15PM (1:15PM on Fridays). This will allow us time to communicate the new procedure to all appropriate personnel. In addition, we cannot accept the word from students, siblings, or other persons not authorized in Harmony. We must have communication from parents/authorized persons to office personnel. If parents or authorized persons in Harmony do not call the office the child will go home the regularly established way.

ATTENDANCE POLICY
If your child is to be absent you should call the elementary school at 812-384-4271 before 10:00 AM.

Greene County Schools, the Greene County Prosecutor and the Greene County Probation Office have worked together to update the Greene County Attendance Policy. The following is the Greene County Attendance Policy.

ATTENDANCE DEFINITIONS:

CERTIFIED - These absences **do not count** toward the **accumulation** of days per semester/year. Students may make up all work to receive full credit for the work.
Examples include: Doctor's visit with a statement, family funeral, emergencies approved by administration.

EXCUSED/LIMITED - These absences are **counted** toward the accumulation per semester and per year. Students will be allowed to make up all work to receive full credit for the work. Examples include: Staying home sick without a doctor's visit, prearranged absences. **Students are allowed 6 excused absences per year.**

UNEXCUSED - These absences are **counted** toward the accumulation per semester and per year. Students ***will not receive credit*** for work missed during an unexcused absence. Examples include: Being truant from school, returning to school with no contact from a parent, exceeding the allowed 6 excused absences.

If a student reaches six (6) counted absences in one year, additional absences that year will be unexcused without a doctor's statement or any exemption allowed by state law (see below). Parents may be required to provide a **Form of Incapacity** if a student misses an excessive amount of days due to medical needs.

EXEMPT - per state law, the following do not count as a day missed from school. In addition, students may make up all missed work for full credit.

- Prearranged permission to fulfill a state fair obligation
- Prearranged permission to serve as a Page in the State Legislature
- School-sponsored activity
- Prearranged permission to work for a candidate on Election Day
- Court appearances deemed necessary by subpoena

Any student who participates in a scheduled competition, exhibition, or event offered by:

- the National FFA Organization;
- the Indiana FFA Association; or
- a 4-H club

for educational purposes as evidenced in writing by the student's parent and as approved in writing by the student's school principal will receive up to six excused absences in a school year. The student must be in good academic standing to participate in the above activities.

A certified statement is required on the day the student returns to school. I.C. 20-33-2-18 states that (a) 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 (the first day the child returns to school).** (b) The certificate required under this section must be signed by: (1) an Indiana physician; (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

If a student reaches **ten (10)** unexcused absences in one school year a report will be made to Child Protective Services and the Greene County Prosecutor. Parents will receive notification of absence

following the **4th** unexcused absence per year and the **7th** unexcused absence per year. At 10 days of unexcused absences in one school year parents will be notified that the report will be made.

1. **Five-day in-person Meeting/Conference notice**

When a K-5 student reaches their fifth unexcused absence (within ten weeks without being excused, or a timely medical statement for each day absent will be considered an unexcused absence), the school SRO will deliver the five-day in-person meeting/conference notice to parents. The law requires that an in-person meeting/conference be held within five days of the student's most recent unexcused absence. Schools are required to adopt a truancy prevention policy (Attendance Success Plan) regarding attendance issues and present it for signatures to resolve attendance issues.

2. **Legal Notice**: **Compulsory School Attendance Violation 9-day legal notice as required by law**

When a K-5 student reaches their ninth unexcused absence, a Legal Notice of Compulsory School Attendance Violation will be personally delivered (by SRO) to the parent/guardian at their last known residence. This notice is to inform the parent/guardian, who will then be referred to the Prosecutor's office, and an affidavit will be filed against the parent/guardian in Greene County Superior Court, alleging a violation of the compulsory school attendance law.

Each school district in Greene County may have specific consequences for their student absences for each semester. The semester guidelines for Bloomfield School District are as follows:

ATTENDANCE GUIDELINES

Excused/Limited, Prearranged, and Unexcused absences DO count toward the accumulation of days for the semester.

Attendance Procedures:

1. On the day a student is going to be absent, not pre-arranged, it is the responsibility of the family to contact the school. A parent or guardian should call the school between 8:00 A.M. and 10:00 A.M. We are required by law to know where our students are and to know why they are not in school. If a parent/guardian does not call prior to 10:00 AM, the student is assumed truant. Therefore, if we have not heard from the home, school personnel will make an effort to contact the parents at work.

2. It is the responsibility of the student to ask each teacher the day he/she returns to school as to what work is to be made up. If the absence is unexcused, any work missed may not be made up for credit (though we do encourage the student to complete the work in an effort to understand the material).

3. No student is permitted to leave the school grounds without permission from the office. A student leaving school grounds without permission will be considered truant.

PERFECT ATTENDANCE
Bloomfield School District students wishing to be considered for perfect attendance must attend class all 180 school days for the entire school day. This means a student can not be absent for any reason and may not have any tardies.

TARDINESS
Students may enter the school between 8:00-8:10 AM. School begins at 8:10 AM. Students who arrive from 8:11 AM to 9:00 AM will be considered tardy. Any student leaving after 2:00 PM (1:00 PM on Friday) will be counted as a tardy. There will be no penalty for a certified tardy. Students who are **tardy six times** will be considered absent for one day. **Parents will be notified in writing if excessive unexcused tardiness occurs.**

ABSENCE (FULL DAY/HALF DAY)
Students who leave before 11:30 AM will be counted as a full day absence. Students who leave after 11:30 AM but before 2PM will be counted as a half day absence.

SCHOOL NURSE
The school nurse sending home a student is the same as a medical excuse from a licensed doctor. The school nurse sends students home for fever, vomiting, any communicable health related problems, or as deemed necessary by the school nurse and/or a principal. If the school nurse sends a student home for any reason, the student will have a ***certified absence*** for one day. Students sent home by the school nurse or seen by a licensed doctor due to head lice infestation will receive a ***certified absence***. All further absences due to head lice will be ***unexcused absences***.

PREARRANGED ABSENCES
Prearranged absences must be completed **5 SCHOOL DAY**S prior to the absence. Students must bring a note to the office requesting the absence. The student will have a form to complete and return to the office to be presented for administrative approval. PREARRANGED ABSENCES do count toward the accumulation of days per semester. Pre-arranged absences **requested during a state testing window will not be approved** (please ask the office about testing days when requesting the prearranged absence). Students who have used all allotted excused absences will also have requests denied.

PARENT/TEACHER INTERACTION
Bloomfield Elementary staff and admin value an open line of communication with students and parents/guardians. If you would like to meet with a teacher, please be sure to schedule a meeting date/time. Staff are not obligated to discuss school matters outside of school hours, so all school issues need to be addressed during school hours. Remember, Impromptu meetings will not be granted, so please make arrangements with the teacher to determine a meeting date/time.

DISCIPLINE POLICY
Creating a positive school atmosphere will enable students to reach their academic potential. When necessary, various disciplinary means will be utilized by the principal or his designee. This can include but not be limited to: warning, parent conference, assigning additional work, rearranging class schedule, restricting extracurricular activities, alternative school, lunch detention, recess detention (not to exceed 10 minutes), denial of extracurricular activities, Thursday School, Saturday School, In School Suspension, Out of School Suspension, and Expulsion from school for the semester or year.

Minor offenses include, but are not necessarily limited to, the following types of student behavior:

1. Disruptive behavior (1st offense)
2. Display of affection with physical touching of another student
3. Failure to bring required materials to class
4. Gum chewing
5. Violation of the dress code (1st offense)

Discipline given by the teacher may include one or more of the following actions:

1. Warning by teacher
2. Notify parents
3. Conference with student - teacher - counselor
4. School Issued Clothing (violation of dress code)
5. Detention

Major offenses include, but are not necessarily limited to, the following types of behavior:

1. Disruptive behavior leading to removal from class or school activities (2 or more offenses)
2. Use, possession or distribution of tobacco products on school property or at school activities (this includes products that have the appearance of tobacco or tobacco containers)
3. Fighting or provoking a fight
4. Use of inappropriate language
5. Failure to report to school or leaving school grounds during the school day without parent and school administration permission.
6. Forging or alteration of school forms or notes from parents
7. Cutting class
8. Obscene or vulgar gestures or writing, possessing vulgar or obscene material, or engaging in explicit sexual conduct or vulgar conduct, sexting
9. Insubordination
10. Theft or possession of stolen goods
11. Inappropriate behavior at a convocation or any school sponsored event
12. Excessive tardies; see tardy policy
13. Being under the influence and/or possession of alcohol or drugs
14. Possession of fireworks or any type of deadly firearm weapon
15. Vandalism of an employee's, student's or the school's property
16. Violation of the dress code - 2nd offense and all additional offenses
17. Intimidation of other students, teachers or administrators
18. False fire alarm or bomb threat
19. Cheating
    a. 1st Offense Zero credit on assignment, Thursday School detention
    b. 2nd Offense Zero credit on assignment, (2) Thursday School detentions
20. Gambling
21. Being in the school building before or after school hours without authorized school supervision
22. Violation of IC 20-33-8 (Indiana Student Due Process Code) or other school rules

Discipline will be administered to a student by the administration of Bloomfield School District when a school regulation or policy is violated. Discipline will include one or more of the following actions: (Parents will be notified of each major offense.)

1. Conference with student - teacher – parents

2. Conference with student - teacher - parents – principal
3. Removal from class for one to five days
4. Lunch detention/detention with principal and/or his designee
5. Recess detention (not to exceed 10 minutes)/detention with principal and/or his designee
6. Thursday School
7. Saturday School

OTHER GROUNDS FOR SUSPENSION AND EXPULSION: IC 20-33-8-14

The following types of student conduct constitute grounds for expulsion or suspension under Indiana law and this policy:

1. Using violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
   (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
   (b) Blocking the entrance or exits of any school building or corridor room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
   (c) Setting fire to or damaging any school building or property.
   (d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
   (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.
   (f) Hazing of any kind will not be tolerated.

This subdivision shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

1. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

2. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

3. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

4. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.

5. Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon. Possessing a knife on school property or a school bus is a Class B misdemeanor. Increases the offense to a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury to another person.

6. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any

kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

7. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.

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

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

10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

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

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

(a) engaging in school misbehavior on school property
(b) disobedience of administrative or staff authority
(c) sexual harassment
(d) harassment
(e) intimidation
(f) "bullying" as defined below

13. Possessing a firearm, deadly weapon, bomb, rocket, explosive or incendiary device, or any type of gun on or in school property, or on a school bus, or at a school function. (The penalty is expulsion as per Indiana Code.)

14. Committing a criminal gang activity or criminal gang intimidation on or in school property, or on a school bus, or at a school function.

15. Possession or use of an electronic paging device, cellular telephone, or hand-held portable telephone on school grounds during school hours, or on a school bus, or at a school function, in a situation not related to a school purpose or an educational function, or such possession without permission of the principal.

Bullying

Prohibition of Harassment, Intimidation, and Bullying

Bloomfield School District is committed to a safe and civil educational environment for all students, employees, volunteers and visitors free from harassment, intimidation or bullying. There are four types of bullying defined by the State of Indiana:

- Physical - Hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

- Verbal - Saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm

- Social/Relational - Hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public

- Electronic or Written Communication - This can involve cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computers, cell phones).

The State of Indiana has determined that school officials will be investigating claims of bullying when:

1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment"

The State of Indiana has determined that the governing body of a school corporation must include timetables for reporting bullying incidents to parents of both the targeted student and the alleged perpetrator in an expedited manner that is not later than five (5) business days after the incident is reported.

1. Both sets of parents will be contacted on the first offense, and for any further incidents.
2. Bullying/Harassment reports will not result in disciplinary action for the first report (unless it was physical) and future disciplinary actions will be outlined to the students and parent/guardian.

Positive behavioral interventions, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitutes violations of this policy.

Reporting—if you experience or witness harassment, intimidation or bullying, immediately notify the nearest staff member. Complete a Report of Harassment/Bullying Form, which is available in the school office. Families or students may also submit a report digitally. This link can be found on the homepage of the elementary school website. All reports will be handled confidentially to protect the identity of those reporting.

School personnel should make a written report within 24 hours or one school day when they have observed or become aware of an alleged incident of bullying.

Once a referral has been received from an employee, student or through anonymous reporting, the principal (or designee) will initiate an investigation of the alleged bullying incident within 48 hours or two school days from when the administrator receives the written report.

Once the incident is determined to be a bullying incident and investigation is completed, appropriate disciplinary response and follow up services for both the targeted student and the bully are determined. The nature of the incident, disciplinary response and proposed follow up services are to be communicated to the parent/guardian of targeted student(s) and perpetrator(s) as allowed by law.

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals: Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying.)

- Power differential: Is there an imbalance of power? Power imbalance is not limited to physical strength.

- Repetition: Has this or similar incidents happened before? Is the individual worried that it may happen again?

- Are any of the individuals involved with a gang/clique? This may result in interventions different from bullying.

Just because something does not fit the definition of bullying does not mean it will not be addressed.

THURSDAY SCHOOL AND SATURDAY SCHOOL

1. Thursday School for students in Grades 3-5 is from 3:05-5:00 P.M. Saturday School will be the first (1st) and third (3rd) Saturday of the month. Saturday school is from 8:00 AM until 12:00 PM.
2. Thursday School for students in Grades K-2 is from 3:05-4:00 PM.
3. Each student is expected to bring schoolwork and/or appropriate study and reading materials to keep busy for the assigned time of Thursday School or Saturday School. Such materials might include textbooks, library books, or workbooks. Paperback books, magazines and newspapers must be part of an assignment.
    (a) No playing cards, games, puzzles, electronic and battery devices are permitted.
    (b) Each student is expected to contact his/her teachers for assignments, make-up work, or extra credit assignments prior to the session.
4. Students who are disruptive, fail to keep busy on appropriate tasks, disobey the supervisor, sleep or give the appearance of sleeping, may be dismissed at the discretion of the supervisor. Dismissed students are subject to suspension or expulsion from school.
5. Students will not be allowed to go to lockers, leave the room, or use the telephone during the session except in an emergency situation.
6. Students will be assigned to specific seats.
7. Excuses with regard to athletic events, practices, work, etc. will NOT be permitted.
8. All policies for a regular school day are followed. No food, candy, or beverages may be brought and/or consumed. Thursday School and Saturday School are in place of in-school detention. This allows a student to continue his/her education without interruption and afford extra time for important studies. Hopefully, this time will be a learning experience and one that will encourage a positive change in behavior, attendance, and punctuality. Not attending Thursday or Saturday is considered being truant, just as a student is truant if he/she skips school during the regular school day.

The administration does reserve the right to add or cancel Saturday School based upon the need or having too few students who will be assigned on a given Saturday.

DRESS CODE

The goal of a dress code is to ensure modesty and appropriate dress given the current climate/trends while minimizing disruption to the educational learning environment. The dress code must be followed at all grade levels.

Types of school dress which are prohibited during the regular school day:

1. The following may be considered revealing fashions: i.e., inappropriately placed rips or tears, bare midriffs, low cut blouse/shirt, see-through clothing, strapless garments, undergarments, and tight fitting clothes.
2. Shorts must be modestly worn with at least a 3 inch inseam.
3. Headwear/Hoodies inside the buildings during school hours unless approval has been given by the Principal for special occasions.
4. Clothing that advertises alcoholic beverages, tobacco, weapons, illegal drugs, and/or designs of a sexual nature.
5. Footwear must be worn at all times.
6. Sunglasses during school hours. Prescription glasses from an optometrist are exempted.
7. Heavy coats are not to be worn in the classrooms.

Dress code is subject to administrative discretion. At the request of the Principal or his designee, a student may be asked to make a change of clothing if the student is in violation of dress code. The parent will be contacted to bring in suitable clothing.

ADDITIONAL POLICIES

1. Students are not to bring soft drinks or food into the classroom area without administrative approval.
2. Indiana Senate Bill 78 prohibits the use of student personal internet devices during the entire school day. The list of devices includes, but is not limited to, cell phones, smart watches, laptops, ipads, gaming pads, and any other electronic device connected to the internet. Such devices MUST be turned off and stored in the student's backpack. All backpacks must be kept in the student's designated cubby during the school day. Students violating these protocols will be subject to the following consequences:
    a. 1st violation: Device kept in the office, call home and student pick up at the end of the day
    b. 2nd violation: Device kept in the office, call home and parent pick up
    c. 3rd violation: Device kept in the office, call home, parent pick up, and Thursday school
    d. 4th violation: Device kept in office, call home, parent pick up and further disciplinary action including Saturday School and/or our of school suspension
3. Skateboards, roller blades, scooters, laser pointers, are not permitted in the school building. Elementary students are not allowed to ride bicycles, scooters, or skateboards to school. **The school is not responsible for non-essential items brought to school.**
4. Visitors' passes will be issued at the discretion of the building principal. Visitors must make prior arrangements with all teachers they will be visiting. Visitors must have a Criminal History Check completed and on file with the elementary office at least 2 days before the event.
5. No student on school property or at school events may exhibit items or participate in activities in a manner identifying with a gang.
6. Unauthorized student use of the elevator is not permitted.

7. Students may bring bags such as book bags, gym bags, backpacks, etc. to and from school but may not carry the bags throughout the day. Backpacks with rollers are not allowed. Bags should be left in student storage areas or lockers during the day.
8. Playing cards, dice or anything with which does or might promote gambling are not permitted in the classroom.
9. Students making threats to staff members via the internet will be reported to the police and suspended a minimum of 10 days and face possible expulsion.
10. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion.
11. Students, parents and guardians are prohibited from recording any instruction, discussion or presentation done during class, including remote/virtual/eLearning instruction. Additionally, students, parents and guardians agree not to post, and are prohibited from posting materials, instructions, discussions, presentations, audio, or video from remote/virtual/eLearning instruction on social media. Any failure to follow these requirements may result in disciplinary action of students and/or legal action against parents or guardians.
12. Students are not allowed to bring personal toys, games, trading cards, and electronic devices to school without teachers permission.
13. Students are expected to care for their hygiene as to not disrupt the social emotional and learning environment.

BUS INFORMATION

In accordance with Indiana Law, it is a privilege to ride a bus. Violation of the rules and regulations noted may result in suspension of transportation privileges. School attendance is a state law and students suspended from the bus still must attend school. Students must be waiting at the pick-up point when the school bus arrives. If a student is late, the driver is required to wait no longer than 30 seconds. The driver should sound the horn. If the driver is three minutes late, he/she need not wait. If the student is in sight, the student should be picked up.

Conduct on the Bus

General Rules:

1. Follow the direction of the driver at all times.
2. Find an assigned seat.
3. Do not stand or move around while the bus is in motion.
4. Talk quietly so the driver can hear traffic sounds.
5. Keep arms, feet, book bags, etc. out of the aisles.
6. Loud or profane language, or physical, or verbal harassment is not permitted.
7. Do not deface any part of the bus.
8. Do not litter on the bus.
9. Courteous behavior is expected at all times.

Disciplinary Action for Rules #1-#9 above

First Offense:	The bus driver calls the parent(s) **and** completes a misconduct report.
Second Offense:	The student will have their bus riding privileges revoked for three (3) days. A conference may be held with the student, parent, principal, and bus driver.
Third Offense:	The student may have their bus riding privileges revoked for the remainder of the semester.

Major Infractions:

1. Alcohol, tobacco and/or drugs
2. Fighting
3. Stealing
4. Interfering and/or distracting the bus driver
5. Harassment,
6. Bullying

Disciplinary Action for Rules #1-#6 above: The student has bus-riding privileges revoked for the remainder of the school year. In addition to losing bus-riding privileges, students may be suspended from school for up to ten (10) days and recommended for expulsion.

PLEASE NOTE:
Bus drivers may suspend a student from riding the bus for (1) day pending the bus driver notifying parents. Additional offenses will be handled by the Principal based on the severity of the offense and may result in suspension from the bus for the remainder of the semester or school year. Occasional student riders: (baby-sitting, spending the night with a friend, etc.) wanting to ride a bus other than their assigned bus must have WRITTEN permission from parent or guardian submitted to the office secretaries in advance.

- **CAFETERIA (Meal cost will be changed in handbook once they are approved by the Board)**

We offer Breakfast and Lunch. Breakfast for students K-12 is $1.60. Lunch for Students K-12 is $3.00. We have free/reduced applications for alternate pricing. Reduced Breakfast K-12 is $0.30. Reduced Lunch K-12 is $0.40. A student receiving free/reduced benefits must take a NSLP recognized meal to have milk free. Milk, alone, is $0.75.

When a student has a negative balance, a reimbursable meal will be provided to the student; however, no ala carte items will be allowed to be purchased. Emails are sent out when an account is $5.00 or below, as a courtesy.

Pursuant to Board Policy 8500 – Food Service Program, significant negative lunch account balances should be pursued for collection, which may include, but not be limited to contact by email, phone, or letter, as well as formal collection efforts.

A lunch account becomes inactive at the time a student withdraws from enrollment from the school corporation. Positive balances from a graduated student's account will automatically be transferred to sibling account(s). Refunds of any positive balance remaining in a student's inactive account may be requested in writing within 30 days from the date of withdrawal. Any request for refund must document entitlement to the refund. If no valid refund request is made, a positive balance may be transferred to the Cafeteria Donation Fund.

All prices are subject to change based on State Regulations. An amendment will be sent out to all parents if these prices change. Each student has a debit account. Every student is given a P.I.N. (Personal Identification Number) to access his/her debit account. The number will stay the same until the student graduates. At mealtime, the student will key in his/ her P.I.N. and the meal purchase will be deducted from his/her account balance. **Students must have a positive account balance or cash to purchase extra meal or snack items.** Students K-5 must have a note from a parent sent in, stating said student is allowed to use their account for extra meal or snack items.

The note is good for the current school year. Payments can be made by cash, check or online at www.myschoolbucks.com. Even if you do not wish to pay online, setting up an account with my school bucks is encouraged, as you can see what your child is eating and check their account balance. Cash or check should come to school in an envelope marked with students first and last name. There will be a pink drop box in the elementary cafeteria that will be checked daily or they can give it to their teacher or a cashier in the elementary cafeteria.

Bloomfield School Cafeteria Prepay Account Policy – A student or adult account is a pre-pay account, not a charge account. We do allow meal purchases when an account happens to drop at once. The overall concern is to make the cafeteria a comfortable and enjoyable place to eat for all students.

Negative balance at time of checkout; When a student has a negative balance, we allow a breakfast and lunch meal to be purchased (charged) with no extras. Emails are sent out when an account is $5.00 or below, as a courtesy. We may reach out by email, phone, or letter for negative accounts.
There are approximately 150 students in the cafeteria. The cafeteria rules for student behavior are as follows:

1. Students may talk using inside voices (level 1-2).
2. Students are to raise their hand to get permission to leave their seat.
3. Students shall be respectful and follow the supervisor's directions.
4. Students shall use good table manners while eating.
5. Students may not touch other student's food.
6. Students are to obey all school rules.
7. Students are not allowed to have gum in the cafeteria.

Disciplinary actions may include but are not limited to the following:
1. Students are reminded of rules and given a warning.
2. Students lose a portion or all of their recess period. (not to exceed 10 minutes) of their recess.
3. Students are removed from eating with other students for the remainder of the lunch period.
4. Students are referred to the principal.

STUDENT RESPONSIBILITIES REGARDING SCHOOL WORK

1. ***MAKE-UP WORK:*** Make-up work is the responsibility of the student. Once contacted by the student or the parent / guardian of the student, the teacher will make arrangements to make up missed work. The teacher and student will cooperate jointly regarding student opportunities to complete work missed. Students will be granted one school day to make up work for every day of excused absence up to a maximum of three days. Modification to this rule can be granted only after a parent-teacher-student conference. Students are required to contact ALL teachers THE DAY THEY RETURN TO SCHOOL to make arrangements for makeup work. All grading period and semester INCOMPLETE GRADES, must be made-up within two weeks (ten school days) after the distribution of grade cards. Failure to complete make-up work will result in a zero for the missing assignments (and the student's grade calculated with zero for these assignments). Disciplinary consequences as outlined in the School Wide Discipline Plan may also be used as a motivation to complete make-up work. Failure to comply with the MAKE-UP WORK policy may result in an academic penalty as administered by the classroom teacher or disciplinary penalty as outlined in the School Wide Discipline Plan.

2. **ASSIGNMENTS**: Parents who wish to obtain assignments for an absent student should call the school office before 9:00 A.M. to make this request. Students are encouraged to do as much work as possible before returning to school.

SEARCH AND SEIZURE

Desks and Other Storage Areas

A desk or any storage area in the school provided for students' use as well as the contents contained therein may be searched when the principal has reasonable suspicion for a search.

Student

The personal search of a student may be conducted by the principal when he/she has reasonable suspicion for a search of that student. Reasonable suspicion means that the principal has sufficient reason to believe that the student has violated a school rule and that a search of the student or the student's possessions will produce evidence of the rule violation.

Authorized searches of the students are:

1. The student's pockets.
2. Purses, backpacks, or any other object in the possession of the student.
3. A "pat down" of the exterior of the student's clothing and the removal of any item identified.
4. Removal of an article of exterior clothing, such as a jacket.

Failure to comply with these guidelines could result in consequences as outlined in the School Wide Discipline Plan.

HARMONY ONLINE INFORMATION FOR PARENTS

Parents and/or guardians can obtain a username and password from the secretaries in the elementary office to access Harmony. Harmony is the online system that allows a parent(s) to check on their student's progress. Furthermore, a parent can check on attendance, tardies, and discipline. Please make note of your password once you have created it. The elementary office does not have access to passwords once it has been changed by the parent.

FIELD TRIPS

Students will have the opportunity to take field trips throughout the school year. Permission forms for field trips requiring bus transportation to the event will be sent home prior to the trip and must be signed and returned in order for your student to be allowed to attend the field trip. Anytime a student leaves the school property a permission slip must be signed.

PUBLIC DISPLAY OF STUDENT WORK/PHOTOGRAPHY RELEASE

Public display of student work, photography by local newspapers, and videotaping by local television stations take place during various events throughout the school year. Your permission for your student to be photographed, videotaped or have their student work displayed in public is acknowledged when signing the Student Permission Form at the beginning of each school year. If you do not wish for your student to be photographed, videotaped, or have student work publicly displayed please send a note to the office with your request.

NURSE'S OFFICE POLICY

Students must get permission to go to the nurse's office from the teacher. The teacher shall notify the office immediately if there is an emergency. Students should never call home to be picked up for illness until they have checked with the nurse's office or the principal's office. Parents must sign an over the counter consent form before the nurse will administer medications at school. If a student needs a prescription medication administered at school, the parent/guardian must contact the nurse for information regarding consents and prescription medication policy information.

HEAD LICE POLICY:

Parents have the primary responsibility in the detection, prevention and treatment of head lice through routine checks of their child's hair and proper treatment if live lice are found. While head lice are a nuisance, they do not spread disease and are not a public health issue. Parents are encouraged to notify the nurse/clinic assistant if their child is found to have head lice. The primary goal of identification and notification of a lice infestation in the school setting is to ensure that the child receives safe and effective treatment. Should a student present at school with a possible case of head lice, the school nurse/clinic assistant will maintain confidentiality, verify the presence of an active infestation, and bring it to the attention of the student's parent/guardian. Presence of nits alone is not a reason to exclude a child from school. Students with live, crawling lice and nits closer than 1 cm from scalp will be considered an active infestation and would require treatment or manual removal of nits. Exclusion for an active infestation will be determined on a case by case basis. Parents will be instructed on appropriate treatment and prevention methods and asked to return to the school nurse's office with their child after treatment for a recheck. Head lice checks are done individually and on an as-needed basis for detection and for follow up after treatment. Siblings and close contacts of students with head lice may be checked at the discretion of the nurse or clinic assistant. These guidelines are supported by the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), and the National Association of School Nurses. Students may miss one day for the removal of lice.

IMMUNIZATIONS

2026-2027 School Year

Indiana State Department of Health School Immunization Requirements

Grades KG to 5:	3 Hepatitis B	2 MMR
	5 DTaP	2 Varicella
	4 Polio	2 Hepatitis A
Grade 6:	3 Hep B	2 Varicella
	5 DTap	2 Hepatitis A
	4 Polio	1 Tdap
	2 MMR	1 MCV4 (Meningococcal)

When a student enrolls in a school corporation for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. The religious objection form must be submitted annually. Parents must provide the School District with complete immunization records prior to the beginning of the school year.

GRADES AND REPORT CARDS:

Bloomfield Schools operate on four nine-week grading periods. The general grading scale for Bloomfield Elementary is as follows:

A+	100
A	99-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	86-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F	59 and below

Report cards will be given at the end of the nine-week grading period. The elementary office will send report cards electronically through our Harmony Grading System.

CORRESPONDENCE

Teachers will contact the parents (checked on report card, by note, or phone call) if a child is not making satisfactory academic progress. A plan will be developed with the parents to encourage maximum academic growth. Parents will be kept informed if the child continues to do failing work, especially if retention is being considered.

LIBRARY

Students visit the school library once weekly and are allowed to check out one book. Students need to return books on their weekly visits. If a book is not returned within a month and cannot be found, the student will be responsible to pay for the lost book.

PARTIES

Teachers decide if they wish to plan and manage seasonal parties. If parents wish to provide a classroom treat in honor of a child's birthday, it should be kept simple and planned in advance with the teacher. Treats should be passed out at recess, lunch, or at the end of school. If teachers are allowing parents to attend class to help with a party, the parent must have a Criminal History Check completed using the designated sign-in program. This program requires valid state identification.

PLAYGROUND

For the safety of all children the following rules will be enforced during outside recess:

1. Be Courteous:
    a. Whenever an organized game is being played, students not participating are to make an effort to stay out of the playing area.

b. Each student shall play in a peaceful and orderly manner with his/her fellow students on the playground.
c. Students shall go to and from the play areas quietly with order.
d. Students are to be respectful of playground supervisors and follow their directives.
e. Students are not to use profanity.
f. Students are not to engage in gang-like, intimidating, or demeaning behavior.
g. Students are not to engage in any sexually suggestive behavior.

2. Safety: Students are to play safely on equipment; line up to take turns on equipment.
    a. Children are to stay off the concrete ledges, steps, and bleachers.
    b. Students shall not damage school property or equipment.
    c. Balls or equipment outside the play area may be retrieved only with teacher permission.
    d. No student is permitted to leave the playground area without adult supervision.
    e. No rough play: such as tripping, pushing, fighting, tackle football, rock/mulch/snowball throwing, etc.
    f. Students must have teacher permission/supervision to cross the street to and from the lower playground.

Children will be expected to go outside during recess. An exception may be made if a note from the student's parent, doctor or school nurse is presented to the office. The office will notify the classroom teacher and PE teacher.

TEXTBOOK RENTAL POLICY, CHARGES, AND REFUNDS

Parents are financially responsible for student's damaged, lost, or mutilated textbooks/chromebooks. All unpaid accounts will be turned over to a program called TRECS. This program will garnish state tax refunds to pay outstanding balances.

VISITATION

Parents are welcome to visit the school. However, no person may visit a classroom without first reporting to the office. **Classroom visits must be approved by the office principal**. The teacher will be notified to create an appointment so there may be no disruption of the instruction. The time of the visit must be agreeable to all teachers involved. Parents/visitors are required to do an instant background check using the designated sign-in program. This program requires valid state identification.

The office personnel will print a visitor badge for each visitor. This badge must be worn at all times when you are in the building. This badge does not allow you to go into other areas of the building without permission from the office/principal.

No preschool child may be at school under the supervision of a minor for liability reasons. Friends of students not enrolled in Bloomfield Elementary school are not allowed to visit during the school day.

WINTER STORMS

1. In case of inclement weather please listen to or watch WTWO (Channel 2), WTHI (Channel 10), WTHR (Channel 13) or (WCLS 97.7).
2. The school messenger system will be launched to call the home and cell phone numbers provided by parents to announce any delay or cancellation.
3. The Herald Times Newspaper and Greene County Newspaper will be notified. We will also post on the Bloomfield Elementary Facebook Page.

EXTRA-CURRICULAR ACTIVITY (ECA) ON CANCELED SCHOOL DAYS/DELAYS POLICY:
The following is a policy for extra-curricular activity practices/events when school is delayed, canceled or under snow/weather emergency:

Out-of-Season Sports
When school is delayed, released early, or canceled due to inclement weather, all out-of-season sports activities shall be canceled.

School Delay
In the event of a delayed start time for school due to weather conditions, morning practices and rehearsals shall be canceled. They may be scheduled at the end of the school day.

School Cancellation
In the event of school being canceled due to weather conditions, normal practices/rehearsals may be canceled at the discretion of the athletic director/principal.

Snow Emergency
In the event of a snow emergency for Greene County, all practices/rehearsals/performances shall be canceled.

ATHLETIC INFORMATION

Academics
Student Athletes must be passing in order to participate. Grades will be checked every Friday. If there is an F the student will have a one week warning period. If the grade does not improve the next week the student will not participate in practices or contests. Coaches may have stricter guidelines with approval of the athletic director and principal.

Participation
The purpose of athletics at the elementary level is to allow students the opportunity to learn a new sport, experience teamwork, and maintain physical fitness. No student who chooses to participate will be cut from a team.

ECA Communication
All athletic coaches and extra-curricular sponsors will use the TeamReach app. This app will be used regularly to communicate with students, parents or guardians, the athletic director, and/or the building principal. Useful information such as practice times, schedules, cancelations, etc. will be found within this app. The app will be used prior to or beginning with your first week of practice.

Transportation
Student Athletes **MUST TRAVEL TO AND FROM AWAY EVENTS** in the transportation provided by the school. Athletes must show proper behavior and respect when riding in all school vehicles. Vehicles are to be picked up and clean when returned.

Exceptions:
a. Injury which might require alternate transportation.
b. **Prior** arrangement with a coach, athletic director, made by the parent/guardian of the

participant, along with a transportation waiver. This is available in the high school athletic office or elementary school office foyer area.

Practice / Attendance

To participate in any practice or event, the student must be at school ALL DAY. Exception will only be made for certified absences

Student Athletes who miss five (5) consecutive days of school must present a doctor's clearance before practice or participation can be resumed. Dates must be stipulated by the physician for re-entry into participation. The dates must be followed exactly as they are written.

No athlete will be permitted to begin practicing for another season until said athlete is free and clear of any athletic equipment that is missing or owing money for such. Participation in more than one athletic activity during the same season will be allowed only by agreement of the coaches/sponsors involved, and approval by the athletic director and building principal.

All practices, events, and workouts shall be properly supervised by a coach at all times.

Insurance

It is the responsibility of the parents or guardians to have some type of accident or health insurance coverage for their participating son or daughter. The parent must complete verification of such coverage on the physical form.

BLOOMFIELD SCHOOL DISTRICT RESPONSIBLE USE POLICY

The Bloomfield School District (BSD) recognizes that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to developing 21st century technology and communication skills that will allow students to be successful beyond the classroom.

This Responsible Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or personally owned devices on the school campus.

- The Bloomfield School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained indefinitely.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources may result in disciplinary action.
- BSD makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Students are held accountable for actions on educational platforms used within the classroom *even* in cases that students are using a personal device at home.
- Users of the district network or other technologies are expected to alert administrators and/or staff immediately of any concerns for safety or security.

Usage: All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good sense; and ask if you don't know.

Examples of Responsible Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff of any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technology at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not an exhaustive list. Users should use good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Violate any local, state or federal statute.
- Use district technology in a way that could be personally or physically harmful.
- Use district technology to access, create, store or distribute inappropriate images or content including but not limited to pornographic, obscene, abusive, illegal or sexually explicit content.
- Use district technology to access dating or gambling sites.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Take pictures, video or audio of other people without their permission.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content.
- Post personally-identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technology for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not an exhaustive list. Users should use good judgment when using school technologies.

Violations of the Responsible Use Policy: Violations of this policy may have disciplinary repercussions, including but not limited to:

- Restriction or suspension of network, technology, or device privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Other actions as deemed appropriate by school administration
- Legal action and/or prosecution

Internet Access: BSD provides users with access to the Internet, including web sites, resources, content, and online tools. Access will be restricted in compliance with CIPA regulations and school policies. Internet browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the internet. If a site is blocked and a user believes it shouldn't be, the user should submit the site for review.

Mobile Devices: BSD may provide users with devices. Users should abide by the same acceptable use policies when using district-issued devices off the school network as on the school network. Use of district-issued devices off the school network may be monitored.

Wireless Communication Device Policy

Pursuant to Indiana Code 20-26-5-40.7, except for the situations described below, students are not permitted to access any wireless communication device, unless it is a school sanctioned wireless communication device, at any time during the school day. This policy does not apply to afterschool hours.

"School day" means the entirety of the time a student is present on school property for a student instructional day from bell to bell, including instructional time, passing periods, lunch periods, and all other periods during which students are under school supervision.

"School sanctioned wireless communication device" means a wireless communication device that:

- Is owned by a student or a third party vendor;
- Is approved by the school for instructional use;
- Is required or permitted by the school for participation in classroom instruction;
- Is subject to school managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
- Is not a cellular telephone, gaming device, or smartwatch.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including a:

- Cellular phone;
- Tablet computer;
- Laptop computer;
- Gaming device; or
- Smartwatch that is connected to a cellular telephone, a cell tower, or the internet.

Students are permitted to bring their own wireless communication devices to school, but they must be powered off and stored in one of the following locations for the entirety of the time the student is present on school property during the school day:

- The students locker;
- A classroom storage system or secured classroom location;
- The front office;
- A secure pouch system; or
- The students backpack.

This policy does not prohibit a student from accessing their wireless communication device if it is included in the student's IEP, Section 504 plan, is used for language translation, necessary for the management of a documented medical condition with an order from a licensed health care provider, or in the case of an emergency as determined by the superintendent.
Students traveling off-site for a work-based learning experience are permitted to have their wireless communication device on their person and can be utilized as permitted by the work-based learning supervisor.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto school property. The school assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

Email: BSD may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Students may not access personal email accounts on district devices.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social / Web 2.0 / Collaborative Content: Recognizing the benefits of collaboration brings to education, BSD may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online. When using social platforms for the classroom, the same rules apply regardless of using a school device in the classroom or a personal device outside the classroom.

Security: Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If a computer or mobile device is believed to be infected with a virus, please alert IT. Do not attempt to remove the virus or download any programs to help remove it.

Downloads: Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Digital Citizenship: Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect,or inappropriate content. Use trusted sources when conducting research via the Internet.

As a point of emphasis, users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways that were never intended.

Plagiarism: Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Consequences for those who plagiarize is outlined in the student handbook.

Personal Safety: Users should never share personal information, including phone number, address, social security number, birthday, or financial information over the Internet without adult permission. In addition, users should recognize that communicating over the Internet contains risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If a message, comment, image, or anything else online causes you concern for personal safety, bring it to the attention of an adult (teacher or staff if at school; parent if at home) immediately.

Cyberbullying: Cyberbullying is bullying and will not be tolerated. See handbook for more specific guidelines. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action and potential loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Limitation of Liability: BSD will not be responsible for damage or harm to persons, files, data, or hardware. While BSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

BSD will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Chromebook Insurance and Device Protection Policy

Bloomfield School District provides Chromebooks to students in order to support learning and instructional access. Students are expected to care for all school-issued technology and return all equipment in good condition. Families may choose to purchase Chromebook Insurance each school year to reduce the cost of certain accidental damages.

Chromebook Insurance

1. Chromebook Insurance must be purchased each school year. Coverage does not carry over from one school year to the next.
2. The cost of Chromebook Insurance is **$20.00** per student, per school year.
3. The deadline to purchase insurance is **October 1** of each school year, or the closest school day if October 1 falls on a non-school day.

4. Insurance covers repairs resulting from student-caused damage, including but not limited to broken screens, missing keys, and damage to the Chromebook cover.
5. Mechanical issues or defects not caused by the student, including device glitches or hardware malfunctions, will not be charged to the student.

Repair Costs with Insurance

For students who purchase insurance, repair costs will be assessed as follows:

- First repair: No charge
- Second repair: $20.00
- Third repair: $40.00
- Additional repairs after the third incident: Full replacement/repair cost applies.

Repair Costs without Insurance

Students who do not purchase insurance will be charged the full cost of repairs, including but not limited to:

- Broken screen: $100.00
- Keyboard tray: $35.00
- Cover: $20.00
- Battery: $45.00

Lost or Unreturned Devices

If a Chromebook is lost, stolen due to negligence, or not returned when requested, the student will be charged a **$450.00 replacement fee**. This fee applies whether or not insurance was purchased.

Billing and Loaner Devices

1. Parents/guardians will be notified by office staff of any charges within one week after the Chromebook has been repaired and returned to school.
2. Payment is due within two weeks of notification unless a payment plan has been arranged through the school office.
3. Students may be issued a loaner Chromebook for up to two weeks after their repaired device is returned.
4. If payment is not received and no payment plan has been established within that two-week period, the student may lose access to a loaner device until the account is resolved.

Chromebook Care Expectations

1. No stickers may be placed on the Chromebook, charger, or carrying case unless applied by the school.
2. Chromebooks must be returned with the original school asset tag attached. Removal of the asset tag will result in a **$5.00 fee** for replacement and re-entry into the inventory system.
3. Students are expected to keep devices clean, charged, and protected during daily use.

Chromebook Chargers

1. If the issued charger is lost, replacement chargers may be purchased from the school office.
    - Used charger: $20.00
    - New charger: $25.00
2. Families may also purchase their own replacement charger if it meets required specifications of **45W USB-C** compatibility.
3. If a Chromebook is returned at the end of the school year without the issued charger, a **$25.00 replacement fee** will be charged.

Administrative Discretion

The administration reserves the right to interpret and apply this policy in a fair and reasonable manner based on the circumstances of each situation.

DELIVERY OF MESSAGES/ARTICLES POLICY:

1. Emergency messages from parents ONLY will be delivered. Please avoid unnecessary messages being delivered during the school day.
2. Articles of priority (glasses, medicine, etc.) will be delivered as soon as reasonably possible.
3. When flowers and gifts are delivered to school for students, the item will be delivered to the classroom at the end of the school day.

EQUAL EDUCATIONAL OPPORTUNITY

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, color, gender, national origin, economic status, or handicap.

SECLUSION AND RESTRAINT PLAN

A. <u>Overview</u>

Every effort should be made to prevent the need to restrain or place students in seclusion. However, the Bloomfield School District recognizes that at times it may become necessary for staff to use reasonable restraints or seclusion when other interventions are ineffective and there is an imminent risk of injury. Restraint or seclusion should not be used as a means of punishment or convenience. All behavioral interventions used must ensure the right of all students to be treated with dignity and respect.

A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion. All schools will use prevention, positive behavior intervention and support, and conflict de-escalation strategies to eliminate or minimize the need for use of restraint or seclusion. School staff should promote and teach students appropriate behavior and should model appropriate behavior with their own conduct.

This Restraint and Seclusion Plan applies to all staff and to all students, not only students with disabilities. Any behavioral intervention, including any physical restraint or seclusion, must be consistent with any applicable behavioral intervention plan (BIP), or individualized education program (IEP), as well as with this Plan.

B. Restraint

1) What is and is not "restraint"

"Chemical restraint" means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment or dosage or both for the student's medical or psychiatric condition.

"**Mechanical restraint**" means the use of a mechanical device, material or equipment attached or adjacent to a student's body *that the student cannot remove* and *that restricts the freedom of movement* of all or part of the student's body or restricts normal access to the student's body.

The term *does not include* materials or equipment that is used as authorized by a licensed physician or other qualified health-care professional (such as a PT or OT). The term also *does not include* a bus harness or other safety equipment that is used to safely restrain a student during transport.

"**Physical restraint**" means physical contact between a school employee and a student in which the student *unwillingly participates*, and that involves the use of a *manual hold to restrict freedom of movement* of all or part of a student's body or to restrict normal access to the student's body.

The term *does not include*: (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation; (2) physical escort; (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another; or (4) the use of a bus harness or other safety equipment that is used to safely restrain a student during transport.

2) Use of Restraint

- Chemical Restraints are not allowed.
- Mechanical Restraints are not allowed.
    - Mechanical devices, materials, or equipment authorized by a licensed physician or other qualified health-care professional (such as a physical or occupational therapist) are not "mechanical restraints" under this Plan, and may be used by staff trained in their safe use.
    - Transportation safety restraints are also not "mechanical restraints" subject to this Plan.
- Physical Restraint shall only be used when a student's behavior presents an imminent risk of injury to the student or others.
- Physical Restraint shall only be used as a last resort when other less restrictive interventions are ineffective.
- Except in emergency situations when trained staff are not available, restraint should only be employed by staff members who have been trained in the safe use of restraint.
- Restraint shall never be used in a manner that restricts the child's breathing or intentionally harms the child.
- Restraint shall only be used for a short period of time or until the imminent risk of injury has passed.

C. Seclusion

1) What is and is not "seclusion"

"Seclusion" means the confinement of a student alone in a room or area from which the student physically is prevented from leaving.

A “time-out” in which a student is not alone or is not physically prevented from leaving is not “seclusion” under this Plan.

2) Use of Seclusion

- Seclusion shall only be used when a student is displaying behavior that presents an imminent risk of serious physical harm to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
- Seclusion shall only be employed as a last resort when other less restrictive interventions are ineffective.
- Seclusion should only be used as long as necessary and shall be discontinued when there is no longer an imminent risk of injury.
- Seclusion should only be employed by staff members who have received training in the safe use of seclusion.
- A staff member must carefully and continually visually monitor every instance of seclusion to ensure the safety of the student and others.

3) Seclusion Environments

All seclusion environments shall:

- Be of large enough to reasonably accommodate the student and at least one adult;
- Have adequate lighting and ventilation;
- Permit continuous visual monitoring of the student;
- Meet current fire and safety codes;
- Not be locked, except that a latching device that a staff member must continuously activate to prevent a door from opening is allowed.

D. <u>Examination and Parental Notification</u>

- Immediately after the student has calmed down following the use of restraint or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.
- The building principal or designee shall attempt to verbally report every instance of restraint or seclusion to the parent/guardian of the student on the same school day of the incident.

E. <u>Debriefing, Documenting, and Reporting</u>

As soon as practical, but always within 3 school days after an incident of restraint or seclusion, the director or designee shall ensure that an incident report is completed for each instance of the use of seclusion or restraint. The incident report should include the following:

- The student’s name;
- A description of any relevant events and interventions used prior to the restraint or seclusion, of the restraint or seclusion used, and any effects of the restraint or seclusion;
- Date of the incident;
- The beginning and ending times of the restraint or seclusion;
- A list of school personnel involved in the incident;
- The date and time on which the parent/guardian was notified;
- A description of the debriefing of the student and/or staff involved in the incident.

- The incident report will be saved in the student's record, given to the Director, and sent to the student's parents.
- The Superintendent or his designee will review reports to monitor multiple uses in the same classroom or by the same staff members to determine if strategies or procedures should be revised.

F. Training

The Bloomfield School District will provide recurrent training to certified staff (teachers, therapists, and administrators) who have regular direct contact with students on:

- Effective alternatives to restraint and seclusion, including: conflict de-escalation techniques, and positive supports and behavioral intervention techniques;
- Steps to avoid the use of seclusion or restraint;
- The safe use of seclusion and restraint in appropriate cases;
- Debriefing practices and procedures.

Documentation of training shall be kept that includes: the name and position of those trained, who provided the training, when the training was completed, and a short description of the training. Initial and/or Refresher Training will be provided annually by certified trainers.

Substitute teachers, volunteers, and others not trained will be directed not to restrain or place students in seclusion, unless it is an emergency and trained staff are unavailable.

G. Annual Review and Reporting

The Superintendent or his designee will designate a coordinator of data, planning and oversight of the use of restraint or seclusion procedures in the Cooperative.
At least annually, the designated administrator will review the data on the use of restraint and seclusion in the district in order to improve the use of prevention, positive behavior intervention and support, and conflict de-escalation techniques to minimize the use of restraint or seclusion, and to consider revising this Plan.
This restraint and seclusion plan shall be posted on the Bloomfield School District's website and a link to the plan will be provided.

H. Emergencies, Law Enforcement, and Use of Physical Force with Non-Students

Nothing in this Plan prevents a school employee from stopping a physical altercation, acting to prevent physical harm to a student or another individual, or acting to address an emergency until the emergency is over, whether or not the school employee has received formal training on the use of restraint or seclusion. If a staff member's emergency use of physical force constitutes "restraint" or "seclusion" under this Plan, the notification, reporting, and debriefing requirements of the Plan should be followed.

This Plan does not apply to School Resource Officers (SROs) who may need to use physical force or to restrain or seclude a student while performing law enforcement duties. SROs will follow their own procedures and training when performing law enforcement duties.

Bloomfield School District

Americans With Disabilities Act
Recruitment, Advertisement, Application, and Employment
Notice of Non-Discrimination

The Bloomfield School District is committed to compliance with the Americans with Disabilities Act (ADA). We intend to ensure that individuals with disabilities, whether they are employed, apply for a position, or visit facilities within our school corporation are treated fairly and given an equal opportunity to access our faculties, programs, activities, and employment.

It is unlawful for Bloomfield School District to discrimination on the basis of disability against a qualified individual with a disability in regard to:

(a) recruitment, advertising job application, and employment procedures;

(b) hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring

(c) rates of pay or any other form of compensation and changes in compensation;

(d) job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;

(e) leaves of absence, sick leave, or any other leave;

(f) fringe benefits available by virtue of employment, whether or not administered by the covered entity;

(g) selection and financial support for training, including: apprenticeships, professional meetings , conferences, and other related activities, and selection for leaves of absence to pursue training

(h) activities sponsored by a covered entity including social and recreational programs;

(i) any other term, condition, or privilege of employment.

Bloomfield School District will not isolate individuals with disabilities, discrimination on the basis of disabilities through contracts, avoid using qualification standards, criteria, methods of administration, or tests that discriminate against individuals with disabilities, and avoid not making reasonable accommodations to an otherwise qualified individual with a disability.

The ADA requires that we focus on the ability, not the disability of the individual. We will consider reasonable accommodations providing the individual can perform the essential functions of the position. We are not required, however, to give preferential treatment to individuals with disabilities or lower our standards for performance.

Bloomfield School District is committed to meeting the intent and spirit of the ADA. All employees are urged in helping Bloomfield School District to meet this goal.

If you believe that Bloomfield School District has discriminated against you or someone you know on the basis of disability, or if you have questions or concerns about our responsibilities in this regard, please contact Scott Van Der Aa, Section 504 Coordinator, Section 504/ADA Coordinator, (501 W. Spring Street Bloomfield, IN 47424).

References

29 C.F.R. Sec. 1630.4, 56 Fed. Reg. 35736-35737, 26 July 1991.
42 U.S.C. 12112(Sec. 102[b]).

Annual Notice to Parents and Students of Their Rights Concerning Education Records

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in school board policy #8330, entitled Education Records. Generally, this policy provides for the following:

(1) Records are confidential and may be disclosed only as provided in the policy.

(2) The policy concerns both elementary and secondary student education records.

(3) Parents and students have a right to examine their student's education records at reasonable times.

(4) Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).

(5) Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student.

(6) Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. Directory information may include the student's name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion

of privacy if disclosed. A parent or eligible student may object to disclosure of any of the categories of directory information by filing form (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

PARENT'S RIGHT TO KNOW

In accordance with the Elementary and Secondary Education Act, Section llll(h)(6) PARENT'S RIGHT TO KNOW, this is a notification from Bloomfield School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information 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 were waived;
- The teacher's baccalaureate degree major, graduate certification, and 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 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

All teachers and paraprofessionals working with Bloomfield Elementary students are highly qualified.

If you have any concerns, please feel free to contact the elementary office at 812-384-4271.

PEST CONTROL POLICY

Bloomfield School District School Board Policy #7415

In accordance with Bloomfield School District School Board Policy #7415 written notice is hereby given to inform parents annually of the District's Pest Control Policy.

The policy states:

"The School District is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children."

Please contact the appropriate office if you need advance notice of pesticide application. The school nurse will be provided with notice of all pesticide applications.

If you have any questions regarding Bloomfield School District School Board Policy #7415, please contact the Superintendent's Office or the appropriate School Office.

Policy Adopted: 1-25-01
Board Policy-7415

PUBLIC NOTICE of availability of Management Plans for review

1. Bloomfield School District schools were inspected as required by the United States Environmental Protection Agency's (USEPA) Asbestos Containing Materials in School Rule as amended in 40 CFR par. 763 on Oct. 17, 1987. The inspection was performed June 26, 1988. Three year inspections were performed: Jan. 28, 1991, Feb. 14, 1994, Feb. 7, 1997, Feb. 21, 2000, Feb. 4, 2003, Feb. 21, 2006, March 16, 2009, and April 4, 2012, Aug. 28, 2015, June 5, 2018, November 22nd 2021, and

2. Required 6 month periodic inspections/surveillances were performed on the following dates: Dec. 1, 1988, June 14, 1989, Dec 10, 1989, July 18, 1990, Dec. 20,1990, July 5, 1991, Dec. 9, 1991, July 1, 1992, Dec. 10, 1992, July 12, 1993, Dec. 28,1993, July 11,1994, Dec. 13,1994, July 6, 1995, Dec. 3, 1995, July 2, 1996, Dec. 19, 1996, July 30, 1997, Dec. 3, 1997, Aug. 11, 1998, Dec. 15, 1998, and July 7, 1999. Additional inspections were performed Dec 8, 1999, July 12, 2000, Dec. 10, 2000, July 11, 2001, Dec. 22, 2001, July 10, 2002, Dec. 9, 2002, July 7, 2003, Dec. 9, 2003, July 12, 2004, Dec. 13, 2004, July 15, 2005, Dec. 20, 2005, July 18, 2006, Dec. 11, 2006, July 16, 2007, Dec. 28, 2007, July 1, 2008, Dec. 22, 2008, July 7, 2009, Jan. 11, 2010, July 8,2010, Jan. 14, 2011, July 7, 2011, Jan. 11, 2012, July 6, 2012, Jan. 16, 2013, July 8, 2013, Jan. 15, 2014, July 8, 2014, Jan. 7, 2015, July 24, 2015, and Jan. 14, 2016. Additional inspections were performed July 7, 2016, Jan. 17, 2017, July 6, 2017, January 8, 2018, and July 10, 2018, January 24, 2019, July 1, 2019, January 3, 2020, July 1, 2020, January 8, 2021, July 20, 2021, January 13, 2022, July 18, 2022, January 25, 2023, July 28, 2023, January 22, 2024, July 29, 2024, January 6, 2025, July 30, 2025, and January 12, 2026.

3. Abatements were performed June 22,1990, March 28, 1991, June 1, 1992, July 30, 1992, Dec. 1992, July 8, 1993, July 6, 1994, March 25, 1995, May 24-30, 1995, June 14 and 28, 1999, July 7, 2007 and July 19, 2017.

For information or management plan review, contact Local Education Agency designated person: Matt Bales 812-384-2400.

Air Quality Coordinator

Bloomfield School District, in accordance with Indiana Code 16-41-37.5 has appointed an Indoor Air Quality coordinator.

Matt Bales, Indoor Air Quality Coordinator
Phone: 812-384-2400
E-Mail: mbales@bsd.k12.in.us