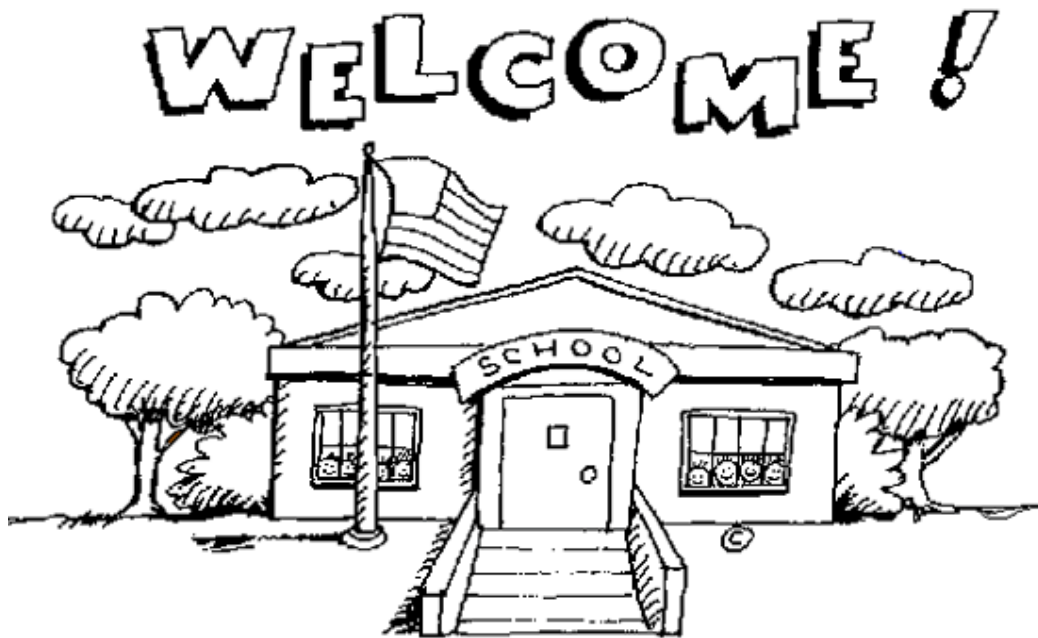


2015-2016
East Washington
Elementary School

**A Student/Parent Handbook
Of Information, Rules, and Procedures**



**1020 North Eastern School Road
Pekin, IN 47165
812-967-2929 ext. 2
ewsc.k12.in.us**

**Principal: Debbie Esarey
Assistant Principal: Chad Johnson**

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East Washington Elementary School

Everyone Working to Educate Students

The faculty, staff, and administration welcome you to East Washington Elementary School! Please feel free to call or drop by the office at any time for our assistance. Our door is always open to assist you in any way we can! We hope this handbook is beneficial to you as you become a part of our E.W.E.S. family.

Meet the Office Staff

Principal

Debbie Esarey

Assistant Principal

Chad Johnson

Administrative Assistants

Kim Souder

Diedre Ragains

Treasurer

Missy Pickerill

Counselor

Kate Jones

Title I Director

Shari Dalton

Nurse

Amy Green



Vision Statement **East Washington Elementary School**

Our vision for East Washington Elementary School is to achieve excellence in education!

Mission of East Washington Elementary School

The mission of East Washington Elementary School is to teach the foundational skills for life-long learning so that our **students** are successful and motivated to learn at higher levels.

East Washington Elementary School **Core Beliefs**

We Believe in...

High Quality Learning

Teachers are the facilitators of student-centered learning. A variety of instructional strategies and learning activities are used at all levels in alignment with Common Core Standards. Additional support is given to students for curriculum mastery and enrichment.

Parents as Partners

Parents are a child's first teacher. Their input is invaluable as educational decisions are made for their child. Teachers and parents exchange information regularly utilizing various communication tools.

A Highly Skilled and Compassionate Staff

With student well-being as the highest priority, all members of the corporation have a unique role in student development. Staff goes beyond the academics to guide students through their emotional, social, and physical needs.

Accountability for All

Accountability for student success is shared by all corporation stakeholders: students are accountable for their daily choices and actions, parents are accountable for their child's attendance and school preparation, the community is responsible for supporting students and the schools through their words and actions, and school personnel are accountable for their work performance and professionalism.

Assessing for True Learning

A variety of assessments are used to measure student learning. Assessment tools are evaluated regularly to ensure validity. Assessment data drives instruction that improves student learning.

A Safe and Positive Learning Environment

Buildings are well-maintained and properly cared for on a daily basis. School Safety Plans are evaluated and updated regularly. A respectful environment is the expectation for all students, parents, teachers, and community for daily school operation.

Professional Development to Supporting Learning

Professional development is ongoing and is a recognized necessity to stay ahead in an ever-changing global society. The district is committed to providing meaningful professional growth opportunities to enhance student learning.

ATTENDANCE POLICY

All students are expected to attend school regularly and arrive on time each day. The educational process requires a continuous sequence of instruction, learning experiences, and classroom activities. It is very important that students be present each day to hear the lesson being taught and be present each day to participate in all classroom activities. Many classroom experiences and group activities cannot be recreated at home. Regular attendance is essential for success in school.

Attendance Procedures:

1. Absences from school fall into two categories: excused and unexcused.
 - a) Absences will be excused for the following reasons:
 - medical and dental excuses with written physician's statement
 - death in the immediate family
 - court or legal appointments requiring the student's appearance with a written statement from appropriate personnel
 - religious observances (advance approval by principal required)
 - absence pre-approved by the assistant principal or principal
 - *******Any absence not listed in item*******
 - a) will be considered unexcused unless approved by administration
 - b) If a note or phone call is not received by a parent explaining the reason for the absence, the absence will be recorded as an unexcused absence. **A doctor's excuse must be submitted within 48 hours or 2 business days after the student returns to school or the absence will be unexcused.**
2. When a student obtains a total of 5 unexcused absences within a semester, a letter, call, or home visit will be made. When a student obtains a total of 7 unexcused absences within a semester, another contact will be made to the parents and a referral may be made to the Washington County Probation Department and the Department of Family Services. Criminal charges could be filed for Educational Neglect or Truancy past 10 unexcused absences for the school year.
3. Retention may be considered for those students whose work has been affected by their number of absences.
4. To participate in an after-school activity, students must be present at school that same day. You must also be an enrolled student in one or more sections to participate in any co-curricular or extra-curricular activities.

Tardiness and/or Leaving Early:

1. Punctuality is a necessary and valuable habit. When a student arrives at school later than 8:10 a.m. that student should report to the office for an admission slip before reporting to class. Any portion of day missed will be reflected on the student's attendance record.
2. When a student obtains a total of 7 tardies within a semester, a letter, call, or home visit will be made. When a student obtains a total of 10 tardies within a semester, another contact will be made to the parents and a referral may be made to the Washington County Probation Department and the Department of Family Services. Criminal charges could be filed for Educational Neglect or Truancy
3. If a child leaves early or is called out of class early, this will be reflected on the student's attendance record.
4. Children who are tardy or leave early during a 9-week period will not be eligible for the attendance drawings.

Make-up Work:

1. Following any type of absence from school, the student must ask his or her teacher for make-up work. The student may not have more than 2 times the number of school days he or she misses to make up the work. For example, if a child misses 3 days of school, he or she will be given 6 school days to make-up the work.
2. In the event a student is absent, homework and textbooks may be requested. **Please notify the school by 9:00 a.m.** if a parent will be coming to school to pick up assignments. **Homework should be picked up after 2:00 in the office.**
3. If a student is suspended from the bus, make-up work will not be available until the child returns to school. We expect parents to furnish other means of transportation for the child.

Attendance Awards:

An attendance award will be given at the end of each school year.

1. Students will be honored with Perfect Attendance if they have been in attendance at school at all times school is in session. Those students may not miss any day or any part of a day (e.g., be tardy, leave early, or leave school and return to school later in the day). Excused absences do not count against Perfect Attendance.

COMPULSORY SCHOOL ATTENDANCE LAW

Indiana Code 20-33-2 Sec. 17

- (a) Subject to the specific expectations under this chapter, each child shall attend either a public school which the child is entitled to attend under IC 20-33-8 or another school taught in the English language.
- (b) A child is bound by the requirements of this chapter from the earlier of (1) the date on which the child officially enrolls in a school, (2) expects as provided in subsection(g), the beginning of the fall school term of the school year in which the child becomes seven (7) years of age: until the date on which the child graduates, reaches the age of sixteen (16) years and a parent or guardian provides written consent for the child to withdraw from school.

Sec. 20

Parent to Produce Certificate of Child’s Incapacity on Demand.

If a parent does not send his/her child to school because of the child’s illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or by a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

Sec. 37 Penalty

A person who knowingly violates this chapter commits a Class B misdemeanor.

Chronic absenteeism due to health related symptoms complicates the provision of educational services and the ability of a child to learn in an organized manner. Upon certain situations, the parent may be required to meet the statute noted above. Failure to comply may indicate truancy, educational neglect, or other problems that the administrator foresees as an invalid reason to miss school.

CELL PHONE/ELECTRONIC DEVICE POLICY

Elementary students are **not permitted to use** cell phones/personal electronic devices (i.e. electronic game, radio, pager, tablet, MP 3 player) at school. If a student brings an item(s) to school, it is to be powered off and kept in the backpack. If a student brings a cell phone/device to school and has it out during the day, the cell phone/device will be held in the front office, and the guardian will have to come to school to retrieve it. The school will not be responsible for retrieving lost/stolen equipment.

CONDUCT

Students are expected to follow the Code of Responsibility and General School Rules at all times.

Code of Responsibility:

Students will follow the lifelong guidelines by being truthful, trustworthy, active listeners, using no put downs, and always striving to do their personal best. Students are to be responsible for their own learning by completing assignments and upholding the rules of the school.

General School Rules:

1. No hats or head coverings may be worn in the building except on designated hat days.
2. Gum chewing is not permitted.
3. Eating and drinking in the classroom is not permitted except at specified snack times, during special activities or during parties.
4. No running or jumping is permitted in the halls.
5. Students must leave all toys at home unless requested by the teacher.
6. Electronic equipment (i.e. electronic game, radio, pager, cell phones, MP 3 player) is not permitted at

school or on the bus. If electronic devices are brought to school, they are to remain in the child's backpack and turned off. The school will not be responsible for retrieving lost/stolen equipment.

7. Animals may not be brought to school without specific permission from the teacher and the principal. They may never be transported on the bus.
8. Students eating breakfast at school must go directly to the cafeteria before going to the classroom.
9. Students may only call home with permission from their teacher.
10. Basketballs, soccer balls, and kick balls must be brought to and from school in a backpack with teacher permission only.
11. Weapons are prohibited on school property.
12. The EWES campus is a drug, alcohol, and tobacco free campus (including electronic cigarettes, or any anti-nicotine device). All students and visitors are asked to refrain from use of these items on school property.

School Assemblies

In order to extend learning and to appreciate the work of other classes and groups or special guests, East Washington Elementary School periodically provides school assemblies. To ensure that the assemblies promote learning, students shall:

1. Walk quietly to and from assemblies.
2. Be mannerly and courteous while being seated and when leaving.
3. Be courteous to those seated around you.
4. Be courteous to those presenting the program.
5. Applaud by clapping only. Do not whistle, boo, or stomp their feet on the bleachers.
6. Listen and follow directions.

Students acting in an offensive manner will at first be given a warning. If the offense is repeated the student will be asked to leave the assembly to report to a designated area. Chronic offenses may result in restricted privileges in regard to attendance at assemblies.

Cafeteria:

The East Washington Elementary School cafeteria should provide a pleasant atmosphere for eating lunch where proper manners and consideration for fellow students will be practiced. Therefore, the following rules have been established:

- Food: The students are served food in a cafeteria line. It is the responsibility of the student to eat or discard the food as asked by cafeteria personnel. If buying lunch at school, students may not bring outside drinks to lunch unless approval has been given from office.
- Objects: Trays, silverware, and paper and plastic materials are to be returned to the appropriate places. Anything obtained from the cafeteria cannot be removed from the cafeteria. Students are not to bring non-lunch related items to the cafeteria unless permitted to do so by the teacher.
- Manners: Students may talk in a normal voice level to their direct neighbors. Students' language and actions are not to offend or bother other people in the cafeteria. Playing with food or food service utensils is not allowed. Students are to remain in their seats until permitted otherwise. Keep hands, feet, and other objects to oneself.

Playground:

Students will have scheduled recess times. The following general guidelines have been established to ensure safety and consideration for the rights of others:

1. Follow directions the first time they are given.
2. Respect adult authority.
3. Throwing anything other than a playground ball is prohibited.
4. Use playground equipment in the manner in which it was designed to be used.
5. No rough physical contact.
6. Use appropriate language and behavior.
7. Play within playground boundaries. Students must receive permission from the supervising teacher to leave the playground area.
8. If a parent wants their child to remain inside during recess, a written request from the parent is required.
9. Footballs, baseballs, bats, tennis rackets, and softballs are not permitted at recess.

Study Trips:

The East Washington Elementary School Staff feels that study trips are a privilege that enhances the learning experience, rather than a requirement for our curriculum. Students must have shown proper classroom behavior in order to be invited to attend study trips. Behaviors that will prevent a student from attending a study trip include in-school suspension (I.S.S.), out-of-school suspension (O.S.S.), or any type of administrative discipline. These behaviors could result in study trip privileges being revoked or a parent or guardian could be required to attend the study trip with the child. We discourage taking students in other grades out of school to attend the field trip of a sibling in another grade. Students are counted absent unless they are on their own individual trip. We ask that parents honor this policy.

Blue Ticket System:

Tickets will be issued to students who choose to break the Code of Responsibility and/or General School Rules deemed Blue Ticket Offensives which include but are not limited to: throwing things, inappropriate language, dishonesty, stealing, disrespect, cheating, and violation of playground rules or school rules. Blue tickets may be issued by any staff member in the building. The blue ticket system will be used to target behavior infractions rather than academics. Parents will be notified each time a blue ticket is issued. The student will also have an alternative recess (loss of privileges, study hall, walking laps, etc.) on the day the blue ticket is issued or the next if recess has already passed for that day. If a student receives three blue tickets within a two week period they will be sent to the office with a discipline referral. A student receiving a combination of blue tickets or discipline referrals that equal five or more during a nine week period will not be allowed to attend the next school study trip.

Disciplinary Action:

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources, to help each student gain acceptable self-discipline.

However, in the absence of self-discipline, the staff of the East Washington School Corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, parent conferences, corporal punishment, probation, referral to special personnel in the school, in-school suspension, out-of-school suspension and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques may be used. Certain acts of misconduct such as acts of extreme violence or threats, and use of alcohol, drugs or tobacco will subject the student to immediate suspension and/or expulsion from school.

The EWSC has a substance abuse policy which must be followed and may be obtained by contacting the corporation office. Weapons are also not permitted at school and can result in immediate disciplinary action. Those items include but are not limited to such things as toy guns, guns, knives, matches, lighters, and sharp pointed objects. If a student possesses these items, he/she could/will have the consequence of ISS. If intent to harm is determined, the student could/will receive OSS. (Out-of-School Suspension)

Academic effort will be handled in a similar manner. For example, lack of homework and poor classroom effort are two areas which may cause poor achievement. It is always our hope that a child's work will be their own. Students are subject to disciplinary action, if a parent or someone else is completing the homework for the child. If a child is not turning in work or not working in class, the teacher will contact the parent to inform them of possible problems. If the problem persists, the principal will convene a conference with the parent, student, teacher and counselor to determine possible solutions to the problem. Some approaches which may be utilized are homework monitoring, academic contracts, after-school tutoring, counseling, and parent teacher conferences. Efforts to raise student achievement will be made on a collaborative basis. It is essential that the school and home work together to ensure that our students get the best education possible.

Student Harassment:

Bullying

LEGAL REFERENCE: I.C. 20-33-8-0.2, I.C. 20-33-8-13.5

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal, nonverbal, or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying also takes many different forms including:

- Verbal
- Physical
- Social/Relational
- Written or Electronic

To report bullying anonymously, please call **1-812- 967-3926 and press 7.**

Classroom Consequences:

Teachers will manage their classroom rules and consequences on an individual basis, using the following guidelines:

1. All teachers will implement the School Code of Responsibility and General School Rules and Consequences.
2. Students and parents will be informed of these rules and consequences at the beginning of the school year or as children enroll during the year.
3. After teachers have exhausted their classroom consequences, students will be sent to the office for any further necessary discipline.

Administrative Consequences:

Each time a student is sent to the office, the situation will be taken seriously. Parents may/will be notified by mail or phone call when their child has been sent to the office with a discipline referral. Each child will be treated fairly and individually. The office administration will use warnings, timeouts, in-school suspension, out-of-school suspension, task oriented discipline, loss of study trip privileges, and any other form of discipline deemed necessary to help the child understand that his/her behavior is unacceptable. Referrals to the counselors will also be made as necessary to help students learn how to change their unacceptable behaviors.

Suspension and Expulsion from School:

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student is entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be

presented and,

(c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - (a) Legal counsel
 - (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent(s) to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent(s) will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent (s).

The student or parent(s) have the right to appeal the decision through the legal system, but the School Board will not hear appeals.

CHANGE OF ADDRESS

Parents need to inform the school immediately regarding a change of address, **phone number**, employment, **emergency contact information**, or any other important information. It should be noted that students are expected to reside with their parents or legal guardian. If a residence is outside the boundaries of the East Washington district, paperwork **must** be filled out requesting a transfer. Laws have changed where students can attend a school other than the district of residence, **but** there are procedures that must be followed to allow this to happen. Families must contact the school and announce the change of residency/address and request information/paperwork to allow the student to remain in the district. This is the parent/guardian's responsibility. If someone wishes to attend East Washington Schools that does not live in the district, a request for transfer must be obtained, filled out, returned to the school, and a decision will be made by the superintendent.

DIRECTORY INFORMATION

East Washington School Corporation is proud of its students and their achievements and may from time to time release "directory information" relating to those achievements to newspapers, magazines, radio, television, colleges, programs, yearbooks, publish on the website, or by other means without parental consent unless the parent(s) or a student who is over 18 years of age or older has objected in writing to the release of such information within fifteen (15) days of receiving this handbook. The objection should specify what information should not be disclosed. "Directory Information" means a student's name, photograph/video, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if the student is a member of an athletic team, dates of attendance, date of graduation, or awards received. See Board Policy 8330 for more information.

DISCIPLINARY OPTIONS

The school district endeavours to provide a variety of disciplinary options for students who exhibit misbehaviour. In addition to conferences (students, parent, teacher, counselor, administrator) these include:

- | | |
|-----------------------------|---|
| 1. Lunch Detention | 5. Expulsion |
| 2. In-School Detention | 6. Removal from a class or activity |
| 3. Out of School Suspension | 7. Removal from school sponsored transportation |
| 4. Corporal Punishment | 8. Restricting extra-curricular activities |

DRESS

Students should dress appropriately for school. Clothing that causes the child to be distracted from his or her work or distracts others from learning is inappropriate. Children should dress according to the weather. The philosophy of East Washington Elementary School is that the parents of students are directly responsible for the appearance and the dress of their child. Parents should see that each student comes to school clean, well groomed, and fully and appropriately dressed at all times.

School Clothing:

The following items are a guide for students as they dress for school:

1. Any type of hat, scarf, or hair covering shall not be worn in the school building.
2. No clothing may be worn which depict profanity, alcohol, tobacco or have sexual connotations.
3. Shirts shall be long enough to cover the midriff and back at all times.
4. Unusual and extreme styles of clothing, facial make-up, body piercings, and hair styles shall not be worn at school. (Mohawks and/or extreme hair styles will not be permitted.)
5. Unusual colored hair shall not be worn to school. (Non-natural colors are not allowed.)
6. Shoes must be worn at all times.
7. Student shall have pants that fit the waist. Undergarments shall not be showing at school.
8. **Flip flops are not allowed at school.** This is a safety issue as well as something that can cause students to lose valuable classroom instruction time when flip-flops break, and they ask to go to the nurse for different shoes or to see if they can be fixed.
9. All skirts need to be of a respectable length.

Students will be verbally reminded by the teacher the first time a dress code infraction occurs. If the problem persists, the teacher will contact the parent. If after parent contact, dress code infractions continue to occur the child will be referred to the office for disciplinary action.

Dress for Physical Education Class:

All students are required to have **tennis shoes** or soft sole shoes on the day that physical education class is scheduled. Children may wear such shoes to school or bring them in a separate bag. Students are required to wear clothing that allows comfort and movement (shorts, jeans, sweats, t-shirts, etc.). Appropriate clothing should be worn to school as students do not have time to change into gym clothes.

Students without proper gym clothing and shoes may not be allowed to participate in certain class activities.

EQUAL EDUCATION OPPORTUNITY

It is the policy of East Washington School Corporation to provide an equal opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Office listed below:

Superintendent- EWSC
1050 N. Eastern School Road
Pekin, IN 47165 812-967-3926

The complaint will be investigated and a response, in writing, will be given to the concerned person within 14 days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

EXTRA PROGRAMS

East Washington Elementary School offers a varied curriculum which includes Reading, Language, Spelling, Writing, Mathematics, Social Studies, Science, Health, Art, Music, Library, Study Skills, and Physical Education for each student. The following programs are also offered at various grade levels to meet students' special needs and expand their experiences beyond what the normal classroom can provide: Title I, RTI, Reading is Fundamental, Speech and Hearing program, Special Education classes, High Ability program, study trips, parent involvement activity nights, computer experience, Accelerated Reader, counseling, Student Council, Learning Fair, literacy groups, Young Authors, and full day Kindergarten.

GRADING SCALE AND HOMEWORK

The following grading scale is used at East Washington Elementary School:



A+	100
A	99-93
A-	92
B+	91
B	90-84
B-	83
C+	82
C	81-75
C-	74
D+	73
D	72-66
D-	65
F	64 or below

Honor Roll:

Students in grades 3-4 are eligible for the Honor Roll each nine week grading period as described below:

A Honor Roll -	Student must have all A's in all areas
A-B Honor Roll -	Students must have at least one A and the rest B's in each area

Student names will be submitted to the local newspaper to recognize their achievement.

Grades K-3 Homework Policy:

All students are expected to complete and return homework as a part of their daily routine. If a parent has a question and/or concern about the content or the amount of homework, the parent should contact the classroom teacher so that assistance can be given as needed.

Grade 4 Homework Policy:

In order for students to learn and be successful, it is essential to complete class work and homework in a timely manner. Assignments not completed during class are considered homework and due the following day unless otherwise stated. Students are expected to write their assignments in their planner daily. Late assignments will be penalized 10% for the 1st day it is late. The highest grade possible on assignments more than 1 day late will be 60%.

HEALTH AND SAFETY

Students entering school for the first time are requested to have a complete physical and dental examination. All incoming students who have not attended East Washington Elementary School must present proof of immunizations. Students are required by state law to have complete immunization for diphtheria, tetanus, whooping cough, polio, measles, mumps, chicken pox, and rubella. Proof of Immunizations must be presented at the beginning of school in writing and signed by a physician.



Health Services:

Vision Screenings will be conducted for students in kindergarten, first, and third grades. Vision tests will be administered by the school nurse during the school year.

Hearing Screenings will be conducted for kindergarten students, students referred from other grades, and new students. The hearing tests will be administered by the Speech and Hearing Therapist during the school year.

Scabies:

Scabies is a condition which, if suspected requires the following procedure:

1. Consult your family doctor or let the school know so the nurse can check the student.
2. If confirmed, get the prescription and follow directions.
3. Inform the school so that the nurse can check out possible contacts.
4. Students who have scabies should not return to school until treated and released from their doctor.

Lice:

East Washington School Corp **Head Lice Policy**

Based on recent studies that the presence of nits does not indicate active infestation and no evidence has been found that the presence of nits correlates with any disease process, it is the policy of East Washington School Corp that the management of pediculosis (head lice) should not disrupt the educational process.

Head Lice Management Protocol:

- A. If nits are discovered on hair, the EWSC nurse or designee (trained by the nurse) will inspect hair for live lice. If none, re-inspect in 7-10 days.
- B. If live lice are on hair, the school nurse will notify parent/guardian and the student will be sent home with a recommendation that they call their physician for recommendations to treat the head lice.
- C. Parents/guardians will be encouraged to verify treatment to the nurse as soon as possible after notification. If the parent/guardian is unable to afford treatment, they will be referred to the local health department.
- D. The parent /guardian will be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.
- E. School employees shall report all suspected cases of head lice to the school nurse or designee and the nurse or designee will examine the student.
 1. The nurse shall provide in-service education to staff regarding how to handle nits and/or head lice in the classroom.
 2. Information about head lice shall be sent home to all parents/guardians at the beginning of the school year.
 3. Staff shall maintain the privacy of students identified as having head lice.

Resources:

- National Association of School Nurses pediculosis position statement
<http://www.nasn.org/Default.aspx?tabid=237>
 - American Academy of Pediatrics policy on head lice
<http://aappolicy.aappublications.org/cgi/content/full/pediatrics;110/3/638>
 - Harvard School of Public Health
www.hsph.harvard.edu
- Communicable Disease Reference Guide for Schools 2012
Indiana State Dept. of Health
<http://www.state.in.us/isdh/23291.htm>

Taking Medications at School:

Taking medications at school requires, by state law, the following procedures:

1. All medication must be sent to school in its original container. Ask your pharmacist for a second labeled bottle for school; then use it to send only the amount of medicine which will be needed during school hours.
2. All medication must be accompanied by a note from a parent or guardian indicating the student's name, name and dosage of medicine, and time to be given.
3. Unused medication may be sent home with student if accompanied by a note from the parent to do so. This, however, excludes controlled substances that may be prescribed by your Physician. In that case, a parent must come into the school to pick up the medicine and/or write a note for someone 18 or over to pick up the medication.
4. Over the counter drugs will be administered only in accordance with manufacturer's recommended dosage unless a doctor designates otherwise with written directions.
5. All medications must be stored in the nurse's office with one exception. If a child has a chronic or acute medical condition, the child may have the medication with them and self-administer the medication. Parents must give the child permission to do so and a physician must state that the medical condition is acute and chronic and must authorize the need for medication to be self-administered.
6. Only the nurse or other personnel designated by the principal will administer medicine, unless the child has an acute or chronic medical condition as stated in #5.
7. The nurse or other designated personnel may refuse to administer any medication.

We realize that these rules may be inconvenient at times, but in order that we may comply with the law, no exceptions will be made. Remember, you as a parent are always welcome to come to school and administer your child's medication at any time.

Brushing Teeth During the School Day:

The clinic is available during the school day for students to brush their teeth if needed. A note from a child's dentist or orthodontist must be given to the school nurse prior to students brushing their teeth during the school day.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English Proficiency, participate in high ability programs and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

INDOOR AIR QUALITY

In accordance with the Indoor Air Quality (IAQ) Law (2010) and IAQ Rule (2011), any indoor air quality concerns will be addressed by the **Assistant Principal Chad Johnson at ext. 5704.**

KINDERGARTEN ENROLLMENT

East Washington Elementary School offers full day kindergarten. A child must be at least five (5) years of age on August 1 to enter Kindergarten. Kindergarten enrollment occurs in the spring of each school year.

MONEY ITEMS AND GUIDELINES

Textbook Fees:

All book rental should be paid at the beginning of the school year. Checks for book rental must be made payable to East Washington Elementary School. If at any time during the year a rental book becomes lost, defaced or damaged, the responsible student will be required to pay whatever charge is necessary to replace or repair the book.

Textbook Rental Refund Policy:

Students who withdraw during the month of August of the school year the rental was paid, will receive a full refund of textbook rental. They will not receive a refund for any workbooks used. Refunds will only be given at the request of the parent(s).

Students who withdraw at any time after August 31 of the school year the rental was paid, up through the end of the first semester will receive a ½ refund on textbook rental and a refund for the cost of any unused workbooks.

Students who withdraw after the beginning of the second semester will receive no refund on textbook rental. They will still receive a refund on any unused workbooks.

Students who enter East Washington School Corporation at any time during the first semester will pay the entire rental fee and the full price for any workbooks which will be used.

Students who enter the school system at any time during the second semester will pay ½ of the textbook rental fee and will pay the full amount for any workbooks to be used.

Students who qualify for textbook assistance, and their textbook rental has been paid prior to qualification, will receive a full refund of textbook rental and any unused workbooks up to and until October 15 of the school year the rental was paid. Refunds will only be given at the request of the parent(s). No refunds will be given after October 15 to those qualifying for textbook assistance.

Supplies and consumables are not refundable.

Breakfast, Lunch, and Milk:

Breakfast will be served from 7:45 a.m.- 8:10 a.m . Parents should let students know each day as to whether or not they are to eat breakfast at school. Students may buy a school lunch or bring their lunch. Our school is set-up on a computerized system. As a student purchases a breakfast or lunch, the cost will be deducted from the student's meal account.

Breakfast and lunch money should be placed in an envelope with child's name and teacher's name printed on the front. This money will be added to the student's account. A receipt will be given for cash payments. If a child's account has a negative balance, a notice will be sent home every week with the child.

Parents are always welcome to call our school treasurer to get an updated account balance at any time during the year.

If at the end of the school year a parent of a 4th grade student would like to transfer an account balance to a younger sibling, the school must receive a written request to do so prior to the end of the school year. For any withdrawn student or a student in grade 4, accounts in surplus can be returned by check to the parent upon written request.

Breakfast, lunch and milk prices will be available in August.

“Giving of Change” in Cafeterias:

East Washington Food Service does not provide change from the register during meal service time. All remaining funds from a cash transaction are automatically added to the student’s account.

Refunding Lunch Money from a Student’s Account:

If a student withdraws from East Washington, there may be a positive balance left in the student’s lunch account. **Parent/Legal Guardian** may request for those funds to be refunded by writing a letter asking that the money be refunded to the parent/legal guardian. (Name must be on request) Requests of this nature must be received by June 30th of each year for the school year just completed. If a request is not received in writing by June 30th of the current school year, the remaining funds will remain and become part of the East Washington School Lunch Fund Account. We will only refund money (check) to the parent/legal guardian.

Charging Meals:

If a student is out of money in his/her account, we will allow the student to charge **two meals**. Once this limit is met, students will receive a sandwich and/or juice/milk until the account is replenished. Please know that we would **never** keep a child from eating, but once all the limits have been exceeded, we will only provide a sandwich and milk/juice.

Vending Machines:

The vending machines are available to students both before and after school. Only one snack may be purchased at a time. Students staying for after school activities may purchase snack items from the vending machines. Food and drink may not be taken on buses.

Bookstore:

As a service to students, we will sell school supplies in the Bookstore most mornings from 8:00 a.m.-8:10 a.m. Students may go to the bookstore on the designated day of the week schedule with a pass from the teacher. Items for sale will include pencils, pencil erasers, pencil grips, pens, rulers, scissors, folders, crayons, tissues, lined notebook pads, etc.

Library:

The purpose of our library is to provide the best possible books, periodicals and other materials for reference and recreational reading, and to guide students in the use of library materials. The librarian is of assistance to both students and teachers in research and selection of books and materials.

Students in grades K-4 have the opportunity to check out a book(s) during their library time. Daily morning and/or afternoon check-out time is also available for students in grades 1-4. Parent(s) are welcome to visit the library and check-out books during the school day for their child.

Each student is responsible for materials he/she checks out from the school library. If a book becomes lost, defaced or damaged, the responsible student will be required to pay whatever charge is necessary to replace or repair the book.

A Book Fair is held during the fall and spring each school year, with an interesting and exciting selection of paperback books during their library class. Parents are invited to visit the Book Fair at any time. Other items offered for sale are bookmarks, posters, and stickers. Proceeds are used to purchase special library materials for student use.

NEWSLETTER

A weekly school newsletter is sent home with the students every Friday. We encourage parents to read the newsletter each week. The newsletter provides the weekly lunch menu, important announcements, special events, and student recognition. The school newsletter will also be posted on our school website and Facebook page.



PARENT INVOLVEMENT

Parent Teacher Communication:

Parents and teachers are encouraged to work together and communicate effectively. Each are encouraged to contact one another at any time it could benefit a child. If your child has a special need, we ask that you contact the teacher immediately.

Parent/Teacher conferences for all students are held in the fall of each year. Communication between parents and teachers is an important factor for student success. Please plan to attend your child's conferences. You are encouraged to contact your child's teacher by email or telephone to schedule additional conferences. You may be contacted at other times by your child's teacher when he or she needs to communicate with you.

Background Checks:

Due to safety for all involved, all background checks need to be completed by August 31st of each year. If the student is newly enrolled, all background checks need to be turned in within 10 school days of enrollment. If the background check shows a misdemeanor that is 5 years or older then they should be allowed to volunteer and supervise students. If the background check shows a felony more than 10 years old they should be allowed to participate, but cannot supervise students under any circumstances. If a background check shows any crime against children that individual is not permitted to supervise or volunteer under any circumstances. Background checks are required for anyone wishing to be actively involved with students beyond the office doors or outside the building. Eating lunch with students, classroom parties, any kind of supervision or support being given to the teacher/classroom will require a background check. A background check is only valid for the current school year. A new criminal background check must be completed each school year. A form requesting a criminal background check can be picked up from the office.

School Visitor Procedures:

A visitor is anyone in the building who is not an employee, student or regularly scheduled volunteer at the school. Those helping with class parties are considered visitors.

Parent involvement is very important to the educational process at East Washington Elementary. We realize that parents are the first teacher a child has, and it is the parent who most helps determine who the child is to become. Parents are welcome to have lunch with their child, speak with an administrator or teacher, or visit a classroom. To ensure that your child receives the best possible education, we ask that you please call in advance to schedule a conference with a teacher or visit a classroom.

Procedures for all school visitations:

1. A completed and cleared background check must be on file in the office.
2. Please notify the school in advance of your visit.
3. Always enter the school through the front entrance and go directly to the office.
4. Sign in with the time and purpose of the visit.
5. Receive a visitor pass.
6. Sign out and return the pass at the completion of the visit.

Front Entry Procedure:

There is only one designated entry point for all visitors at East Washington Elementary. When arriving at Door 1, there will be a box mounted to the left of the door that has a button on it. **Please push the button and wait for someone to acknowledge the visitor's presence.** When the office personnel make contact, they will ask you your name and what your purpose for entering is. The school reserves the right to ask for identification. Once it is deemed that this information is correct, the door will be electronically released to allow entrance to the building. Once in the building, please go into the main office and someone will assist you.

Procedures for visiting in the gym or cafeteria prior to the school day starting:

1. Visitation to any area in the building including the gym or cafeteria requires visiting the front office, signing in, and placing a visitor's sticker on your clothing. Please note: For each child's safety, no adults should be in the gymnasium during morning drop-off and only adults who sign in at the office first will be allowed to go to the cafeteria. Without the proper identification, all adults should remain outside the gymnasium or cafeteria. This helps our staff ensure everyone's safety!

Procedures for visiting to have lunch with a student:

7. A completed and cleared background check must be on file in the office.
8. Sign in with the time and purpose of the visit.
9. When meeting a child for lunch, wait for the student in the front hallway.
10. Upon entering the cafeteria, arrange with a cafeteria monitor for a seat at your child's table.
11. Upon exiting the cafeteria, we ask that you return to the office and sign out.

Procedures for observing in a classroom:

1. A completed and cleared background check must be on file in the office.
2. Notify the principal or teacher at least 1 day in advance.
3. Sign in with the time and purpose of the visit.
4. Limit the duration of the visit to one hour or less.
5. Small children should not be brought to school during visits to observe academic activities.
6. Enter the classroom quietly, without distracting the teacher or students from work.
7. When leaving the building, sign out and return the pass

Building Safety:

We enjoy visitors coming to our buildings and welcome them, but in keeping with the times, we must constantly consider student/staff safety. There are several ways we strive to keep everyone safe at all times when on campus. One way we will increase the realm of student safety will be that visitors will be asked to check in each time he/she comes to our building and wishes to see or interact with students. There is a red Kiosk in each building foyer where visitors will be asked to supply his/her driver's license or I.D. The license/I.D. will be scanned into the system, and a check will be run through the National Sex Offender database system to identify those that may not be allowed to interact with students in a school setting. If the visitor is approved, he/she will receive a printed badge and designated on it will be the purpose for the visit. If there is ever a problem with someone's identifying credentials, he/she will be asked to talk with the secretary or building principal to resolve the issue. We will also continue asking parents/visitors to fill out the limited criminal background check form to ensure all guests meet the guidelines of the corporation safety plan.

Playground Visitation:

During recess, we ask that parents remain in the building and not participate during the recess time. Unfamiliar adults on the playground could be perceived as a stranger because all staff members might not be aware of who the person is. We strive to keep our children safe, and we ask that visitors help in this endeavour by remaining in the building during recess times. Compliance with these procedures is imperative to protect every child and his/her education from the disruption of unauthorized visitors.

School Volunteer Procedures:

An East Washington Elementary School volunteer is defined as a person from the school community who agrees to regularly perform duties at the school to assist teachers or individual students. An individual who regularly comes to the school to duplicate materials, shelve library books, serve as a PTO officer, attends a field trip, or work with students or teachers is a volunteer. A parent who brings treats for the class because of a child's birthday is not a volunteer.

Any parent or adult (including grandparents, aunts, uncles, and neighbors) wanting to volunteer at the school MUST have a criminal background check completed PRIOR to volunteering at the school. Any parent or adult who does not pass the criminal background check will be notified in writing and will not be permitted to volunteer at the school.

To help us to protect every child and his/her education from the disruption of unauthorized visitors, compliance with these procedures is imperative. Remember, volunteers are very much appreciated and welcomed. If you are interested in volunteering, please contact our volunteer coordinator at 967-2929.

Classroom Parties:

Fall, Valentine, and Easter parties are provided to classrooms by room parents. The Christmas party is provided to all classrooms by the homeroom teacher. All other parties are to be arranged through the teacher or principal. We know that birthdays and other milestone celebrations are an important part of a young child's life and development, and we want to continue embracing that, but we do ask that if parents wish to send in treats that they do just that and allow the classroom teacher the freedom to pass out gifts/treats at his/her own discretion. All treats must be approved through the classroom teacher. With the ever changing educational world and more time demands on classroom instruction time, we just are not able to spend extensive periods of time with parties, and we are respectfully asking that teachers be allowed to deal with birthday parties and celebrations when it accommodates his/her daily schedule. Thank you for working with us on this.

***Store Bought Food Items:** We know that cupcakes, cookies, and a variety of foods are an exciting part of a birthday party or any other celebrations, but we do request that all foods being brought in to the school are food items that have been purchased and packaged at a store. Students have a variety of food allergies, and we feel

that items prepackaged and sealed with the ingredients listed on the package will help us keep everyone safe here at school. Items purchased from a bakery will be acceptable as long as they are sealed in bakery appropriate containers.

Study Trips:

We invite and welcome parents to help supervise students on study trips and occasionally at special events during school hours. If you are available, teachers will let you know when you are needed. **Any adult attending an E.W.E.S. study trip must have a completed and cleared criminal history check on file.** Please refer to the following guidelines when chaperoning or helping at special events:

1. Please arrive at school at least 10 minutes before buses are to depart or a special event is to occur.
2. As educators, we believe that study trips are a special day for your school age child. We strongly recommend that younger or older siblings do not attend the study trips. Because supervising school age children requires extreme attention and care, you will be unable to serve as a chaperone on the trip if you have other siblings with you. Siblings will not be allowed to ride on the bus under any circumstances and you will only be able to watch your own child, if a sibling is present.
3. Smoking is **not** prohibited on school grounds whether that be on school property or on an extension of the school property like a field trip. We respectfully ask that all adults refrain from smoking while around students.
4. Please make sure you have some device that keeps track of time, so you will be at required spots when necessary.
5. Dress comfortably and according to the weather. Most study trips require a lot of walking. We ask that parents follow the same dress code as students.
6. Please do not be offended if a teacher would discipline a child in your group. Please do not hesitate to ask a teacher for help, if a child is not behaving. We want to have a fun but safe trip.

Most importantly, please know how much we appreciate parent help on our study trips and special events. We could not do these special activities without the support and help of our parents.

PARENT'S RIGHT TO KNOW

As a parent of a student at East Washington Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Indiana Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Indiana Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether teachers' aides or similar paraprofessional provide services to your child and, if they do, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you would like more information, please contact the building principal at 967-2929.

PARKING LOT SAFETY

Guidelines for Non-Bus Riders Entering and Exiting the Elementary Building:

Entering

1. All students and parents should cross the parking lot to the sidewalk in front of the building by way of the crosswalk (in front of the canopy).
2. Car passengers should be dropped off from the car lane next to the sidewalk.
3. Students entering from parked cars should be walked across at crosswalk. Please do not drop children off in the middle of the parking lot to walk across alone.

Exiting:

1. All bus riders will be dismissed first.
2. Car riders will be walked to the front of the building. All parents must pick their child up from the front sidewalk. Unescorted children will not be allowed to enter the traffic zone. Car riders are not

- to be picked up from the bus loading area.
3. If a parent is not on the sidewalk, the teacher will escort the child to the gymnasium. Car riders should then be picked up from the gym.

PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents and students who are over 18 or emancipated certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to consent, the right to receive notice and an opportunity to opt out of an activity, and the right to inspect upon request before use of a survey. East Washington School Corporation has adopted policies regarding these rights as well as arrangements to protect student privacy.

For further information, please refer to our annual notification of Pupil Rights or contact the school.

SCHOOL HOURS

East Washington Elementary School begins at 8:10 a.m. each day and dismisses at 2:45 p.m.



SCHOOL PICTURES AND YEARBOOK

Pictures of each student will be taken in the fall. The photographer will send home information regarding cost and optional packaging, poses, etc. Please read the information so you will know the procedure and cost of paying for the pictures you choose to purchase. Spring pictures may also be taken. These will include group and individual poses.

The same company will produce a yearbook later in the year. Pictures depicting some of the events of the year, staff members, groups, and candid shots will be included in the yearbook. The book will be available at the beginning of the next school year in the fall. Fourth grade students will be able to pick up their yearbooks at the middle school office when they return for their fifth grade year.

Students and staff pictures may be taken throughout the school year and could possibly be printed in our yearbook or newspaper. The pictures could be placed on video, on television, or the school website. If a parent would like to request that their son/daughter not be included in this school activity they may if 1) notify the school in writing of their request, or 2) sign a form at the office verifying their request that their son/daughter not be included. While the picture/video will be used for school activities only, the school cannot guarantee or be responsible for use/misuse of the information for any purposes outside of a school-sponsored activity.

SEVERE WEATHER, FIRE DRILL, LOCKDOWN AND EARTHQUAKE PROCEDURES

Students and parents are urged to listen to the radio (WSLM 1220 or WHAS 840) if there is any reason to suspect that school will be canceled due to severe weather. **NOTE: Instructional days missed will be made up according to IN code 20-6,1-5.9. at the end of the school year.**

Parents are expected to provide procedures for their child(ren) if school has early dismissal. To avoid frightening the student or sending him/her home to an empty house, arrangements should be made in advance.

In case of an emergency weather situation or a fire, each teacher will provide proper instruction for each classroom. Emergency procedures for tornadoes and fires are posted in each room. Practice drills are conducted regularly so that students will be familiar with procedures. Each student is expected to follow instructions without delay or interference.

In the event of an earthquake, students will drop and cover (take shelter under desks or tables, etc.). After tremors subside, students will evacuate the building.

All students will participate in a lockdown drill each semester. The teacher will provide proper instruction for each classroom.

If inclement weather does occur during the school day, please make sure you have signed up to receive our text

messages, phone calls, and emails from our automated system. We do respectfully ask that parents wait to receive the text, phone call, or email notifying of an early dismissal. We have these communication devices in place for these events, and we receive numerous calls asking if we're dismissing early, etc., and this causes a lot of disturbance in the office as the phone lines need to be kept open for other daily communication. We always relay the proper information as soon as a decision has been made. We appreciate your helping us with this. Please wait for the electronic communication device you have signed up for.

SIX STEP DISCIPLINE PLAN***

East Washington Elementary is implementing a Six-Step Discipline Plan this year. This plan establishes clear expectations and consistent classroom practices. The following list of violations is provided to aid in the communication of our expectations and obligations to the student body to insure a proper school atmosphere. Students will move through the steps as violations occur.

Step 1: When a student has a problem in the classroom, the teacher may use, but not be limited to the following strategies:			
No action	Privileges Restricted	Check behavior plan	Time-Out in Classroom
Teacher/Counselor Conf.	Change Seating	Written/Verbal Parent Contact	Warning/Reprimand
Phone call to parent	Teacher/Parent Conf.	Expectation Restated	Teacher/Student Conf.
Step 2: Continued concerns and/or repeated behaviors from Step One will result in a teacher/parental verbal conversation. The teacher may use, but not be limited to:			
Written/Verbal Parent Contact	Counselor/Student Conf.	Teacher/Parent Conf.	Teacher/Counselor Conf
Administrative Conf.	Counselor/Parent Conf.	Phone Call To Parent	Teacher/Student Conf.
Blue Ticket	Continue Checking Behavioral Plan	Task-Oriented Requirement	Study Trip Privilege Possibly Revoked
Step 3: Repeated behavior by the student will result in the teacher contacting the parents and informing them that any additional misbehaviour will result in a referral to school administration. The teacher/administrator may use, but not be limited to:			
Phone Call to Parent	Teacher/Parent Conf.	Counselor/Student Conf.	Written Parent Contact
Counselor/Parent Conf.	Teacher/Student Conf.	Teacher/Counselor Conf.	Administrative Conference
Blue ticket	Continue Checking Behavioral Plan	Study Trip Privilege Possibly Revoked	
Step 4: Additional misbehaviour by the student will result in an automatic referral to school administration. The referral will include the Student Discipline Referral Form on Harmony, (Student Data System) along with documentation showing prior actions taken by the teacher. The administration will review the referral form and discipline record of the student when considering the action to be taken against the student. The administration may use but not be limited to:			
Warning/Reprimand	Administrator/Student Conf.	Detention	Phone Call to Parent
Time-Out	Administrator/Parent Conf.	In-School Suspension	Teacher/Student Conf.
Loss of Special Class	Check/Adjust Behavioral Plan	Privileges Restricted	Teacher/Parent Conf.
Written Parent Contact	Out-of-School Suspension	Study Trip Privilege Possibly Denied	
Step 5: The student is again referred to administration. The administration may use, but not be limited to:			
Written And Verbal Parent Contact	Counselor/Student Conference	Teacher/Parent Conf.	Teacher/Counselor Conference
Out-Of-School Suspension	Administrative Conference	In-School-Suspension	Counselor/Parent Conf.
Study Trip Denied	Detention	Privileges Restricted	Check/Adjust Behavior Plan
Step 6: The student is again referred to administration. The administration may use, but not be limited to:			
Phone Call to Parent	Out-of-School Suspension	Teacher/Student Conf.	Counselor/Student Conf.
Written Parent Contact	Alternative Placement	Counselor/Parent Conf.	Suspension Pending Expulsion
Administrative Conf.	Study Trip Denied	Detention-Lunch	Privileges Restricted
In-School Suspension			

*****Some offenses are too serious to wait for the three steps such as fighting, drug use/possession, possession of weapons etc. Steps may be skipped if the offense warrants more severe action.**

STUDENT CHECK-OUT

When checking out a student from school during the school day, please come to the office, sign your child out, and notify a secretary. Our secretary will then call your child from class to meet you in the office. No student will be dismissed from school without a parent, guardian, or emergency contact signature.

Please include names and phone numbers of any person that is allowed to pick your child up from school on the enrollment form at the beginning of the year. If there is someone that you do not want your child to go home with, we must have this stated in writing. We may require legal proof of your request.

STUDENT DISCIPLINE POLICY

The Board of School Trustees of East Washington School Corporation on June 26, 1995, adopted the following student discipline policy:

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8 the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **SUSPENSION FROM SCHOOL – PRINCIPAL**

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

2. **EXPULSION**

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for suspension and expulsion in this policy.

STUDENT RECORD NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to student education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent of the eligible student believes are inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Washington School Corporation to comply with the requirements of FERPA.

For further information, please refer to annual notification of FERPA rights or contact the office at 967-2929.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that are obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.
- I. Malicious use of the Corporation's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Corporation's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Corporation's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Corporation reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
 as amended
 18 U.S.C. 2256
 18 U.S.C. 1460
 18 U.S.C. 2246
 Approved 8/02

TEACHER REQUEST POLICY

Teacher requests will not be accepted or available prior to March 1 of the school year. Parents who would like to request a teacher for the upcoming year must pick up a Teacher Request Form from the office. The Teacher Request Form must be fully completed to be accepted. The request will be taken into consideration, & if possible, the student may be placed in one of the choices deemed appropriate by the principal.

TRANSFER RESPONSIBILITIES

Families that move out of the East Washington School Corporation to another school will be responsible for obtaining a transfer/withdrawal card from the office, taking all consumable school books (example: workbooks), and personal belongings. The school will transfer all records requested by the new school. Families will also need to see our school treasurer to check on lunch money and textbook fee status and the school librarian to return library books.

TRANSPORTATION

Most students at East Washington Elementary School ride buses to and from their homes. Some students walk to school. Parents should see that students walk safely to school and utilize the crosswalk.

Transportation Changes:

When it is necessary to change the way a student normally is transported to his or her home, a note to the child's homeroom teacher **is required each day** that the exception needs to take place. If a parent calls the school to notify a child of a transportation change, calls must be received by 2:15 p.m. so that we have enough time to notify the student. **NO CHANGES IN AFTER SCHOOL TRANSPORTATION WILL BE ACCEPTED AFTER 2:15.** The teacher or office will then transfer that information to a bus pass to be given to

the driver. A note written by the parent should state by which means the child is getting home, who is picking up the child, or whether the child has permission to ride a bus to a location other than normal. The note must be signed by the parent or guardian. On occasion, students may need to stay at school for activities. Then, too, it is necessary to send a note stating that the child has permission to stay and what the activity is.

Inclement Weather/Transportation: If your child is unable to be picked up by the school bus due to inclement weather, student(s) will **not** be unexcused on attendance unless approved by the administration.

For the protection and safety of the child, no student will be allowed to go home with another student, or adult, other than his or her parent and/or emergency contacts or stay after school for any activity unless he or she has a note or phone call granting such permission from the parent or guardian in custody of that child.

Transporting Between Buildings:

Elementary students needing to ride the school bus to the high school and/or middle school in the afternoons must have a note from their parent or guardian giving permission to do so. If they are to meet a sibling, the sibling must come to the bus to get the student. No student will be permitted to get off of the bus at the high school without a pass from the elementary office and an adult or sibling coming to the bus to personally get them. This is for your child's safety.

School Bus Rules:

Under I.C. 20-9.1-2-1, the State of Indiana gives school corporations the option to provide transportation for students to and from school. The East Washington School Corporation will make every effort possible to insure the safety of all students that ride on school buses. The school corporation will endeavour to employ the best possible drivers and to maintain the bus fleet in top condition in accordance with the rules and regulations of the State of Indiana. The school corporation needs the cooperation of all parents in order to maintain the best possible environment on all buses. I.C. 20-27-5-2 states a school **may provide transportation. Riding the bus is a privilege, not a right.**

WHEN STUDENTS ARE BEING TRANSPORTED ON AN EAST WASHINGTON SCHOOL BUS, STUDENTS ARE UNDER THE DIRECT SUPERVISION AND CONTROL OF THE SCHOOL BUS DRIVER. STUDENTS ARE SUBJECT TO DISCIPLINARY MEASURES BY THE BUS DRIVER AND GOVERNING BODY OF THE EAST WASHINGTON SCHOOL CORPORATION:

***Students are to be at the bus stop and ready to load when the bus arrives. Please Note: There is not a recognized waiting time for the bus, so please use good judgment. Students are to be "at" the bus stop when the bus arrives.**

- Remain seated until the bus comes to a complete stop and avoid pushing/shoving when loading/unloading.
- Be seated promptly and remain out of the aisle.
- Obey the driver promptly and respectfully.
- Loud noises, outbursts, and/or profane language are not permitted on the bus.
- All students are to be quiet when at the railroad tracks.
- There is to be no alcohol, tobacco products, and paraphernalia: ex: dip, chewing tobacco, cigarettes, and/or electronic cigarettes or any illegal substance. All products of this type are against school policy.
- Students are expected to treat bus equipment respectfully and refrain from defacing/destroying property. If a student is directly caught destroying school property, the parent will be liable for charges to repair.
- Live animals and glass containers are not allowed on the school bus.
- Students are required to make other transportation arrangements for items that cannot be placed on the student's lap or in the floor directly in front of the student. No items may hang out in the aisle or block any emergency exit. Any item/s found to be hazardous or dangerous to riders and driver, are not allowed on the bus at any time.
- Students are to remain inside the bus at all times. Students should keep their head in the bus as well as arms and other body parts.
- Students are expected to sit properly in the seat facing forward at all times.
- Students shall behave appropriately at all times and not become involved in horseplay of any kind.
- Students are expected to show courtesy and consideration to fellow students and the driver.
- Students are not to have any items out of his/her backpack.
- The East Washington School Corporation will not be responsible for theft or loss of headphones or other

electronic devices. Headphones are not to be shared with other students. If students are allowed by the driver to listen to music, it must be maintained at an acceptable noise level and is under the discretion of the driver. If the driver tells a student to turn the music down or has issues with proper use, the driver has the authority to tell the student to put away and deny privileges.

- Electronic devices are at the discretion of the driver. East Washington School Corp will not be responsible for lost or broken devices.
- Throwing of any objects on the bus is a direct violation of safety on the bus and will not be tolerated.
- Verified parent notes or calls to the school are required if parents desire their children to ride a bus other than the one the student normally rides in the event of an emergency or child care situation. Once the parent has notified the student’s school office, if the permission is granted, a pass will be given to the child for the bus driver.

Note: All permanent route changes must be approved by the Transportation Director. Examples of reasons for consideration of permanent route changes are a change in the student’s residence, a change in daycare provider, or an emergency situation. Objection to disciplinary consequences is not a justifiable reason for permanent route change

- **All drivers have the authority to assign students to seats and move them if needed.**
- **Upon the recommendations of the bus driver, the school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself or herself in an appropriate manner.**
- Drivers have the authority to put a student off the bus for one day at a time.
- During a bus suspension, the suspension applies to all East Washington Buses. When a student violates a rule(s) on the bus, a conduct form will be filled out by the driver, submitted to the building administration, reviewed, investigated, and final outcomes will be assigned per the building administrator and/or bus driver. Major offenses and continued infractions will be handled according to the administration’s discretion relative to state and local guidelines. Students may be suspended from riding the privileges for the remainder of a school year. If it is determined appropriate to cease bus riding privileges for any length of time, parents must be responsible to bring their child to and from school. The school will closely monitor the attendance of the child and will notify the Department of Public Welfare if absences become an issue in the result of a bus suspension. I.C. 20-0.1-5-19

***IC 20-27-5-2** Authority to provide transportation; fees prohibited Sec. 2. (a) The governing body of a school corporation may provide transportation for students to and from school.

*The striking of or threatening of a bus driver will result in immediate and permanent loss of riding privileges.

*A school bus is considered “private property,” and it is not acceptable or allowable for any non-school personnel to be on a school bus at any time unless given permission by school personnel. Unapproved entry can/will result in contacting law enforcement.

*If there is a problem/concern, please contact the driver via telephone, email, or the school. Please do not address issues/concerns at the bus stop. This is very unsafe and unacceptable.

Offenses - Consequences

Reported 1 st Offense:.....	Warning
Reported 2 nd Offense:	One day bus suspension
Reported 3 rd Offense.....	Two day bus suspension
Reported 4 th Offense.....	Three day bus suspension
Reported 5 th Offense.....	Five day bus suspension

In the event a severe discipline problem is committed, the driver and Assistant Principal may choose to disregard any steps and make an appropriate decision based on surrounding circumstances. Drivers have the authority to remove a student from riding the bus for a period of one day without office consent. Continued offenses will result in greater suspension time, altered bus riding conditions, or bus privileges revoked.

If it is determined appropriate to cease bus riding privileges for a length of time, the parents must be responsible to bring their child to and from school. The school will closely monitor the attendance of the child.

Teaching Assignments

Kindergarten Teachers

Martha Moore
Lisa Thomas
Ronda Eiler
Stacey Richardson

First Grade Teachers

Penny Casper
Debbie Mishler
Mindy McKinley
Alicia Lasley

Second Grade Teachers

Terri Jungkurth
Susan Katt
Freda Hadley
Megan Harrell
Stephanie Perry

Third Grade Teachers

Leah Starrett
Lesia Ellis
Clinton Blankenbaker
Stacy Sullivan
Marcia Smith

Fourth Grade Teachers

Amy Rogers
Valerie Myers
Rose Ann Callahan
Marilyn Doan

Art Teacher

Jane Sizemore

Music Teacher

Tammy Clemons

Library Teacher

Judy Brown

P.E. Teacher

Daria Terrell

Study Skills Assistant

Sharon Smith

Special Education Teachers

Savannah Shields
Violet Lumley
Cullen Kennedy
Sharon Burton

Speech and Hearing Teachers

Laura Aylsworth
Mandy Priebe

Special Needs Pre-School

Kristi Kirtley



East Washington School Corporation

Bylaws & Policies

8120 - VOLUNTEERS

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The principals shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The principals shall not be obligated to make use of volunteers whose abilities are not in accord with Corporation or building's needs.

Each volunteer who is in direct contact with students will be required to submit and pass a Limited Criminal History Record Check prior to working based upon the criteria set by the administration.

The principal is to inform each volunteer that s/he:

- A. shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer;
- B. will be covered under the Corporation's liability policy but the Corporation shall not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the volunteer eligible for workers' compensation;
- C. will be asked to sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services;
- D. will be required to report any personal arrests on the filing of criminal charges while serving as a volunteer.

The principals shall also ensure that each volunteer is properly informed of the Corporation's appreciation for his/her time and efforts in assisting the operation of the schools.

Adopted 10/9/07
Revised 10/12/10

**Permission for East Washington Elementary School to
Complete a Criminal Background Check
2015-2016 School Year**

This form is to be completed by any parent or adult that would like to volunteer at East Washington Elementary School and/or chaperone any field trips during the 2015-2016 school year.

Your Legal Name (Please Print): _____

Your Birth Date Including the Year: _____

Your Home Address: _____

A Phone Number That We May Call If We Have Questions: _____

Student(s) enrolled at E.W.E.S. _____

Teacher's Name _____

I give the Treasurer or Principal at East Washington Elementary School permission to complete a criminal history check. I am aware that this information is kept confidential. I am also aware that if the criminal history check shows that there is a charge of any kind, the school district will review the information and a final decision will be made by the superintendent. I also understand that I must report any personal arrests while serving as a volunteer. I release the corporation from any obligation should I become ill or injured as a result of volunteering and/or chaperoning.

Signature

Date

A New Criminal Background Check is Required Every School Year

East Washington School Corporation

2015-2016 School Calendar

Adopted 2/10/16

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 4 Teacher Work Day - No Students
 Aug 5 First Student Day

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 7 Labor Day (No School)
 October 9 Quarter 1 Ends (47 days)
 October 12-16 Fall Break (No School)
 October 19 Quarter 2 Begins
 October 26 Parent Conferences 1-7:30 PM

October 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 25-27 Thanksgiving Break (No School)
 December 18 Quarter 2 Ends (41 days)
 December 21-31 Christmas Break (No School)

December 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 1 Christmas Break (No School)
 January 4 Teacher Work Day - No Students
 January 5 Quarter 3 Begins

February 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March 11 Quarter 3 Ends (49 days)
 March 14 Quarter 4 Begins
 March 21-March 25 Intersession Days/ Snow Make-up
 March 28-April 1 Spring Break (No School)

April 2016

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



May 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



May 25 Last student Day
 Quarter 4 Ends (43 days)
 May 26 Last Teacher Day
 May 30 Memorial Day (No School)

June 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 Student Day - Beginning of Quarter
 Teacher Days

**Students are required to attend 180 school days. Snow make-up days will be added to end of school as needed.

 No School
 Intersession Days/Snow Make-Up Day:
 If not used as a make-up day, school not in session that day

Registration and Open Houses

July 28: 5th Grade Parent Night 6 PM
 (registration for 5th grade too)
 July 30: 8AM-3PM registration (all buildings)
 July 31: 8AM-5PM registration (all buildings)
 August 4: ES Open House 5:30-7 PM
 August 6: MS and HS Open House 5:30-7 PM

Indiana Testing/Assessment Dates

December TBD: ECA Retesting for English 10 and Algebra 1
 March TBD: ISTEP+ Applied Skills Testing, grades 3-8
 March TBD: IREAD Testing, grade 3
 April TBD: ECA Testing for English 10, Algebra 1 and Biology 1
 April - May TBD: ISTEP+ Multiple Choice Testing, grades 3-8

*Snow make-up days will be used the 1st week of Spring Break, beginning with Monday, March 21.