



**The faculty, staff and administration take great pride in welcoming students and parents to our school. We hope the new school year proves to be an exciting and rewarding learning experience.**

**Our Mission Statement**

**At Eastern Hancock Elementary everyone works together in a caring, consistent, and enriching environment to help students develop life skills and guidelines necessary for thinking and solving problems as responsible citizens.**

2008 - 09 SCHOOL YEAR  
EASTERN HANCOCK ELEMENTARY  
10450 E. 250 N.  
CHARLOTTESVILLE, IN 46117

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**ELEMENTARY OFFICE STAFF:**

Mark McIntire . . . . .Principal  
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Tamme Jenkins . . . . .Treasurer

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**Central Office**

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Dorothy Maroska, Secretary  
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Kim Payne, Treasurer

# EHES Student Handbook 2008-2009

## 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.

It is very important that you and your child read the contents of this handbook carefully, together. This handbook provides important information about the rules, policies, regulations, and practices of Eastern Hancock Elementary to help your child learn and grow successfully this year. By reading the handbook, you and your child will have a greater understanding of the expectations the staff of EHES has for each student.

I strongly encourage each family to become highly involved in your student's academic progress. Your support and involvement go a long way in helping us to maximize your child's potential. I would encourage all parents to strongly consider joining our PTO or volunteering your time. This will be a fantastic year for all students, staff, parents, and community. I look forward to serving the students of Eastern Hancock Elementary School!

## 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.

## ATTENDANCE PROCEDURES

### School Hours

Students in grades K - 5: 8:00 a.m. to 3:08 p.m.

Kindergarten: Morning session 8:00 - 10:45 Afternoon session 12:15 - 3:08

Doors open to students at **8:00 AM**. If emergencies arise requiring a student to arrive early or to leave early a parent/guardian must sign-in or sign-out the student at the office. We do not normally provide supervision prior to 8:00 AM or later than 3:08 PM if not involved in school sponsored extra curricular activity.

### Kindergarten Alternate Schedule For Delay Days

The plan is as follows when school is delayed: Morning kindergarten students will ride the bus to school at the delay time (10:00 a.m.) and will have class until 11:45 a.m. Parents will pick up their A.M. kindergarten students at 11:45 a.m. on delay days.

Afternoon kindergarten students should be dropped off at school at 1:15 p.m. The P.M. kindergarten class will attend from 1:15 p.m. until 3:08 p.m. These students will ride the bus home as usual. This plan is the same format as a regular day with a slightly shortened class time.

### **Absence and Tardy Policy**

In order for your child to receive the maximum benefit from his/her educational years it is vital that absences and tardies be kept to a minimum. If a student is frequently absent or tardy they will not have the exposure to classroom activities. As a result, his/her academic performance may be negatively affected.

#### **Tardies**

1. An AM-tardy is defined as arriving between 8:10AM. – 9:30AM. Leaving after 1:30PM is a PM-tardy.
2. Afternoon kindergarten students will be considered tardy when arriving to school after 12:30 p.m.
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:
3. **Seven** absences: letter sent to parent acknowledging excessive absence pattern. (Doctor's slip/phone call from parent directly to principal may be required at this point.)
4. **Ten** absences: student and parent may meet with principal and teacher for contract formulation. Parents may be reported to Child Protection Services.
5. **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 Administration and **may be removed from school. STUDENTS MAY BE PLACED ON A DISCIPLINE CONTRACT PRIOR TO EXPULSION.**

#### **EXCUSED ABSENCE**

- \*Personal illness or injury.
- \*Doctor, dental, and outside professional help appointment.
- \*Funerals.
- \*State and national contests which are approved by the administration.
- \*All activities approved by the administration.

#### **UNEXCUSED ABSENCE**

- \*Truancy: absence without consent of parent/guardian or knowledge of school
- \*Failure of parent/guardian to notify school of student absence and inability of school to locate parent/guardian.
- \*Suspension.   \*Oversleeping.   \*Missing the bus.   \*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 southwest 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 northeast doors.

## **BOOK RENTAL**

Book rental fees are to be paid by each student in grades K through 5. Fees need to be paid at the beginning of the year. 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, DUE PROCESS**

### **Behavior**

- ❖ 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 parents custody.
- ❖ Students are expected to display courtesy, manners, and respect to peers and adults.
- ❖ Cell phones should be turned off and left in book bags during school hours.

Bullying is defined by Indiana Code 20-33-8-0.2 as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

The bullying rule will apply when a student is on school grounds immediately before or during school hours, immediately after school hours or at 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.

## **Discipline**

### **Phase 1: Prevention through Education**

The purpose of phase one is to teach students the behavior skills that are necessary to work cooperatively in society. The focus for the prevention component are the life skills and proper school procedures.

Outline:

- School procedures are posted throughout the building and supported consistently by all personnel.
- A different life skill is highlighted every two weeks. Education on these skills is provided by a program of video tapes, guidance programs, presentations by outside agencies, and classroom activities emphasizing group discussion times like community circles.
- All personnel will reinforce this process by consciously modeling the expected behaviors for students.

### **Phase 2: Intervention through Responsibility**

The purpose of phase two is to require students to accept responsibility for their actions. The actions taken are designed to create a positive learning experience and deter future behavior problems without the use of threat or intimidation. Our goal through discipline is to change poor behavior practices into productive, successful ones.

Possible actions will be based on two criteria:

- 1) the severity of the behavior and
- 2) the frequency of occurrences.

#### **Possible Actions**

- One-on-one discussion
- Parent-teacher phone conversation
- Discussion in class during community circles
- Parent-teacher-student conference at school
- Student calls parent to report behavior
- Loss of recess
- Behavior contracts

Community service (work assignments during recess or after school)

In-School Suspension - 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.

Out-of-School-Suspension-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.

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. Often this is a simple verbal correction. In cases where actions beyond a verbal warning are used, they should be recorded for future reference in case a referral to the office is necessary. When a student is referred to the office the actions taken will be the decision of the principal, however a sample of possible disciplinary steps could be as follows:

**Minor behavior problems:**

Student conference with principal

Student and/or principal calls parent

Behavior Contract

Community service (involving some type of work assignment around the school).

**Major behavior problems:** (examples: major fighting, serious vandalism, major theft, extreme disrespect to adult, possession or use of tobacco products or alcohol)

1st incident: maximum two days out-of-school suspension and parent conference

2nd incident: maximum 1 week out-of-school suspension, parent conference, and behavior conference

3rd incident: expulsion; maximum 1 semester

Major incidents are considered on a full year basis and do not start over at the end of the first semester.

**\*\*\*\*Students may be expelled on a 1st incident for situations involving weapons or drugs on school grounds or at a school function\*\*\*\***

### **Phase 3: Support through Caring**

The purpose of this phase is to let students know that we care about their success and to help them develop an action plan to prevent future problems. All support services will be coordinated by the school counselor. A student may be referred to the counselor at any time; however the referral process will be automatic after the 1st incident involving a major behavior problem and after repeated incidents involving minor behavior problems. The counselor will seek parent permission to begin counseling sessions. The counselor will also be involved in developing any behavior contracts that might be necessary. The counselor will work closely with the parents, teacher, school nurse, administrator and any related outside services to assist the child's progress.

#### **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.

### **BUS CONDUCT RULES**

Regulations for bus were developed corporation wide. All bus drivers will go over rules with their bus the first day of school in order that students understand each rule.

1. Each student must ride his/her assigned bus to and from school. Riding any other bus is permitted only with the approval of the building principal, as requested by a parent. If it is a permanent change, the Director of Transportation should be consulted for approval.
2. Students are to be waiting at their bus pick-up point before the bus arrives. Students should stay away from the street until all traffic has stopped.
3. Each pupil shall be seated immediately upon entering the bus. The driver may assign students to seats. No pupil is to stand or move from place to place during the bus trip. Students are to remain facing front of the bus at all times.
4. Students should enter or leave the bus only after it has come to a full stop and the door has been opened by the driver. Students must get off at designated stops. Departing students must promptly return to their homes and not stop at mail boxes until the bus has left the unloading area. Students must cross the street **only** in front of the bus.
5. Windows or doors may be opened or closed only with the permission of the driver. Students should not put any part of their body out of the windows or throw any object out of the window.
6. Aisles of the bus must be kept clear of books, lunch boxes, musical instruments, and items which could be safety hazards. (If toys, basketballs, footballs, etc. are taken to school for a specific purpose, they must be secured in a bag.) Balloons will not be allowed on buses at any time.
7. Regular school rules apply on school buses with smoking, profanity, controlled substances, possession of a weapon, razor blades, pocket knives, etc. and indecent conduct being prohibited. Horseplay, pushing, hitting, kicking, and tripping are also prohibited.
8. School conduct is expected and required including the respect for others. Teasing or forms of harassment will be dealt with accordingly.
9. Students are not to distract drivers at any time. Loud or boisterous behavior can interfere with the rights and safety of others and will be dealt with accordingly.
10. Student actions in relation to passing motorists and nearby pedestrians are to always reflect favorably upon themselves and the school district.
11. Students will not throw any objects in the bus. All trash is to be placed only in designated waste containers.

12. Food, gum, or beverages are not to be consumed on the bus, except by permission of the bus driver.

13. No spray cans, open perfume, flammable or toxic substances, or open flames will be permitted in the bus.

14. The school bus driver may recommend to the student's principal that the permanent privilege of riding a bus be withdrawn when the student refuses to act responsibly.

**\*\*\*Students must always remember that all school rules are still in force when riding the school bus. Bus drivers will be responsible for contacting parents/guardians when there is an infraction of the above student rules and then refer the student to the appropriate building level administrator.**

### **CAFE' PROCEDURES**

We welcome parents, and other visitors, to eat in our All Star Cafe. We are pleased when parents choose to eat with us. Children learn from the opportunity to eat with their parents. If you are able to plan ahead, our cafe would appreciate your letting us know a day in advance. A menu is published in our monthly newsletter. NOTE: Please no soda pop at lunch time. **We are encouraging parents to pay by check, either on a weekly or monthly basis.** Teachers will not be handling lunch money. You may send one check for all your children in our building. The school will provide a special envelope for cafeteria money.

Please indicate if you wish the money to be distributed equally among your children.

**Breakfast, Lunch & Extra Milk** - payable by the week or month.

Extra milk is not part of the free lunch program. An ala carte is available for an additional cost to 4th and 5th grade students only. Extra items must be paid for in cash at the time of purchase. Please let your child know whether you want them to purchase these items.

**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. You may simply write one check for all cafeteria cost.

Daily Charge for: Breakfast - \$1.50 Lunch - \$1.80 Extra Milk - \$.35

~Free and reduced lunch assistance forms are available in the school office.

### **ENROLLMENT FORMS**

Enrollment information is available at registration. Please sign and return to school promptly. 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.**

### **FOOD AND DRINK - PARTIES**

No gum is permitted at any time. 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.

## **STUDENT DRESS**

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 T.V., singer, movie star, etc. pictures with suggestive or improper slogans or which demonstrate any illegal or morally questionable activity.
- ❖ Hats, bandanas, and other head attire are not permissible.
- ❖ 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 pails, loose clothing, and sweaters with student's name for identification purposes. Lost and found articles will be kept in 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.

## **GYMNASIUM**

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 windchill, 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 AND DISASTER 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.

## **HEALTH SERVICES**

If a student becomes ill at school, has an accident or 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. A student may rest in the clinic if he does not have a temperature and is not vomiting. Every effort will be made to contact parents in the event of a health emergency. Please do not send your child to school if they are vomiting or have diarrhea.

### **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 preferred.

**IN ORDER TO ATTEND THE FIRST DAY OF SCHOOL, ALL IMMUNIZATIONS MUST BE COMPLETED.**

## **SCREENING PROGRAMS**

Vision screening is conducted for students in kindergarten, first and third grades and for all students new to the elementary school. Hearing screening is conducted in kindergarten, first, and fourth grades by the speech and hearing therapist from Joint Services. Dental screening is done in the second grade. 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.

**\*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 (ie: 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**

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

#### **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.

#### **MESSAGES TO CHILDREN**

Please write a note to your child's teacher for transportation changes on any given day. 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 problem!!! 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 periodically 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.

## **REPORT CARDS**

Report cards will be issued on Wednesday following the Friday, which ends each six week's grading period. The following will be used for Grades 2 - 5. Kindergarten and first grade are on a nine-week grading period. Grades 2-5 are on a six-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

## **SCHOOL CLOSING**

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 specify how you prefer to be contacted are available in the Elementary Office.

## **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 PROCEDURE**

1. Notify the office several days before withdrawal, as refund checks have to be issued. (NO REFUND 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.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Students are responsible for good behavior 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.

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

- deviating from teacher directed procedures
- 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
- 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.

Violations of this policy may result in a loss of access to the district's network and internet, as well as other disciplinary or legal actions

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

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

### **Rights of Parents**

Parents may request that their student be excluded from internet access and/or that school and district websites exclude their child's photographs and/or student work. These requests should be directed in writing to the appropriate building principal within 30 days of student enrollment.

## **HARASSMENT POLICY**

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 Mrs. Ellen Welk. 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.

### **Character Counts**

TRUSTWORTHINESS  
RESPECT  
RESPONSIBILITY  
FAIRNESS  
CARING  
CITIZENSHIP

### **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 inquiries regarding compliance as well as grievances  
on the above assurances contact:

Superintendent  
Dr. Ellen L. Welk  
10370 E. 250 N.  
Charlottesville, IN 46117  
317-936-5444

or  
Office of Civil Rights  
U.S. Department of Education  
Washington, D.C.