

# Eastern Hancock

## **EHES Student Handbook 2018-19 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. Madison Hamblin \_\_\_\_\_ Counselor  
Mrs. Jenny Toth \_\_\_\_\_ Secretary/Treasurer  
Mrs. April Mattox \_\_\_\_\_ Nurse  
Mrs. Kimberly Grant \_\_\_\_\_ Secretary

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EHES Student Handbook  
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## **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 any time if you have questions or concerns. In addition, please feel free to contact me at any time with comments or concerns. I am convinced that the 2018-19 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*

### **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 (Door 26) ***should not arrive before 7:45 a.m. ALL students should be dropped off by 8:00 to allow ample time for your child to get to class without being tardy.*** ***All elementary drop-off will be at door 26 in the morning.*** *The only exception to this rule is elementary kids that ride to school with high school siblings.* Those elementary students should be escorted to the Middle School gym by their sibling.

Any parent that needs to enter the building needs to come through the main office and sign-in. Parents WILL NOT be allowed to enter the building at door 26 with their student in the morning. Students eating breakfast should report to the cafeteria. Students that are 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 at Door 26. 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. Elementary students may not walk to the MS/HS and meet a sibling to be picked up in the MS/HS pick up line. The only exception to this rule is: *Elementary students that ride home with a high school sibling that drives, will need to be signed out in the High School cafeteria by 3:25.* If your child will be riding home with their older sibling, that is a student driver, please send a note on Monday morning so that we have that on file in the office. Elementary students that do not get picked up and signed out by that time will be brought to the elementary office. Middle school/high school students need to be picked up in front of the high school at dismissal.

Remember a note is needed EACH day for a change in “normal” dismissal routine.

### **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. At this

conference an Attendance contract may be created. The school appreciates your effort and cooperation in making sure your child maintains good attendance.

### **Tardies**

1. An a.m. tardy is defined as arriving between 8:10 a.m. – 9:00 a.m. A student must be in their classroom by 8:10 in order to not be tardy.
2. A p.m. tardy is defined as leaving between 2:00 p.m.- 3:05 p.m.
3. Tardies (as well as absences) will nullify perfect attendance.
4. A Thursday Night School will be assigned for EACH and EVERY TARDY after the 10<sup>th</sup> tardy of the school year.

### **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 school 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 will be required to meet with Principal and/or teacher to write an attendance contract.
  - **Fifteen Absences:** accumulated within a school year may result in a referral to juvenile probation per the Hancock County Attendance Protocol.

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

### **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
- Showing/participating at state fair

### **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 Vacation

HANCOCK COUNTY PROSECUTING ATTORNEY

27 AMERICAN LEGION PLACE  
GREENFIELD, INDIANA 46140  
MAIN TELEPHONE: (317) 477-1139



CHILD SUPPORT TELEPHONE:  
(317) 477-1713  
FACSIMILE: (317) 477-1180

Dear Parents and Guardians,  
Hancock County is committed to encouraging the happiness and potential of our youth. Safeguarding their positive future requires your cooperation to ensure consistent school attendance, which is a vital step in helping students to master the academic skills necessary to succeed in life. Truancy can result in damaging and far-reaching consequences and can harmfully impact our young people in ways they may not yet fully comprehend. Students who do not attend school regularly are at much greater risk of developing substance abuse problems and engaging in criminal activity. The State of Indiana has several laws related to school attendance with which you should become familiar. Please be aware that failing to enforce your child's attendance at school is a crime and may lead to criminal prosecution. The relevant Indiana Laws are as follows:

1) IC 20-33-2-28

It is unlawful for a parent to: 1) fail; 2) neglect; or 3) refuse; to send the parent's child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

A violation of this law is class B misdemeanor and is punishable by up to 180 days in jail and a fine of up to \$1,000.

2) IC 35-46-1-4(a)(4)

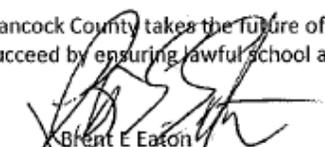
A person having the care of a dependent...who knowingly or intentionally:  
(4) deprives the dependent of education as required by law; commits neglect of a dependent.

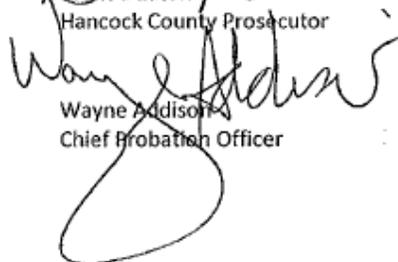
A violation of this law is a Level 6 Felony and is punishable by up to 2 ½ years in jail and a fine of up to \$10,000.

3) IC 31-37-2-3

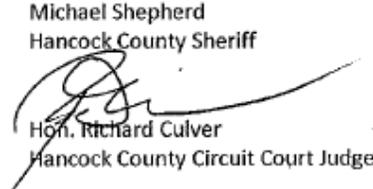
A child commits a delinquent act if, before the age of 18, the child violates 20-33-2 concerning compulsory school attendance.

Hancock County takes the future of its youth seriously. Please give your child the best opportunity to succeed by ensuring lawful school attendance.

  
Brent E. Eaton  
Hancock County Prosecutor

  
Wayne Addison  
Chief Probation Officer

  
Michael Shepherd  
Hancock County Sheriff

  
Hon. Richard Culver  
Hancock County Circuit Court Judge

### **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 locked during school hours. Please push the “doorbell” to state your name and purpose of visit. After doing that, secretaries will allow entry into the building.
- Upon entering the building before 3:08, please sign in at the office. You will need a driver’s license to be issued a badge using our Lobby Guard system. No one is permitted to leave the office area without a visitor’s badge.
- Please sign out in 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 (door 26). No student should enter the building prior to 7:45 a.m. without previous arrangement made through the school principal.
- Students who get picked up after school will exit the back door by the middle school gym, door 26.
- No students will be allowed to stay after school for an event without parent permission. In addition, **all students must be supervised by an adult at all time.** A student cannot stay after school for a practice or activity that starts later than dismissal without a coach or parent present. Students MUST be supervised in the building at all times beyond the normal school day.

### **Book Rental**

Book rental is a major part of school fees. Some fees are derived from workbooks, paperback books, practice sets, etc. which must be purchased outright. Textbooks are rented to students on a prorated basis to help minimize the costs to each student.

Textbook rental costs and all associated fees for the entire school year must be paid in full no later than October 5<sup>th</sup>. Failure to pay by the deadline may automatically subject the responsible party to collections. The parent or guardian is responsible for paying any applied collection, attorney and/ or court fees.

Changes to a student’s schedule could create a change in fees. If textbook rental fees are increased due to schedule changes, the payment is still due by October 2<sup>nd</sup>. Schedule changes after October 2<sup>nd</sup> that create an additional balance owed will be billed and payable upon receipt.

### **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 not to have any dangerous weapons in their possession (knives, guns, etc.). This includes anything that could be used as a weapon and items that resembles a weapon such as toys. Threats to hurt other people (written or verbalized) will not be tolerated.
- 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. Students do not have permission to make calls or text during the school day. If a student has a legitimate reason to use their phone they must have teacher permission to do so. Using the phone without permission during the school day will result in disciplinary action.

### **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 and school disruption. Thursday Night Schools will also be assigned for excessive tardies. 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 the In-School Suspension room located in the Middle School for the entire day. The student will complete their work for the day and eat lunch in the ISS room. Work that is completed will be graded and credit given.
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.
5. Expulsion - Removal of a student for a semester or one calendar year.

**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, threats to harm others, 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, drugs and threats/intimidation 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. [Parents/ Guardians are not permitted to board a school bus without permission from administration unless they are participating in a school sponsored activity and transportation is a part of that activity.](#)

1. Be on time at the assigned school bus stop. We suggest being at the stop five minutes before the scheduled bus stop time.
2. Drivers are not expected to pick students up at their homes or anywhere other than the assigned bus stop location.
3. Bus drivers are not expected to wait on students that are not at their assigned stop when the bus arrives.
4. Stay off the road at all times while waiting for the bus.
5. 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.
6. Do not leave your seat while the bus is in motion, and keep aisle way clear at all times.
7. Keep hands and head inside the bus at all times. Windows can be opened to the legally designated line only.
8. 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.
9. Eating, drinking, chewing gum and smoking are not allowed.
10. Do not throw anything in the bus or out the windows. Keep the bus safe and clean at all times.

11. Be absolutely quiet at railroad crossings.
12. 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.
13. 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.
14. Never tamper with or vandalize the bus, seats or any bus equipment.
15. 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.
16. 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 guardian's financial responsibility.
17. Remain in the bus in the event of an emergency. Listen to the instructions given by the driver and follow the safety rules.
18. 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.
19. The use of cameras is prohibited, including cell phone cameras.
20. 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.
21. Parents/ Guardians are not permitted to board a school bus without permission from administration unless they are participating in a school sponsored activity and transportation is a part of that activity.
22. 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.
23. 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 or spaghetti strap shirts should be worn. Pants should be worn at the waist and not "sag". 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. Students are strongly discouraged from wearing flip flops and sandals because of safety concerns at recess. Students will need tennis shoes to participate in PE indoor recess or being on the gym floor before school. Boots will not be allowed on the gym floor.

### **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 donated to a charity at the end of each month.** Games, toys, CD players, basketballs, footballs, etc. are not considered as learning tools and need to remain at home unless given permission by the classroom teacher to bring them for recess. 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. A monthly menu is included in the monthly newsletter and the daily menu can be found on our website. Special envelopes are provided by the school for cafeteria lunch money.

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.

Breakfast is available from 7:45 to 8:15.

The cost of the meal is \$1.90. Reduced meal students are .30. Free meal students are no cost.

Daily Charge for:	<b>Breakfast - \$2.00</b>	<b>Lunch - \$2.85</b>	<b>Extra Milk - \$.50</b>
	<b>Adult and Guest Breakfast: \$2.70</b>	<b>Adult and Guest lunch: \$3.60</b>	

- ***Free and reduced lunch assistance forms are available in the main office.***

### **Eastern Hancock Elementary Meal Charging Guidelines**

In the elementary cafeteria, we offer breakfast and lunch daily. Breakfast consists of a Grab & Go cold cereal meal and, some mornings, we will offer a hot breakfast. For lunch, we offer the choice of either a hot lunch or a salad. A monthly hot lunch menu is available online through the school website. Students may also bring their lunch from home. However, no soda pop is allowed.

Each student has their own food service account. Payments can be made through the school website, via e-Funds for Schools. There is a small convenience fee which is explained when you register to make payments. If you are unable to make payments online, you can either send the payment, in a sealed envelope, to school with the student or you can bring the payment to the front office. If you send the payment with the student, please have them give it to their teacher. Families can use Skyward Family Access through the school website to view payments, purchases, and current balance. It is the parent or guardian's responsibility to monitor each student's account and

keep that account paid ahead. The State requires that each account be kept up-to-date. Therefore, the school corporation must set strict limits on charging meals.

Through Skyward Family Access, each household can choose to receive low balance reminders. Just go to the Food Service tab, choose My Account at the top of the screen, scroll to the bottom and check the box to receive email notices when balance is under \$5.00. This is a helpful option in monitoring students' accounts. We will also send an email reminder once the account reaches a negative balance. This is a good reason to make sure that your email address in Skyward is correct!

If a student's account reaches -\$10.00, they will no longer be able to purchase a breakfast, hot lunch, salad, or milk. They will need to eat breakfast at home, and they will receive an alternate lunch (cold cheese sandwich sack lunch) until their account is paid and brought to a positive balance. If a student's account reaches a -\$10.00 balance on a repeated basis (more than 3 times a semester), they will no longer be able to charge to the -\$10.00. Also, each student can only receive 5 alternate meals per semester.

If you would like to apply for free or reduced-price meals, you can do so through the school website by logging into Skyward Family Access. If you need assistance, please contact the front office at 317-467-0056.

This institution is an equal opportunity provider.

### **Enrollment Forms**

Enrollment information is available on-line. Enrollment forms need to be completed before the first day of school. You may register with your Skyward 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.

### **Field Trip Policy**

[We enjoy having parents and grandparents attend field trips with us. We believe that field trips are a great learning opportunity for our students and extend the learning that takes place within our building.](#)

**Adults must have a background check on file for each school year. Background checks from previous years will not be honored.**

In addition, a limited number of chaperones will be allowed to attend the field trips. The exact number of chaperones will vary by grade and consider: age of students, location of field trip and number of empty bus seats after students and staff. All students are limited to one (1) chaperone on a field trip. Siblings are not allowed. Adults chaperones will be required to provide their own transportation.

If the field trip takes the entire school day, parents may opt to take their child home from the field trip location. In order for this to happen, the form MUST be completed and turned in a minimum of one (1) day before the field trip takes place. Only those adults listed as emergency contacts will be allowed to take children home after a field trip. We will not allow students to ride home with other parents.

### **Gymnasium/Physical Education**

We have a hardwood gymnasium floor. Children will need to wear **tennis** shoes for **physical education** class, Middle School gym in the morning and indoor recess. No boots or dress shoes will be allowed on the gym floor.

### **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 learner 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 a two-week period 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.

### **Screening Programs**

Vision screening is conducted for students in first, third and fifth grade, for all students new to the elementary school, and for all students on an as needed basis. First grade students will have their eye screenings performed by an eye doctor. Parents will be notified of any abnormal findings. Hearing screenings are conducted in Kindergarten, first grade, fourth grade and for all students new to the corporation, by the school Speech-Language Pathologist. The parent/guardian will be notified in writing by the nurse 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.

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.

### **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).
- 2 doses MMR
- 3 doses of hepatitis B vaccine
- ***2 doses of varicella***
- **2 doses of hepatitis A vaccine is now required for ALL K-4 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.**

**IF THE IMMUNIZATION REQUIREMENTS CANNOT BE MET BY THE FIRST DAY OF SCHOOL A WAIVER WILL BE GIVEN TO YOUR CHILD. THE LAW STATES THAT THE WAIVER CAN BE FOR NO MORE THAN TWENTY DAYS. IF BY THE 21<sup>ST</sup> DAY OF SCHOOL THE IMMUNIZATION INFORMATION HAS NOT BEEN PROVIDED FOR YOUR CHILD, THE CHILD WILL NOT BE ALLOWED TO ATTEND SCHOOL.**

**For a student to be exempted from complying with minimum immunization requirements for medical or religious reasons, the parent/guardian is required to submit to school a written request for exemption and the request must be **FILED ANNUALLY** with the corporation. In the case of a medical exemption, the signature of a physician is required.**

## INDIANA 2018–19 Required and Recommended School Immunizations



	REQUIRED		RECOMMENDED
<b>3-5 years old</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 4 DTaP (Diphtheria, Tetanus &amp; Pertussis)</li> <li>• 3 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 1 Varicella (Chickenpox)</li> <li>• 1 MMR (Measles Mumps &amp; Rubella)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> </ul>
<b>K-4<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR</li> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> </ul>
<b>5<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> </ul>	<ul style="list-style-type: none"> <li>• 2 MMR</li> <li>• 2 Varicella</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 Hepatitis A</li> </ul>
<b>6<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 HPV (Human Papillomavirus)</li> </ul>
<b>7<sup>th</sup>-11<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 1 MCV4 (Meningococcal)</li> <li>• 1 Tdap (Tetanus, Diphtheria &amp; Pertussis)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 Hepatitis A</li> <li>• 2/3 HPV</li> </ul>
<b>12<sup>th</sup> grade</b>	<ul style="list-style-type: none"> <li>• 3 Hepatitis B</li> <li>• 5 DTaP</li> <li>• 4 Polio</li> <li>• 2 MMR</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Varicella</li> <li>• 2 Hepatitis A</li> <li>• 2 MCV4</li> <li>• 1 Tdap</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Influenza</li> <li>• 2 MenB (Meningococcal)</li> <li>• 2/3 HPV</li> </ul>

Number under vaccine denotes the number of cumulative doses needed.

These materials were created by the Indiana Immunization Coalition, Inc. and were funded by the Indiana State Department of Health through a grant from the Centers for Disease Control and Prevention. (Award No: 5H021H000723).

**Hep B:** The minimum age for the 3<sup>rd</sup> dose of Hepatitis B is 24 weeks of age.

**DTaP:** 4 doses of DTaP/DTP/DT are acceptable if 4<sup>th</sup> dose was administered on or after child's 4<sup>th</sup> birthday.

**Polio:** 3 doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4<sup>th</sup> birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV).

**Tdap:** For students in grades K–8<sup>th</sup> grade, the final dose must be administered on or after the 4<sup>th</sup> birthday and be administered at least 6 months after the previous dose.

**Varicella:** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 10<sup>th</sup> grade. Parental report of disease history is acceptable for grades 11–12.

**Tdap:** There is no minimum interval from the last Td dose.

**MCV4:** Individuals who receive dose 1 after their 16<sup>th</sup> birthday only need 1 dose of MCV4.

**Hep A:** The minimum interval between 1<sup>st</sup> and 2<sup>nd</sup> dose is 6 calendar months. 2 doses of Hep A is required for grades K–4, 6 and 12.

**HPV:** For grades 5, and 7–11, 2 doses of Hep A vaccine are recommended.



### 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 fever free for 24 hours before returning to school. If your student is experiencing Flu-like symptoms (vomiting, diarrhea, or fever of 99.6 or above), they should not come to school until they have been symptom free and medication free for 24hrs. (School Policy). 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.

### 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.). **A new doctor's note/health plan must be provided to the school nurse at the start of each school year. This ensures that all of the school staff are aware of your child's medical needs.**

2. Dental fluoride rinse is offered every other week to all students in grades 1 - 4. This service is provided by the PTO. Must have parental permission to receive.
3. Hand washing is taught to students in kindergarten (optional for 1<sup>st</sup> grade).
4. All grade levels are expected to follow good hand washing techniques as a means to prevent the spread of communicable diseases.
5. Please **follow** the guidelines on when to send your child to school vs. keep them home.

### **Prescription Medication**

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

- ***The medication must be brought to school by the parent/guardian, unless special provisions are made with the school nurse.*** The medicine should be delivered to the office in the original container labeled with the student's name, name of the drug, drug dosage, route of administration, directions or interval for the drug to be given, name of the licensed healthcare provider prescribing the medication, and expiration date.
- ***An accompanying order from the primary care physician, as well as signed permission from the parent or guardian must be included in the student's health record.***
- The prescription must be renewed **ANNUALLY** with updated orders provided to the school nurse.
- All medication, except authorized inhalers, will be kept in and dispensed from the school 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. All medication left in the nurse's office, will be discarded at the end of the school year.
- Antibiotics that are to be given three times a day need to be given before school, after school and before bedtime.

### **OTC (Over the Counter) Medication (Tylenol, Ibuprofen, Antacids, etc.)**

- **No medication will be provided from the school. Parents/guardians must bring in the medication in the sealed, opened, original container. NO ECONOMY SIZED BOTTLES PLEASE.**
- No medication shall be administered to a student without the written and dated consent of the student's parent. The parent or guardian will need to fill out the "permission to administer" form(s) to accompany the medication in order for their child to receive medication at school. The instruction from parents must contain the date, name of student, name of medication, dosage, time to be given or frequency, the specific symptoms requiring this medication, and must be signed by the parent/guardian. These forms may be found online (Skyward or website) or in the office.
- **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, cough drops) and the student must have written permission from the physician and parent/guardian to carry medication. Cough drops do not require written permission from the doctor and they must be kept in their original package.

- **STUDENTS ARE NOT ALLOWED TO GIVE OTHER STUDENTS MEDICATION THAT THEY HAVE BROUGHT FROM HOME.**
- No Aspirin or medication containing aspirin will be given without a physician's order.
- No OTC meds will be given before 10am.
- OTC medication stored in the office is only available during normal school hours.

**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.

#### **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/or 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.

Honor Roll is only given to students in fourth and fifth grades.

### **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, you MUST 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.

### **Visitors**

We love having visitors in our building. Our doors are always open, and we encourage you to take an active part in your child’s education. 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. When you are in the building please be sure that you are helping to reinforce the ROYALS Way philosophy. If you choose to have lunch in our cafeteria, visit our classrooms or go to recess with your child please be sure to set a good example for our students. Any adult that causes a disruption to the education of our students may be asked to leave and may be prohibited from visiting during the school day.

### **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 Skylert/School Messenger. 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. Phone numbers that are listed in Skyward will be the numbers used for these emergency announcements. You may manage the numbers and the preferred mode of communication under the Skylert tab in Skyward parent access.

### **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 30 minutes late on the first Wednesday of the month (excluding August, January and April). 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 8:15.*

### **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. 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.
2. 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.

### **Transfer Tuition Request**

Transfer students are required to be approved on a yearly basis. Students that live outside of the Eastern Hancock school system but would like to attend Eastern Hancock Elementary School will need to complete a transfer tuition form. These forms are available in the office and must be submitted to the Elementary Principal for approval. When approving transfer students, available classroom space is considered. If there are more transfer students than open spots, a lottery will be held. Students that are not able to attend to space limitation will be placed on a wait list. Therefore, transfer students currently attending Eastern Hancock are given priority consideration, assuming all outstanding bills to the Corporation have been paid.

## **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.

### **Criminal Gangs and Criminal Gang Activity**

It is the policy of the Community School Corporation of Eastern Hancock to prohibit gang activity and similar destructive or illegal group behavior on school property or school buses or at school-sponsored functions. It is the policy of the Community School Corporation of Eastern Hancock to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

"Criminal gang" defined (per IC 35-45-9-1)- "criminal gang" means a group with at least three (3) members that specifically: (1) either:(A) promotes, sponsors, or assists in; or (B) participates in; or (2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1). Gang Activity- a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang. Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal or designee and the school safety specialist. The principal or principal designee and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

The principal or principal's designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation.

The investigation shall be completed, and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 1 of each year beginning in 2017. The principal or principal's designee shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed, or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal or principal's designee shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented and provide intervention and/or relevant support services. The principal or designee shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The school corporation shall establish the following educational programs in its effort to address criminal gang activity: (1) An evidence based educational criminal gang awareness program for students, school employees, and parents.

(2) A school employee development program to provide the training to school employees in the implementation of the criminal gang policy established under IC20-26-18. The policy shall be disseminated to all parents who have children or students enrolled in a school within the school corporation. The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

### **Eastern Hancock Elementary Parent Involvement Policy**

At Eastern Hancock Elementary, we believe that families and schools must work together as partners to ensure all students grow and achieve academic standards. As partners, we believe that parents are crucial to the decision-making in regard to service and intervention for their children. We, the staff and teachers at Eastern Hancock Elementary, promise to provide the following for parents and students participating in the Title I program:

- We will hold an annual Title I information meeting. If parents cannot attend the annual meeting, we will be glad to schedule individual appointments at the parents' convenience before, during, or after school. During the meetings, the parents will be given an explanation of their rights and the requirements for participation in the program.
- Parents will be encouraged to review the parental involvement policy and the School-Parent compacts at any time. They will be located in the office for convenience as well as distributed to all participants at the beginning of the school year. Suggestions for improvement are encouraged. Forms for offering suggestions can be found in the office or will be received by e-mail.
- Parents have the right to timely information about assessments, curriculum, and interventions being used with their participating students. Conferences with classroom teachers are required at least annually but can be requested by parents at any time. Requests for conferences with curriculum specialists, the principal, or the guidance counselor are welcome as necessary.
- The school holds an annual resource night to provide materials and training for parents to improve their child's achievement. Information about homework, literacy, math, and assessment will be provided.
- The school will provide staff development for teachers and staff annually on building stronger connections between home and school.

### **Community School Corporation of Eastern Hancock County Student Network and Internet Acceptable Use and Safety Policy 2018-19**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The

Internet system has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation's Internet system is in accord with its limited educational purpose. Student use of the Corporation's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection to only those that have been authorized for the purpose of instruction study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or designee may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and /or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be

able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information and,
- C. the consequences of unauthorized access (e.g. "hacking"), cyberbullying and other unlawful or inappropriate activities by students online.
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the Board policy and its accompanying guidelines.

The Board designates the Superintendents or designee as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

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.*

**Community School Corporation of Eastern Hancock County**  
**Student Network and Internet Acceptable Use and Safety**  
**Administrative Guidelines**  
**2018-19**

**GOOGLE APPS FOR EDUCATION**

Students may 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.

**INAPPROPRIATE BEHAVIOR**

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

- deviating from teacher directed procedures
- cyber-bullying
- accessing or transmitting offensive, abusive or obscene messages or images
- personal access and use of social media, blogs, or chat rooms from the Corporation's network
- 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.

**CYBERBULLYING**

"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.

### **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 Dr

. Vickie McGuire. 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 nonaccidental 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

Dr. Vicki McGuire

10370 E. 250 N.

Charlottesville, IN 46117

317-936-5444

or

Office of Civil Rights

U.S. Department of Education

Washington, D.C.