

We welcome you to a very special school!

The environment at Battle Ground Elementary is one that provides an atmosphere where students both can and want to learn. This atmosphere is created by the support and backing of our parents, the dedication and efforts of a child-centered staff, and students who respond to the direction provided by their parents and teachers.

A part of growing up is learning to work and function as a contributing member of our total school group. This primarily involves us all treating each other with courtesy and respect. In addition, we live the philosophy of giving each other the space to be individuals. This includes the opportunity to make mistakes and to learn from them.

We work especially diligently to communicate clearly with home. Almost ALL misunderstandings that occur are a result of inadequate communication. Please let us know your thoughts and wishes – we encourage your notes or calls.

There are many opportunities for you to be involved at school. The message your child picks up about the importance of school when you become involved is of immeasurable benefit.

We are proud to be a part of this cooperative and supportive community.

School Phone - 567-2200 - Primary Ext. 1  
Mr. John Pearl, Mrs. Alison Clayton  
567-2200 - Intermediate Ext. 2 BGE Staff

### HISTORY

Our students will attend the Battle Ground Middle School for grades 6, 7, and 8. They then attend Harrison High School, which is located at 5701 N. 50 W., approximately five miles west of Battle Ground. Harrison is one of two high schools in the Tippecanoe School Corporation.

Battle Ground Elementary is one of eleven elementary schools in Tippecanoe School Corporation. The TSC administration offices are located at 21 Elston Road on the south edge of Lafayette.

### TIPPECANOE SCHOOL CORPORATION

474-2481

#### OFFICE OF THE SUPERINTENDENT

Dr. Scott Hanback, Superintendent

Dr. Susan DeLong, Assistant Superintendent

#### BOARD OF SCHOOL TRUSTEES

Linda Day - President

Randy Bond - Vice President

Jane Smith - Secretary

Jacob Burton

Steve Chidalek

Brian DeFreese

Patrick Hein

### BATTLE GROUND ELEMENTARY MISSION STATEMENT

At BGE we strive to be a place:

- Where every child can say, "My teachers care about me."
- Where every adult is fair, fun, and friendly.
- Where every child feels accepted and important.
- Where every adult treats children with respect, kindness, and dignity.
- Where every child learns and achieves.
- Where every adult uses innovative, inventive and interesting methods to teach and reach students.
- Where every child develops strong character.
- Where every adult models and expects ethical behavior.

At BGE...Every child...every adult...Matters.

### TSC MISSION STATEMENT

Based upon the highest professional standards, the Tippecanoe School Corporation will strive to educate our students to reach their academic potential in an environment that encourages confidence, competence, and a desire for learning.

### ATTENDANCE

AGE: Any child who will be five (5) years of age by August 1, 2017, may enroll in kindergarten for this year. Indiana has compulsory attendance requirements for all children ages seven (7) through sixteen (16). Some children benefit by waiting until age six (6) to begin kindergarten.

Part of the Tippecanoe School Corporation's current policy requires a student to be present 90% of the school days in order to qualify for promotion.

For ALL absences, the student's parent or legal guardian should contact the school office by telephone early on the day of the child's absence. A telephone recorder will take your message before school hours.

Absences accompanied by **written verification** from medical or dental personnel are not counted against the promotion requirement. Please turn these verification slips in to the office or to your child's teacher. Upon returning to school from any absence, please send a note to the teacher stating the reason for the absence. Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

Students arriving after 8:50 a.m. or leaving before 3:30 p.m. need to be signed in/out by parent or guardian at the office before going to class. Students needing to leave early are to be picked up in the office and signed out. Parents picking youngsters up after school are asked to wait at the front entrance until children are dismissed.

Certificates will be presented each nine-week grading period to those youngsters with 100% attendance.

### BICYCLES

All bicycles are the responsibility of the owners. If ridden to school, they are to be parked in the bike rack on the front lawn upon arrival and are not to be moved during school hours.

### BIRTHDAY CELEBRATIONS

Students may bring a simple treat to share with the entire class. Normally, this will be done shortly before dismissal. Balloons, etc., WILL NOT be accepted for students at school. Party invitations are NOT to be distributed at school unless given to the entire class.

### BOOK RENTAL

This fee is payable before the first day of school. In addition, students must furnish those supplies as listed for their grade. All hardback books will be issued to the student by number, and this numbered book is to be returned at the end of school in similar condition. In case of loss or damage, appropriate charges will be levied.

### BUS INFORMATION

Riding the TSC buses is not required. Each bus driver is responsible for the discipline on his/her bus while students are on it. Failure to comply with the corporation rules received from your driver and reasonable requests of the driver may result in loss of riding privileges. **No radios, CD/tape players, games, headphones, or electronic devices are to be brought to school. YOU MUST HAVE**

**A NOTE SIGNED BY A PARENT OR GUARDIAN TO GET OFF ANY PLACE EXCEPT YOUR NORMAL STOP OR TO RIDE ANOTHER BUS.**

#### **CANCELLATIONS/CLOSINGS/EARLY RELEASE**

When weather or other conditions are such that it is necessary to close school, delay starting time, or dismiss early, announcements of this fact will be made over radio stations WKOA, WAZY, WKHY, WEZY, WBAA, WGLM, WASK-AM, and TV-18. Such announcements will usually occur between 6:30 p.m. and 7:30 a.m. In the event of early dismissal, Battle Ground will dismiss one (1) hour after the time announced for Harrison High School. The superintendent is the only person authorized to make these decisions. Your consideration in not calling the school, radio stations, or TV station will be appreciated.

When school is canceled, all other after-school activities are also canceled. Every family needs a plan in place should our regular schedule be disrupted.

#### **COMPUTER USE**

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

#### **CROSSING GUARD PROGRAM**

Guidelines...

The Battle Ground community employs a crossing guard who will be stationed downtown at the Main Street railroad crossing, both before and after school.

All students walking or bicycling to school will come under the jurisdiction of the school crossing guard. This includes both elementary and middle school students. Students accompanied by their parents or legal guardians will be exempt from the school crossing guard control; however, we urge that parents understand the importance of the guard's duties and instill in their children proper respect and courtesy to the guard's directions.

If a stranger tries to talk to you, give you something, offer you a ride, or touch you, tell your parents, teachers, the school guard, or a policeman.

Our town marshals and crossing guard are very supportive of our school and youngsters. Let's all let them know we appreciate them.

#### **DRESS**

Since Battle Ground Elementary is a special school, we encourage dress which reflects pride and consideration. The school can only maintain those standards which parents support. We are counting on you, parents.

The TSC dress standards are as follows: "There shall be adequate coverage of the body. Muscle shirts, tank shirts, tube tops, spandex shorts, and/or bare midriffs are prohibited. Dresses, skirts, or shorts must be of moderate length. Clothing items (or wording or pictures upon same) which, in the opinion of the principal or designee, tend to disrupt the educational atmosphere are not permitted."

The wearing of makeup and/or hose is discouraged for elementary youngsters. Your cooperation is appreciated in making Battle Ground Elementary a very special place for children to learn.

"Tennis" type shoes are needed on the days your child is scheduled for P.E.

During cold weather, we continue to go outside for recess. Warm coats, caps, gloves, and slacks should be in your clothing plans. Shoes containing wheels are not permitted.

#### **GLASS**

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one (21). The purpose of the search is to ensure that every child with a disability who resides within Tippecanoe County is receiving the special education and related services that are his/her right under state and federal law. If you are aware of any child suspected of having a disability, regardless of the severity, please contact the GLASS office (765-771-6000) or your school principal for information regarding referral procedures.

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

#### **HARASSMENT/BULLYING**

Hazing activities of any type are inconsistent with the educational process. All such activities are prohibited at any time in school facilities, on school property, and at any corporation-sponsored event. All hazing incidents shall be reported immediately to the principal or superintendent.

Harassment and/or bullying of a student(s) by any other student(s) or any member of the staff is incompatible with a physically and psychologically safe environment in which to learn. Harassment and/or bullying shall include any speech or action that creates a hostile or offensive learning environment.

Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language (Policy 3362 or 4352) is available in each school office.

#### **HONOR ROLL**

The TSC will permit each school to establish an Honor Roll. Students with A's and B's will be recognized with the Honor Roll distinction in grades three through five.

#### **INSURANCE**

An accident insurance policy is offered to each pupil through a private underwriter. This is an optional service, but is recommended if no other insurance is available. Cost and other details are explained in a brochure available online. Neither the school nor the school corporation carries insurance on students.

#### **LOST AND FOUND**

Lost and found clothing will be held in the elementary gym storage room. Small items will be in the office. We encourage that no valuables or money be sent to school with the children except to conduct school business. In the event your child does bring money to school, it should be in an envelope with his/her full name on it. All clothing and personal items should be identified with name tags.

#### **LUNCH/BREAKFAST PROGRAM**

Class A lunches (milk included) are served. Elementary lunches cost \$9.50 per week. Individual student lunches are \$1.90. Adult lunches are \$2.65. Extra or individual milk is \$.50 each.

Class A breakfasts will be offered again this fall. Elementary breakfasts cost \$1.15. If your child is eligible for free or reduced lunch, he/she is eligible for free or reduced breakfast. Breakfast begins at 8:30 a.m.

You are encouraged to pay for meals by check, for your record keeping. Please write on the bottom of the check who and what it is for, i.e. Sally Smith (student) and Mrs. Jones (teacher). If sending cash, please seal in an envelope and include the same information on the outside. Checks need not be in an envelope, but we do need the above information written on the face of the check. It works best for everyone to pay weekly.

If you have more than one student at BGE, you may pay all their meals with one check. Many prefer to pay by the month, which is acceptable.

A computer debit system tracks students' lunch accounts. Questions concerning your child's account can be answered readily by the person in charge of lunch accounts.

Any student charging a meal will be given a dated notification slip to bring home.

Money will be collected in the classroom daily. It will not be accepted in the lunchroom. Please let this serve as notice that the limit of student charges in the cafeteria account is now \$5.00. Negative balance statements are sent home at least one time weekly. Any student with a bill exceeding \$5.00 will receive a peanut butter sandwich and milk rather than a student meal in accordance with Tippecanoe School Corporation Policy. No additional charges will be accepted.

If your child brings his/her lunch from home, we ask that no candy or soft drinks be included. We thank you in advance for your cooperation.

#### **MAKE-UP WORK**

Children who are absent from school miss many learning activities in addition to paper work to be handed in and graded. Things such as class discussion, science experiments, group work, board work, audio-visual presentations, special speakers, study trips, etc., cannot be made up. If your child is absent, you will want to contact the teacher to find out his/her guidelines concerning make-up policy and the procedure for picking up that work which can be made up. To limit the disruptions to the teaching and learning of those children present, we ask that you do not go to the classroom for assignments during the school hours. Call the school before 11:00 a.m. Assignments may then be picked up in the office at dismissal time.

#### **MEDICATION/HEALTH SERVICES**

An information sheet has been provided in this folder regarding Tippecanoe School Corporation Health Services.

#### **OPEN HOUSE/PARENT INFORMATION NIGHTS**

BGE will have its Back To School Open House on August 14, 4:00 - 5:00 p.m. Students may bring their supplies to their rooms and visit with teachers.

Each grade level will have an additional Parent Information Night, making it possible for those with more than one child attending BGE to be at each child's orientation. It also provides more time for your child's teacher to share expectations, goals and routines with you. Time will be available to answer your questions and to interact with the teacher.

<b>Grade</b>	<b>Date</b>	<b>Time</b>
K	August 21	5:30 - 6:30 p.m.
1	August 23	5:30 - 6:30 p.m.
2	August 17	5:30 - 6:30 p.m.
3	August 16	5:30 - 6:30 p.m.
4	August 22	5:30 - 6:30 p.m.
5	August 22	6:30 - 7:30 p.m.

#### **PLAGIARISM**

While no official penalties exist for plagiarism offenses at the elementary level, it is expected that classroom teachers would use such occasions as educational opportunities for all students. Time should be devoted to discussion and explanation of plagiarism.

#### **RECYCLING**

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

#### **RESTRICTED EDUCATION SERVICE POLICY STAFF**

Each student will receive, at the time of enrollment, a booklet describing Indiana Public Law #162 as well as corporation policy regarding discipline procedures. You will be notified should a reportable incident occur involving your youngster. Your suggestions are welcome and will be given thorough consideration.

Our goal at Battle Ground Elementary is to help each other act with courtesy and respect. We want to treat each other as we would like to be treated and to behave in a manner which is not harmful to others.

#### **STPS**

STPS is Battle Ground Elementary's Parent-Teacher Organization. More information will be provided.

#### **STUDY TRIPS**

BGE takes a lot of study trips because we philosophically believe that these first-hand experiences greatly benefit learning.

The staff must meet several requirements in planning a study trip. Among these requirements are to submit in writing: a) a description of pre-trip preparation/education done at school; b) a description of what they hope to accomplish educationally during the trip; and c) a description of the follow-up activities that will occur in the classroom after the trip.

These trips are a part of our total instruction, and all students are encouraged and expected to attend. In the rare instance where a parent does not want his/her child to attend, the child is expected to be in school and alternative educational activities are provided.

No child will be denied any activity due to lack of funds. Each year, several families indicate their willingness to make "scholarships" available to help any student in need.

#### **STUDENT SAFETY**

Any student being picked up early will be called from his/her class by the office. Except for the main entrance, all exterior doors to TSC schools will be locked during the school day. The possession of weapons or other devices intended to be used as weapons will not be tolerated on corporation property.

**WeTip School Safety Hotline:** Report any wrongdoing that impacts our schools, our students or our staff! Your call to **1-800-78-CRIME (1-800-782-7463)** will allow you to leave your information without identification. Your message will be sent immediately to school officials. For more information visit:

<http://www.tippecanoe.in.gov/PSN/division.asp?fDD=45-311>.

## VISITORS

Parents are ALWAYS invited and encouraged to visit school. However, ALL visitors are to sign in at the school office and obtain a visitor's pass for the protection of our students. We do ask that kindergarten parents not visit during the first month to give the youngsters time to become established. You are always invited to eat lunch with your child. Please call the office to let them know ahead of time so a correct lunch count can be provided.

To limit instructional disruptions, please make arrangements with the teacher ahead of time. Be aware that the teacher will not have time to visit with you while he/she is with his/her class.

## INSTRUCTIONAL ASSISTANTS

Mrs. Carder  
Mrs. Dell  
Mrs. Ellison  
Mrs. Fields  
Mrs. Gerlach  
Mrs. Hodges  
Mrs. Jacobs  
Mrs. Lewis  
Mrs. Marti  
Mrs. Minor  
Mrs. Morgan  
Mrs. Norris  
Mrs. Perdue  
Mrs. Pothen  
Mrs. Rodriguez  
Mrs. Taylor  
Mrs. Woodard

## BGP LUNCH ROOM

Mrs. Anderson  
Mrs. Kelley

## BGI LUNCH ROOM

Mrs. Gooden  
Mrs. Abston

## BUS DRIVERS

Linda Cedarquist  
Joel Rice  
Jessica Conley  
Brenda Fassnacht  
Kristina Spencer  
Jeanette Gomez  
Chris Beabout

## BGP CUSTODIANS

Mr. Hunter  
Mr. Green  
Mr. Ness

## BGI CUSTODIANS

Mrs. Schley  
Mrs. Taylor  
Mrs. Rosas

## BATTLE GROUND ELEMENTARY STAFF

Principal.....Mr. Pearl  
Assistant Principal.....Mrs. Clayton  
Secretary-BGP.....Mrs. Hufendick  
Clerical Aid-BGP.....Mrs. Raderstorf  
Secretary-BGI.....Mrs. Chism  
Clerical Aid-BGI.....Mrs. Sterkenburg  
Art-BGP.....Miss Hoskins  
Art-BGI.....Miss Wannemuehler  
Music-BGP.....Ms. Baldwin  
Music-BGI.....Mrs. Stearns  
P.E.-BGP.....Mrs. Rush  
P.E.-BGI.....Mr. Zinselmeier  
Guidance.....Ms. Jervis  
Praise Reading Coord.....Mrs. Younker  
Special Education-BGP.....Ms. French  
Special Education-BGI.....Ms. Schwenk  
Nurse-BGP.....Mrs. Cianello  
Nurse-BGI.....Mrs. Borton  
Speech and Hearing.....Mrs. Lowrey  
Kindergarten.....Mrs. Ahlersmeyer  
Kindergarten.....Mrs. Goodman  
Kindergarten.....Mrs. McNerney  
Kindergarten.....Mrs. Richert  
Kindergarten.....Miss Trice  
Grade 1.....Mrs. Baker  
Grade 1.....Mrs. Businger  
Grade 1.....Mrs. Erickson  
Grade 1.....Mrs. Howell  
Grade 2.....Mrs. Ahnert  
Grade 2.....Mrs. Klinkhamer  
Grade 2.....Mrs. Phillips  
Grade 2.....Mrs. Rider  
Grade 2/3.....Mrs. Cupp  
Grade 3.....Mrs. Anthrop  
Grade 3.....Miss Dunn  
Grade 3.....Mrs. First  
Grade 3.....Mr. Rodriguez  
Grade 4.....Mr. Berkesch  
Grade 4.....Mr. Laufman  
Grade 4.....Miss Summers  
Grade 4/5.....Mrs. Freeman  
Grade 5.....Mrs. Bratcher  
Grade 5.....Mrs. Edwards  
Grade 5.....Mrs. Hainje  
Grade 5.....Mrs. Lehman  
Grade 5.....Mrs. Williams

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