

# Eastern Hancock

## **EHES Student Handbook 2011-12 School Year**

### **Our Mission Statement**

We are engaged when we take pride in our work. Quality work enables students to learn what the school, parents, and community feel is important.

### **Elementary Office Staff**

Mrs. Amanda Pyle ..... Principal  
Ms. Lora Bowling..... Counselor  
Mrs. Tamme Jenkins ..... Treasurer  
Mrs. Pam Mathews..... Nurse  
Mrs. Kimberly Grant ..... Secretary

### **Contact Us**

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Charlottesville, IN 46117

<http://elem.easternhancock.org/>

**317-936-5829    317-467-0056**  
**317-326-2269    Fax 317-936-5318**

### **Central Office:**

Mr. Randy Harris, Superintendent

<http://corp.easternhancock.org/>

317-467-0064                      317-936-5444

### **Message From The Principal**

It is my pleasure to welcome you to Eastern Hancock Elementary School. Our school provides a safe, nurturing, academically challenging and caring environment where all children can be successful. We have an amazing staff that goes above and beyond to ensure student success.

Please take time to read this handbook and talk about the rules and policies with your child. This handbook provides information about the rules, policies, regulations and practices of Eastern Hancock Elementary School. By reading this handbook and discussing it together, you and your child will have a greater understanding of the expectations the staff at EHES has for its students.

As we start a new school year, I challenge each of you to become involved in your student's academic progress. Your support and involvement go a long way in helping us to maximize your child's potential. When the school and parents work together in a partnership, great things can happen. With that being said, please contact your child's teacher at anytime if you have questions or concerns. In addition, please feel free to contact me at anytime with comments or concerns. I am convinced that the 2011-12 school year will be the best yet for EHES! I look forward to serving the students and parents of Eastern Hancock Elementary School!

Sincerely,  
*Amanda Pyle*

### **Eastern Hancock Is A Place For Kids . . . .**

- to master skills needed for successful adult living from reading the daily newspaper to understanding our advanced technological world.
- to learn how a democracy functions, and to participate in its progress.
- to develop strong and healthy bodies.
- to unlock cultural horizons, create artistic displays, and participate in musical performances.
- to meet people and develop friendships.
- to learn lifelong guidelines such as trustworthiness, caring, integrity, honesty, citizenship and respect.
- to develop communication skills.
- to feel safe while growing and learning.

### **School Hours, Student Drop-Off and Breakfast Procedures**

School hours are from 8:00 a.m. to 3:08 p.m. everyday. Students being dropped off at the back door ***should not arrive before 7:45 a.m.*** Student's eating breakfast should report to the cafeteria. Student's not eating breakfast should report to the Middle School gym to wait for dismissal. Students may get off the bus upon arrival to school ***only to eat breakfast in the cafeteria.*** Students who are not eating breakfast should remain on the bus until morning dismissal at 8:00 a.m.

### **Student Pick-Up In The Afternoon**

If you are picking up your child after school please remain in the pick-up line, which forms **BEHIND** the elementary school. Parents should not park and come across the parking lot to pick-up your child. This poses a safety risk to your child and the staff supervising pick-up. *Students will not be released to parents/family members/guardians that walk up.* If you need to park, please report to the main office and sign your child out.

## Attendance

In order for your child to receive the maximum benefit from his/her educational years it is vital that absences and tardiness be kept to a minimum. If a student is frequently absent or tardy they will not be exposed to classroom activities. As a result, his/her academic performance may be negatively affected. We understand there will be times throughout the year when your child may be ill. However, good attendance is an important life skill children need to learn. ***Perfect attendance is defined as having no absences or tardies during the school year.*** To keep you informed of your child's absences you will be sent a letter at 5, 7, and 10 days of absences by the Elementary Office. After the 10<sup>th</sup> absence of the year, you will be required to contact the Principal to discuss your child's absences. Absences past ten will be considered on a case by case basis and may require a face to face meeting with the Principal to discuss your child's absences. The school appreciates your effort and cooperation in making sure your child maintains good attendance.

### Tardies

1. An AM tardy is defined as arriving between 8:10 AM. – 9:30A.M.
2. A PM tardy is defined as leaving after 1:30 PM.
3. Tardies (as well as absences) will nullify perfect attendance.

### Absences

1. Students missing in excess of one and one-half (1.5) hours but less than three (3) hours will be counted absent for a half day. Missing three (3) or more hours will count as a full day.
2. Parents are required to report their child's absence to school. Calls the day of the absence should be made by 9:00 a.m. If a call is not made the day of an absence, a note explaining the reason for the absence should be brought to school by the child on the first day returning from an absence. Absences will be monitored through the Principal's office on a **YEARLY** basis. Regardless of excused or unexcused status, the following action will be taken:
  - **Five Absences:** letter from the counselor reminding parents of good attendance practices.
  - **Seven Absences:** letter sent to parent acknowledging excessive absence pattern. (Doctor's slip/phone call from parent directly to Principal may be required.)
  - **Ten Absences:** student and parent may be required to meet with Principal and/or teacher to write an attendance contract.

**Students who are absent the full day are not eligible to participate in after school activities.**

### Habitual Truant

Multiple offenses indicate that a student's focus is away from the educational process. Once a student has accumulated 10 absences, he/she may be deemed a habitual offender by the Principal and may be removed from school. Students may be placed on a discipline contract prior to expulsion.

### Excused Absences

- Personal illness or injury
- Doctor, dental and other medical appointments
- Funerals
- State and national contests which are approved by the administration
- Field Trips
- All activities approved by the administration

### **Unexcused Absences**

- Truancy: absence without consent of parent/guardian or knowledge of school
- Failure of parent/guardian to notify school of student absence.
- Oversleeping
- Missing the bus
- Family Vacations

### **General Procedures**

Safety and security of our students and staff is always a major concern. We are asking for your assistance in the following manner:

- The main office doors will remain unlocked during school hours.
- Upon entering the building before 3:08, please sign in at the office and pick up a visitor's badge.
- Please sign out at the office when you leave.
- If your child is arriving late, please bring him/her in at the front doors and sign in at the office to verify arrival time.
- If your child is leaving early, please sign him/her out at the office. The office staff will call the classroom to request your son/daughter to come to the office. Teachers will not be releasing students to adults who come to the classroom.
- Students who get dropped off for school in the mornings will enter the northwest doors. No student should enter the building prior to 8:00 a.m. without previous arrangement made through the school principal.
- Students who get picked up after school will exit the back door by the elementary gym.

### **Book Rental**

Book rental fees are to be paid by each student in grades K through 5. Fees may be paid in full at the beginning of the year or paid per semester. If you need special arrangements, please contact the office.

### **Counseling Services**

A school counselor is available to all students. The counselor's purpose is to help students, teachers and parents in understanding the student's potential ability and achievement level and provide assistance in problem areas. Students may be referred to our counselor by any individual seeking help for the student. Please call the school office for assistance.

### **Student Behavior, Discipline and Due Process**

#### **Behavior**

*Learning appropriate and positive behaviors is necessary to prepare our students for the future. We expect all students to follow the rules and guidelines of our school. Cooperation between teachers and parents reinforces the child's understanding of this important skill.*

*Our school behavior guidelines are:*

- Students are expected to display courtesy, manners, and respect to peers and adults.
- Good student behavior is necessary to prepare our students for tomorrow. We expect all students to follow the rules and guidelines of our school. The cooperation of teachers and parents for reinforcement is vital for the child's understanding and correction of the problems. Our school behavior guidelines are:

- Students are not to have any dangerous weapon in their possession (knives, guns, etc.).
- Candy, gum, or soft drinks are not permitted.
- No running in hallways or class areas.
- Once a student comes on school grounds, he/she may not leave without the proper dismissal procedure.
- Fighting will not be tolerated. Involvement in hitting and other acts of physical aggression will result in strict discipline.
- Bullying is not permitted and will result in disciplinary actions.
- No playing in the restrooms.
- Name calling is not allowed.
- Inappropriate language (sexual connotations, cursing, etc.) will result in strict discipline.
- Students are to report to their classrooms first thing each morning.
- Students are not to go elsewhere in the building without their teacher's consent.
- Possession of alcoholic beverages, narcotics, or tobacco products will result in expulsion from school to parent's custody.
- Cell phones should be turned off and left in book bags during school hours.

### **School-Wide Expectations**

Here at Eastern Hancock Elementary we live by the **ROYALS Way** Philosophy. This is a school-wide approach that teaches students how to behave using the acronym **ROYALS**. Knowing the acronym will aid the students in remembering the positive behaviors we want them to exhibit daily. Teachers and staff use and teach the ROYALS Way daily in the building.

**R**-Respect  
**O**-Order  
**Y**-Your Personal Best  
**A**- Accepting Responsibility  
**L**- Life Long Learner  
**S**- Service

### **Behavior Procedure**

Part of learning new skills is taking responsibility for what happened and then committing to make better choices next time. When students make poor choices and are not abiding by the **Royals Way**. Students will be given:

1. a verbal warning.
2. a "think" sheet to fill out and reflect on their behavior and possible solutions.
3. a second "think" sheet to fill out and reflect on their behavior and possible solutions. This form will be sent home for review and
4. an Office Referral will be generated if a student has to complete two "think" sheets during the same day.

### **Possible Disciplinary Actions**

1. Consequences for Minor and Isolated Offenses- verbal warnings, loss of privileges, time out in classroom, loss of recess, student phone call to parents, time out in office, lunch detention in office, parent contacted by teacher, parent contacted by administrator, one-on-one discussion, discussion in class during community circles, behavior contracts
2. Thursday Night School- students may be assigned to Thursday Night school for continued classroom or school disruption. Students are required to bring something to work on and remain quiet and respectful throughout the Thursday Night School. Parents are required to

pick-up their child in the Main Office at 4:00. Failure to serve a Thursday Night School may result in an ISS or OSS.

3. In School Suspension (ISS) - the student is assigned to office area for all or part of the day. The student will be isolated from the remainder of the population and do all work in the office area. Lunch will be in the office and recess will be lost.
4. Out of School Suspension (OSS)-in extreme situations students may need to be suspended from attending school. In those circumstances the student would be required to make up all class work missed. They would be given an equal number of days to the number suspended to complete the make up work upon returning to school. A parent conference is required upon return.
5. Expulsion - Removal of a student for a semester or one calendar year. In situations involving minor behavior problems the teacher would be expected to initiate any intervention actions.

**Progressive Discipline Chart**

When a student has failed to change their behavior even after classroom and teacher intervention, students are then given an Office Referral. Below is a chart that shows the progression of consequences when a student has earned multiple Office Referrals. (The Principal reserves the right to enter the discipline chart at any step, depending on offense.)

<b>Number of Referrals</b>	<b>Consequence</b>
1	Conference with Principal
2	Parent Phone Call
3	Parent/Teacher/Principal Conference
4	Thursday Night School (3:15-4:00)
5	Thursday Night School (3:15-4:00)
6	Thursday Night School (3:15-4:00)
7	½ Day of In School Suspension
8	1 Day of In School Suspension
9	Shared Responsibility (1/2 Day)
10	1 Day Out of School Suspension
11	2 Days Out of School Suspension
12	3 Days Out of School Suspension

**Major Behavior Problems**

There are times when a student demonstrates what we consider to be major behavior problems. Some examples of major behavior problems are fighting, vandalism, theft, extreme disrespect, physical aggression towards adults, and possession or use of tobacco products or alcohol. These behavior problems will be handled in a more severe way and can result in suspension or expulsion. *Students may be expelled on the first incident for situations involving weapons or drugs on school grounds or at a school function.*

**Parent Participation Policy**

A parent (including a guardian and custodian) of a dependent student shall be required to participate in any disciplinary action authorized under the Student Due Process Code I.C. 20-33-8, as well as the student discipline handbook of this school corporation, at the discretion of and upon proper notice by a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after-school-home-study time, reviewing homework, and assuring regular school attendance and attendance after school is necessary. When a school official

deems it necessary to require parent participation to resolve behavioral problems of a student, the parent/guardian shall be notified in the following manner:

*Written or telephone contact by a school official in advance of the meeting, conference or hearing, followed by a letter of confirmation.*

**Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly or seriously disruptive to the student's own educational progress or to the progress of others may be referred to the Hancock County Office of Family and Children and the child may be considered to be a "child in need of services" in accordance with I.C. 31-6-4-3 (a) (7). Legal Reference: I.C. 2-8.1-5.1-19; I.C. 31-6-4-3 (a) (7) Adopted 6-9-97**

#### **Reporting and Investigation**

1. Eyewitness accounts by a school employee, on or off school grounds, of a "code" violation are sufficient cause for investigation.
2. Reports from the police, probation office, or other official government agencies are sufficient evidence upon which to act.
3. A student may admit a violation. A student's parent may also report his/her student's violation. In both of these instances the school will usually consider these as sufficient evidence to pursue discipline.
4. Reports from other parents, other students, or school patrons will be used in investigations, but are not, in and of themselves, sufficient evidence to suspend a student.

#### **Due Process**

When a student has committed a disciplinary infraction, a due process investigation will be conducted by the school official. Guidelines for due process are as follows:

##### **A student will be given:**

- a. an oral or written statement of the charges
- b. if charges are denied, an oral summary of the evidence
- c. an opportunity to explain his/her conduct

#### **INDIANA CODE 20-33-8 Grounds for Expulsion or Suspension**

(a) The grounds for expulsion or suspension in subsection (b) apply when a student is:

- (1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- (2) Off school grounds at a school activity, function, or event; or
- (3) Traveling to or from school or a school activity, function, or event.

(b) The following types of student conduct constitute grounds for expulsion or suspension subject to the procedural provisions of this chapter:

(1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. 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 or 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 substantially damaging any school building or property.

(D) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.

(E) 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.

(F) 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 supervision.

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

(2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.

(3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.

(4) 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.

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

(6) Knowingly possessing, handling or transmitting a knife or any other object that can reasonably be considered a weapon.

(7) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

(8) 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.

(9) 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.

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

(11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under sections 2 and 3 [20-33-8] of this chapter.

(c) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. This includes any unlawful activity that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

(d) A student who must use a knife as part of an organized activity helped by an organization that has been approved by the principal of the school is exempt from application of subsection

(b)(6) so long as the knife is used as a part of or in accordance with the approved organized activity.

### **School Bus Safety Rules and Conduct Code**

Student safety is the primary concern of the Community School Corporation of Eastern Hancock County School District's Transportation Department. The following safety rules and conduct codes have been established to help insure student safety while riding the school bus. Safety demands complete cooperation. Violations of any of the safety rules and conduct codes, or any other dangerous or disruptive acts on the bus, may result in suspension of bus riding privileges. A School Bus is an extension of the classroom and actions not allowed in class will not be allowed on the bus.

1. Be on time at the designated school bus stop. We suggest being at the stop five minutes before the scheduled bus stop time.
2. Stay off the road at all times while waiting for the bus.
3. Do not move toward the bus until the bus has been brought to a complete stop. Wait for the driver's signal if crossing the road. Cross in front of the crossing arm, never behind the bus.
4. Do not leave your seat while the bus is in motion, and keep aisle way clear at all times.
5. Keep hands and head inside the bus at all times. Windows can be opened to the legally designated line only.
6. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Quiet voices must be used on the bus.
7. Eating, drinking, chewing gum and smoking are not allowed.
8. Do not throw anything in the bus or out the windows. Keep the bus safe and clean at all times.
9. Be absolutely quiet at railroad crossings.
10. Get on and off at your assigned bus stop only. The bus driver is not permitted to do exceptions to this rule without proper authorization from a school official.
11. Do not bring large art projects or instruments, animals, pets, or large objects on the school bus. Under no circumstances should firearms, explosives, or weapons be brought onto a school bus. Lunch boxes, smaller musical instruments, and small athletic equipment (those which can easily be transported on a student's lap or under the seat) must be kept out of the aisle.
12. Never tamper with or vandalize the bus, seats or any bus equipment.
13. When getting off the bus, if you need to cross the road, walk out in front of the crossing arm in front of the bus. Watch traffic in both directions. Wait for a signal from the bus driver permitting you to cross.
14. Sit in your assigned seat only. The seat each student occupies and the back of the seat in front of the student are the responsibility of the student. Damage to school property will be the student's or guardians financial responsibility.
15. Remain in the bus in the event of an emergency. Listen to the instructions given by the driver and follow the safety rules.
16. Observe all school conduct rules at the bus stop and while on the bus. School conduct rules apply on the regular bus routes as well as any extra curricular events.

17. The use of cameras is prohibited, including cell phone cameras.
18. Cell phones shall not be used on the bus unless the bus driver authorizes it, and the use of cell phone cameras, and any other electronic recording device is prohibited.
19. The privilege of riding the school bus may be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and administration will determine what is safe and orderly. The bus driver reserves the right to assign seating for any student(s) that are disruptive in any way.
20. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the semester.

### **Student Dress Code**

We feel that certain attire is not conducive to learning. Therefore, we request students follow the guide provided below:

- No bare midriff tops, tank tops, spaghetti straps, and saggy baggy pants. Shorts, skirts, and dresses should be at finger-tip length.
- No fishnet tops unless a full covering is worn underneath as a shirt or blouse.
- No face or hair paint.
- No drinking, smoking, or drug advertisement.
- No pictures with suggestive or improper slogans or which demonstrate any illegal or morally questionable activity.
- Hats, bandanas, and other head attire are not permissible, unless approved for a specific day.
- Shoes must be worn. Thongs and flip flops are not acceptable as shoes. Sandals are strongly discouraged due to safety concerns.

### **Personal Belongings**

Parents should mark gym shoes, lunch boxes, loose clothing, and sweaters with student's name for identification purposes. Lost and found articles will be kept on a table outside of the office. Students or parents may claim these articles. All unclaimed items will be disposed of at the end of each semester. Games, toys, CD players, basketballs, footballs, etc. are not considered as learning tools and need to remain at home. Experience has taught that these items can eventually lead to behavior and discipline issues. The school is not responsible for lost items and cannot take instructional time to search for the missing items.

### **Café Procedure**

Guests are welcome to eat in the All Star Café. If possible, call the school and let us know you are planning on eating with your student. A monthly menu is on our homepage and included in the monthly newsletter. Special envelopes are provided by the school for cafeteria money.

**We are encouraging parents to pay by check, either on a weekly or monthly basis; payments can be made on-line on the corporation website.** Teachers will not be handling lunch money. You may send one check for all your children in our building. Please indicate if you wish the money to be distributed equally among your children.

Extra milk is not part of the free lunch program. An ala carte is available for an additional cost to 2<sup>nd</sup> thru 5<sup>th</sup> grade students only. Extra items must be paid for in cash at the time of purchase. NOTE: Please no soda pop at lunch time.

**Meal Charge Policy:** The State Meal Program does not want schools to charge student meals. Therefore, it is the policy of E.H.E.S. that a student will be allowed to **charge up to 3 meals only**. At this time you will be notified that your child is not eligible to eat a school meal. The student will be required to carry their lunch until the charges are paid. If you have questions or concerns contact the school office.

Daily Charge for:      **Breakfast - \$1.50      Lunch - \$2.15      Extra Milk - \$.35**  
• ***Free and reduced lunch assistance forms are available in the main office.***

### **Enrollment Forms**

Enrollment information is available on-line. You may register with your Harmony password at home or at the school. New enrollments will be done at the school. If you need help with your password, please contact the Elementary Office for this information. This information is kept on file and used to keep permanent records up to date. *If at any time during the school year addresses or telephone numbers change, please notify the school office immediately.*

### **Birthday and Classroom Parties**

Treats are limited to birthday and special occasions. PLEASE DO NOT BRING RED PUNCH OR DRINK for parties because it stains our carpet. We are proud of our building. We want to keep it clean and safe. If you would like to bring birthday treats in to celebrate your child's birthday please notify your child's teacher in advance. Treats may be dropped off in the morning and will be passed out in the afternoon. There are three class room parties during the school year: Fall, Christmas, and Valentine's Day.

### **Gymnasium/Physical Education**

We have a hardwood gymnasium floor. Children will need to wear **tennis shoes for physical education** class and indoor recess.

### **Outside Recess**

1. Dress appropriately according to the weather. Fresh air is good for all of us. When outside temperatures, including wind-chill, dip below the mid-20's students will be kept inside.
2. Students are confined to blacktop and gravel areas in bad weather.
3. Manners, sportsmanship, and lifelong guidelines should be practiced.
4. Adult supervision will be present at all times.

### **Fire, Disaster, and Lockdown Drills**

A floor plan for fire and disaster drills is posted in each room. When the alarm sounds, students should listen for instructions from their teachers. **THEY SHOULD NOT TALK**. The teacher will lead them to the assigned areas for each type of drill. Even in practice, fire and disaster drills are to be taken seriously.

### **Book Store**

School supplies may be purchased in the morning after announcements, from the bookstore. Specific times and days will be announced.

### Media Center

All students are encouraged to use the school library. Books circulate for one week and may be renewed. There is no fine for overdue books; however, children are encouraged to return books on a timely basis. Books that are lost must be paid for and a fine may be placed against a reader for damage to a book beyond normal wear. If a book is lost and later found, a refund will be made.

### Nurse/Health Services

If a student becomes ill at school, has an accident or any other emergency, he/she should report to their teacher. The teacher will refer the student to the school office. The school nurse or office staff will contact parents/guardians and make arrangements for the student to go home if the student is actively ill, or has an elevated temperature. Students need to be temperature free for 24 hours before returning to school. If your student is experiencing Flu-like symptoms (vomiting, diarrhea, or fever), they should not come to school until they have been symptom free and medication free for 24hrs. Please do not send your child to school if they are vomiting or have diarrhea. A student may rest in the clinic if he/she does not have a temperature and is not vomiting. Every effort will be made to contact parents in the event of a health emergency.

### Immunizations

The minimum immunization requirements:

- 5 doses of diphtheria-tetanus-pertussis (DTaP/DTP/DT/Td), or tetanus-diphtheria vaccine (DPT/Td) for newly enrolled students.
- 4 doses of oral polio vaccine (OPV), or inactivated polio vaccine (IPV) for newly enrolled kindergarten students. If a combination of OPV and IPV is used, 4 doses are required.
- 2 doses MMR
- 3 doses of hepatitis B vaccine
- 1 dose of varicella, **2 doses are now required for Kindergarten students.**

**IN ORDER TO ATTEND THE FIRST DAY OF SCHOOL, ALL IMMUNIZATIONS MUST BE COMPLETED. PLEASE REMEMBER TO PROVIDE THE SCHOOL WITH A COPY OF THE IMMUNIZATIONS. ANY UPDATED IMMUNIZATIONS THAT ARE GIVEN DURING THE SCHOOL YEAR, SHOULD ALSO BE PROVIDED TO THE SCHOOL.**

### Screening Programs

Vision screening is conducted for students in kindergarten and third grades and for all students new to the elementary school. Also, Kindergarten and all new first graders are screened by an eye doctor that provides complete eye exams for our students. Hearing screening is conducted in kindergarten, first, and fourth grades by the speech and hearing therapist from Hancock Madison Shelby Educational Services.

Dental screening is available to all our students, provided by Healthy Smiles. The parent/guardian will be notified in writing if a medical evaluation is recommended for a student. Reports containing medical recommendations and findings must be returned to the school nurse in writing as soon as possible.

### Medication

We prefer not to administer medication; however, if it is absolutely necessary, the following guidelines should be observed:

- **The medication must be brought to school by the parent unless special provisions are made with the school nurse, and given to the nurse or nurse designee, in the original container from the prescribing physician or licensed pharmacist, properly labeled**

**with the name of the student, physician, date, dosage instructions (quantity and times) and the name of the medication.**

- All medication will be kept in and dispensed from the nurse's office. Students are asked to be responsible about coming to the office at the correct time to receive their medication.
- The nurse or office staff will supervise the taking of any medication.
- **Parents must come to school to pick up any remaining medication, this includes inhalers. All medication left in the nurse's office, will be discarded at the end of the school year.**
- **Written permission is required** from parents/guardian, stating the name of the medicine, the reason for medication, and how it is to be given at school.
- Any change in medication, dosage and/or administration must be made in writing by the parent/guardian.
- **UNDER NO CIRCUMSTANCE IS A STUDENT ALLOWED TO KEEP MEDICATION IN HIS/HER DESK, BOOK BAG, CLASSROOM, OR ON HIS/HER PERSON.** The only exception to this policy is for chronic diseases (i.e.: asthma inhaler) and the student must have written permission from the physician and parent/guardian to carry medication.
- **STUDENTS ARE NOT ALLOWED TO GIVE OTHER STUDENTS MEDICATION THAT THEY HAVE BROUGHT FROM HOME.**
- This policy includes all over-the-counter medication.

**Students violating this policy will be disciplined by the school administration according to the severity of the violation.** Students who have a chronic disease or medical condition may possess and self-administer their medication for the chronic disease or medical condition while traveling to and from school and while at school or school-sponsored activities. The statute requires that a parent's and doctor's authorization for possession of the medication be filed annually with the school. The doctor's statement must include a statement that the child has a chronic disease or medical condition for which medication has been prescribed, the student has been instructed in how to administer the medication, and the nature of the disease or condition requires emergency administration of the medication.

### **Nurse's Notes**

1. It is the responsibility of the parent/guardian to make sure the school staff is informed of any pertinent health information (i.e.: allergy to bee stings, asthma, seizure disorder, etc...).
2. Dental fluoride rinse is offered weekly to all students in grades 1 - 4. This service is provided by the PTO.
3. Hand washing is taught to students in kindergarten, first, and second grades, through the Scrubby Bear Program sponsored by the PTO.
4. All grade levels are expected to follow good hand washing techniques as a means to prevent the spread of communicable diseases.

### **Policy for Pediculosis (Head Lice)**

When a student is found to be infested with head lice, he/she will be sent home for treatment. The student may return to school the next day, accompanied by a parent, following a recommended treatment. The school nurse or designee will need to check the student's hair before he/she is allowed to return to class.

### **Student Accidents**

School personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The proper steps that will be taken if an accident occurs is as follows:

1. An adult will radio the office, notifying the staff of an accident. The adult will wait for a response from the office before sending the student to the office.
2. The student will then be escorted to the office with a buddy, stopping at the desk to report to an adult at the office.
3. The adult staff member will do a quick evaluation of the student's needs to see if the nurse should be contacted. The nurse will be contacted if the student requires more medical attention than basic first aid.

**The administrator in charge must submit an accident report to the Superintendent on all accidents which required or may require medical attention beyond basic first aid.**

### Report Cards

Report cards will be issued at the end of each nine weeks. Mid-term grades will be sent home at/around the 4 ½ week mark. Both report cards and mid-terms will be sent via email to parents that have a registered email on file. Those without an email address on file will be sent a paper copy home with their child. The following will be used for Grades 2 - 5. Kindergarten and First Grade use a standards-based report card. All grade levels are on a nine-week grading period.

A+	100-99	A	98-92	A-	91-90	
B+	89-88	B	87-82	B-	81-80	
C+	79-78	C	77-72	C-	71-70	
D+	69-68	D	67-62	D-	61-60	F Below 60

### Honor Roll

"A" Honor Roll . . . . a student must receive all "A's" on the report card.

"A-B" Honor Roll . . . a student must receive all "A's" or "B's" on the report card.

### Relaying Messages to Children

When your child needs to go home on a different bus or is to be picked up at the back door, please send a note to school with your child that states their first and last name. Also, indicate which bus number they are to ride and/or who is picking them up. Please, unless it is an emergency do not ask the office to relay messages to students. With approximately 500 children, routine messages do create quite a disruption to the educational process. We really work hard to ensure all students have needed communications. Please try to plan ahead in order that children are secure.

### Parent Conferences

Parent-Teacher conferences are scheduled in the fall. Dates and times will be announced. Other conferences can be arranged by contacting the office or teacher during school hours. These conferences can be arranged by telephone or note. It is important that these conferences be arranged in advance to avoid interruption of the educational process and valuable instruction time. If an urgent problem arises and you need to see the teacher, please stop by the office and make arrangements.

### Parent Visitation

Parents are encouraged to visit the school and should always make arrangement with the teacher prior to the visitation. Whenever coming to school, whether to visit a class or otherwise, parents

are asked to first report to the office and sign in. For legal and safety purposes we need to know who our guests are.

### **School Closings & School Delays**

For school closing announcements we use TV stations - 6, 8, & 13. When possible, or necessary, decisions are made by 10:00 PM during severe weather conditions or before 6:30 AM on early morning closing. Please listen to your TV or radio rather than calling the school. Clear lines are needed to communicate decisions to staff members, bus drivers, and radio stations. IT WILL BE NECESSARY, IN CASE OF EARLY DISMISSAL, FOR PARENTS TO HAVE AN ALTERNATE PLAN. WE WOULD NOT WANT TO SEND A CHILD HOME TO AN EMPTY HOUSE.

### **Instant Alert System**

All homes and parents will be electronically notified of school closings, delays, and other important school information through Honeywell's Instant Alert System. All students will have a small fee added to their textbook rental each year to pay for the service. Parents can elect to receive phone calls at home and/or work, emails, and/or text messages any time there are emergency or important announcements. Instructions on how to register devices and specify how you prefer to be contacted are available in the Elementary Office.

### **Professional Development Delay Starts**

We value professional development opportunities for our teachers and staff. In order to provide time for this professional development to occur, all students will report to school ½ (30 minutes) late on the first Wednesday of the month (excluding August and January). Students riding the bus will be picked up approximately 30 minutes later than normal. *Students that are dropped off at the back door will not be able to get into the building until 8:30.*

### **Vacations**

Vacations are discouraged during the school year. In extreme cases where a family needs to be gone, a letter to the principal requesting your son/daughter to be absent is required. These absences will be marked as "unexcused". Work will need to be done during the duration of being absent. Vacation requests during the days of standardized testing (ISTEP, CTBS, etc.) will NOT be approved.

### **Withdrawal Process**

1. Notify the office several days before withdrawal, as refund checks have to be issued. (NO REFUNDS WILL BE ISSUED SECOND SEMESTER)
2. When the school receives a request for the student's records from the receiving school, his/her permanent records are pulled from the files and copies are sent to the new school.
3. Legal Settlement: a student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled unless approved as a transfer tuition student by the CSC of Eastern Hancock County School Board of Trustees.

### **Bullying Policy**

Eastern Hancock is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students, and the Board encourages the promotion of positive interpersonal relations among all members of the school community.

**Every student and parent is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student.**

*Bullying, as defined in State law, means overt, repeated acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.*

Bullying behavior toward a student whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Bully behavior includes but is not limited to physical, verbal, and/or psychological abuse, and/or gestures comments threats and/or actions which cause or threaten to cause bodily harm or personal degradation.

This policy applies when a student is on school grounds immediately before, during, after school hours, or any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

What to do if you believe you are being bullied:

Any student who believes she/he has been or is currently the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

What will happen after a report has been made:

- 1) All complaints about bullying behavior that may violate this policy shall be promptly investigated.
- 2) If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action.  
This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.
- 3) The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation and False Reporting

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purposes of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and intentionally false reports may result in disciplinary action as indicated above.

**Community School Corporation of Eastern Hancock County**

## Technology Acceptable Use Policy 2011-12

During their educational experiences at Eastern Hancock, students will use many different technology tools, including the internet, in support of research and education. Electronic information research skills are now fundamental to preparation of citizens and future employees. Through their individual corporation network accounts, students have access to the internet and they are able to explore thousands of libraries, databases, websites, and other resources. They also have access to online testing and online coursework. Students may also be provided with a Google user account as part of a primary Google education online account held by Eastern Hancock Schools. Through their Google account, students are assigned an email address to use for school related email communication and they will have online file storage space. To remain eligible as users, students' use must be in support of and consistent with Eastern Hancock's educational objectives.

We believe that the benefits to students from access to the internet exceed any disadvantages. Families should be aware, however, that some material accessible via the internet may contain items that are inaccurate, illegal, defamatory or potentially offensive to some people. Teachers will directly supervise and guide students toward appropriate materials. Within reason, freedom of speech and access to information will be honored. It is the joint responsibility of school personnel and parents to set and convey appropriate standards for students to follow when using school owned property, technology and the internet.

Federal law requires that school corporations monitor student internet activities during the school day to ensure that students are not accessing inappropriate sites. For this reason, students may not access the internet during school hours via personal property (i.e. cell phone, personal air card or other means that circumvent the corporation networks). Software is installed on computers throughout the Eastern Hancock campus that provides monitoring, filtering and reporting functions. Software is also used to aid staff when supervising students. Among other things, this software provides an overview mode on teacher/administrator computers that displays the active screen of all computers in a classroom.

Users should not expect that files stored on corporation computers, networks or other corporation storage space will always be private. Electronic messages and files stored on corporation storage space may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Students are responsible for good behavior with school owned technology tools and on district networks and the internet, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply, as well as all applicable district policies and guidelines.

"Cyber-bullying" is a form of bullying when a child, preteen or teen is embarrassed, humiliated, threatened, harassed, tormented, or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies, or mobile phones. **This behavior will not be tolerated at Eastern Hancock.**

The following are examples of network or internet behaviors that are NOT permitted:

- deviating from teacher directed procedures
- cyber-bullying
- visiting chat rooms and/or accessing email from a site other than school (example - hotmail, etc.)
- accessing or transmitting offensive, abusive or obscene messages or images
- damaging or attempting to damage hardware, software or networks or modifying or attempting to modify system files and settings
- violating copyright laws and plagiarism
- using another's password or giving another user your password
- trespassing in another's folders, work or files
- intentionally wasting limited resources, such as bandwidth and hard drive space
- employing the network for commercial purposes.
- downloading any form of media for other than classroom/educational use.

- accessing the internet via personal property during school hours (i.e. cell phone, personal air card or other means that circumvent the corporation networks)
- violation of any local, state, or federal statute.

**Access is a privilege – not a right. Access entails personal responsibility.** Violations of this policy may result in a loss of technology use privileges (including access to the district's network and internet), legal referral, and/or other disciplinary action. If the violation involves use of personal property, that property may be confiscated and held at the school pending notification of the violator's parent/guardian.

The Community School Corporation of Eastern Hancock County makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The district will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district hard drives, servers, or other storage devices; nor for the accuracy, nature or quality of information gathered through district provided internet access. The district will not be responsible for personal property used to access district computers or networks or for district provided internet access. The district will not be responsible for unauthorized financial obligations resulted from district provided access to the internet.

**NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.**

### **Photographs and Student Work on the Internet**

The school, classroom, and district websites highlight many aspects of student life and can feature news items and online school newsletters. Full student names may be used, independent of photographs, for student listings such as honor rolls and team rosters, and in news articles. Students may be included in photographs and/or audio and video recordings on our websites and we may also include examples of students' creative work. Only the first name and last initial will be used to identify students in online photographs.

Rights of Parents and Students - Parents may request that school and district websites exclude their student's name, photographs, and/or creative work. These requests should be directed in writing to the appropriate building principal.

### **Racial, Sexual, Religious, Ethnic Harassment and Violence Policy**

It is the policy of Eastern Hancock Schools that racial, sexual, religious, and ethnic harassment and violence will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity. Harassment and violent incidents will be responded to in a manner that effectively deters future incidents. Racial, sexual, religious and ethnic harassment and violence refers to unwelcome and unwanted behavior related to sex, race, religion or ethnic group that makes the recipient feel afraid, embarrassed, helpless, angry or unsafe or upsets the recipient to the point that he/she cannot learn, cannot teach or be effective at school or at his/her job. Harassment and violence is prohibited between staff members, between staff members and students, between students and from members of the public directed at students or staff on public property or at school sponsored events. Some examples of harassment and violence may include, but are not limited to: unwelcome patting, pinching, or physical contact: obscene gesturing or calling someone gay: ethnic or racial slurs; or threats, insults, or assaults against someone due to their sex, race, religion or ethnic group. If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her school principal or any member of the staff of the Corporation Compliance Officer, the Superintendent, or designee. The Corporation Officer is Mr. Randy Harris. Harassment and Violence declaration forms are available in the elementary office.

### **Child Abuse Reporting**

The state law of Indiana makes it mandatory for all individuals to report all suspected cases of non accidental injury, unexplainable failure to thrive, sexual abuse, and physical neglect to Child Protection Services of the County Department of Public Welfare. No one has an option in the matter of reporting such cases for investigation. Reporting in good faith frees the reporter from liability. On the other hand, willful failure to report opens an individual to criminal or civil liability.

### **Public Notice**

**Of**

### **Nondiscrimination Assurances**

***The Community School Corporation of Eastern Hancock County assures that it will comply with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock further assures that it will not discriminate against any person in the United States on the basis of race color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.***

For inquires regarding compliance as well as grievances  
on the above assurances contact:

Superintendent

Mr. Randy Harris

10370 E. 250 N.

Charlottesville, IN 46117

317-936-5444

or

Office of Civil Rights

U.S. Department of Education

Washington, D.C.