

# **EASTERN GREENE ELEMENTARY 2017-2018**

Our Mission-Eastern Greene Elementary School provides challenging standards and a safe environment, where all students learn and grow to be caring, responsible, lifelong learners.

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## **CHAPTER 1 Philosophy and Objectives - *Eastern Greene Elementary School***

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Education begins at birth and continues throughout life. Parents are a child's first and most important teachers. Our primary responsibility as a school is to reinforce and continue this education by providing a healthy and effective learning environment. As we emphasize the development of basic fundamental skills, we are striving to develop each child's potential by varying teaching techniques and learning experiences. We will strive to develop the intellectual, social, emotional, and physical potentials of each child.

We are dedicated to preparing the child for successful participation in the continuing educational process. Therefore, our goal is to provide experiences that will better equip the child to function as a responsible and productive American citizen.

It is the objective of Eastern Greene Elementary to:

- Develop within each student knowledge, skills, and positive attitudes, which will aid in fulfilling individual goals in education and society.
- Provide a foundation for formal education so that learning becomes an integral part of a child's life.
- Work with parents to instill in the child a desire to continue the educational process.
- Provide a learning environment where the child feels free to explore and discover.
- Provide a physically and emotionally satisfying environment conducive to learning.
- Develop and periodically review the curriculum both in the academic skills and the arts.
- Teach the concepts in each subject area as prescribed in the school's curriculum and which are aligned with the academic standards approved by the Indiana State Board of Education.
- Provide opportunities in each subject area to develop higher order thinking skills, such as reflection, analysis, and problem solving as part of the learning process.
- Set high standards and encourage students to achieve to their highest potential.
- Continually review and reinforce the skills, which have been taught with a variety of stimulating learning experiences.
- Keep abreast of new and effective teaching methods, integrating technology to enrich instruction.
- Individualize instruction and meet individual needs to the maximum extent possible.
- Develop oral and written communication throughout all subject areas.
- Promote leisure reading.
- Encourage a love for reading that leads students to explore and cultivate their natural curiosity.
- Encourage self-discipline, integrity, responsible behavior, and respect for others in the school and community.
- Foster the development of positive self-esteem and respect for others.
- Develop good citizenship and an appreciation for our society and the opportunities it affords.

## **Chapter 2 Curriculum and Programming**

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### ***General Curriculum***

Eastern Greene Elementary is an academic institution in which strong emphasis is placed on the skills of Language Arts (reading, spelling, the writing process, grammar, handwriting) and Mathematics. Science,

health, social studies, music, physical education, art, and library and computer skills are also taught at each grade level and are an important part of the curriculum. A curriculum guide, based on 2014 Indiana Academic Standards which contains the basic skills to be taught for each subject area, is available for review in the principal's office. "I Can" statements explaining the standards can be found on the school website. Each teacher offers enrichment in the various subject areas according to the abilities and needs of the groups entrusted to the teacher. The specialized needs of students are addressed in the regular classroom by teachers as they individualize instruction for students according to ability.

### ***Developmental Preschool and Early Learning Center***

The Eastern Greene School District's Developmental Preschool Program is embedded in the Early Learning Center and operates in conjunction with the Orange, Lawrence, Jackson, Martin, and Greene Joint Services Cooperative. The preschool staff includes a licensed teacher and teaching assistants. Special needs students are provided with bus transportation. Children who are developmentally age appropriate and children who have some form of developmental delay or special need learn together in an integrated environment. The children participate in early childhood experiences which stimulate children's cognitive, speech/language, motor and social development.

The Early Learning Center of Eastern Greene offers a dynamic and engaging program for 3 to 5 year olds that provides a developmentally appropriate curriculum that is based on the Indiana Foundations for Young Children. The center is staffed daily with two preschool teachers with CDA credentials and teaching assistants. Our curriculum focuses on developmental play, language and vocabulary exposure, early writing skills, number sense, emerging reading experiences, creative arts, physical development, and social skills. Pre-K students are immersed in early academic curriculum to prepare them for the rigor of kindergarten. Each child's unique abilities, as well as their individual strengths and needs, are emphasized. The Early Learning Center is committed to providing a quality education for our youngest students, which will lead to life-long success both in and out of the classroom. Enrollment information is available in the Elementary Office and on the school website.

### ***Kindergarten***

The Kindergarten program offered at Eastern Greene Elementary is based on academic standards which are approved by the IN State School Board in language arts and mathematics. Students must be five years old on or before August 1 for admission into Kindergarten.

State funding of full-day kindergarten programming was signed into law March 2012. Parents may choose to have their child participate in the full-day program with no fees besides the book rental fees common at other grade levels. Parent may choose half-day (dismissal at 11:30) or full-day programming. All academic concepts will be taught in the morning. During the afternoon, instruction continues and those concepts are practiced and enriched in a wide variety of learning activities. Kindergarten students also participate in art, music, PE, library, and computer lab classes in the afternoon. Parents are strongly encouraged to choose the full-day program in order for their child to have the full kindergarten experience.

Registration ("Kindergarten Round-Up") for Kindergarten students takes place at the school in the spring of each year. The exact date and time of registration is announced in the local newspapers and in our weekly newsletter. Official birth certificates provided by the county of birth (not the hospital), proof of residency, and immunization records should be presented at registration. A screening assessment is given to each child in the spring at Kindergarten Round-Up before he/she attends Kindergarten. This screening program is designed to identify areas of learning which may need special attention and to better prepare both parents and teachers for Kindergarten.

An Early Entrance Policy has been established for children with later birth dates to be enrolled in the Kindergarten program. Specific details as to the procedure and limitations may be obtained from the elementary principal. Admission will depend on age, on school readiness and available space.

### ***Library and Media Services***

The library is a vital part of the instructional facility. All students have access to the library for study or to select books that interest them. Books may be kept for one week and renewed for one week. In the event a child loses or damages a book or other library materials, the parents or guardians are responsible to pay the

current replacement cost. No new materials may be checked out until the item is returned or replacement payment is made. If the book or material is found in satisfactory condition and returned, the cost will be refunded.

## ***EASTERN GREENE SCHOOLS LIBRARY POLICY***

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### ***Mission Statement***

The mission of the Eastern Greene libraries is to provide an inviting, dynamic learning environment and appropriate services to support and enhance teaching, literacy, and learning.

### ***Materials Selection Policy***

#### **1. Responsibility for Selection**

Selection of all materials will be the responsibility of the corporation librarian and library aids that are responsible for running the libraries in each building. These people will operate within the framework of policies determined by the EG School Board. Both the students and staff members may recommend materials for consideration.

#### **2. Criteria for Selection**

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints. Reviews in professionally recognized resources are a primary source for materials selection. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing those works that are worn, outdated, of little historical significance, or no longer in demand.

3. Gifts - Gifts shall meet the same selection criteria as purchased materials. The appraisal of the gift for tax purposes is the responsibility of the donor. When the library receives a cash gift for the purchase of materials, the library staff will make selection of specific titles. The form of memorial identification will be a gift plate.

4. Reconsideration - The student's choice of library materials for personal use is an individual matter. Parents/guardians may suggest/limit the materials checked out for their own children. While students may reject materials for themselves and parents reject items for their children, they cannot exercise censorship to restrict access to the materials by others. Any person in the library's service area who objects to the presence or absence of a work may do so by completing the Request for Reconsideration of Library Material. A panel of the corporation librarian, two teachers, and two parents will review challenges by reading the material in question, reading the Request for Reconsideration of Library Material form, and then discussing their findings in a meeting. The librarian will then inform the complainant, as well as the building principal, regarding the panel's decision about the challenge.

### ***Art***

All students have the opportunity to learn the elements and principles of art. The art curriculum follows state and national standards, including discussions in art history, criticism, and aesthetics along with production using a wide range of materials. The art curriculum includes age appropriate activities, is often thematic and coordinated with the music program and classroom academic lessons.

### ***Music***

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All students have the opportunity to learn age appropriate music skills through singing, dancing, playing, and listening. The music curriculum follows the state and national standards for music education. The music curriculum is coordinated with the academic curriculum as well as the art curriculum when possible. Students in grades Kindergarten through Grade 4 take part in at least one performance during the school year.

### ***Physical Education***

Physical Education classes are offered at Eastern Greene Elementary for all students. The main emphasis is the development of hand-eye coordination, gross and fine motor skills, and the promotion of physical fitness as a lifelong activity. A spirit of cooperation, rather than competition, is stressed in our program.

Students are required to wear clean, comfortable, non-marking tennis shoes and shorts or slacks during Physical Education classes. If dresses are worn, shorts should be worn underneath. A particular brand of shoe is not necessary. These requirements are needed to ensure the students' safety, fitness development, and for the preservation of the gym floor.

Participation is required by all students. Non-participation will be excused only if students have a doctor's written release or parent written request for specific health reasons (returning from an illness, sprained ankle, etc.). In such cases, a specific limit of time should be indicated.

### ***Field Trips***

A variety of experiences that enhance classroom learning are offered in the form of field trips. These may include visits to historic locations, farms, work sites, outdoor education centers, government buildings, science and art museums. Written permission from the parents is required for each trip, except for events held on the high school campus.

A request may be made for parents to accompany the field trip to assist the teacher in providing adequate supervision. Any adult who is invited to chaperone on a field trip must have a criminal background check completed through the Elementary Office at least one week prior to the field trip. For safety reasons, siblings additional family members may not accompany a chaperone on a field trip.

On occasion, a student may be prohibited from attending a field trip for disciplinary reasons. Parents, teacher, and principal will work out a suitable arrangement for the child if such a situation arises.

### ***Homework Policy and Guidelines***

Homework is an important part of the teaching and learning process. Parents and school working together provide essential cooperative efforts in assigning and monitoring homework and can provide an excellent opportunity to strengthen this educational partnership. The following guidelines should help make homework become a meaningful learning experience for the student.

The purpose of homework is to:

1. Reinforce and review what is taught in school.
2. Complete assignments not finished in school.
3. Help make parents aware of school progress regarding ability and performance.
4. Teach self-discipline and organization of time.
5. Provide an opportunity for enrichment activities.

The amount of time needed to complete homework may vary due to the student's grade level and the effort given during class time and special projects.

Cooperation by parents is a necessary factor in meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework.

#### **It is in the child's best interest when PARENTS:**

Provide a quiet, well-lighted place for the child to study.

Establish a regular "homework time" in the home and have a place free from excessive noise and distractions where your child can work.

Encourage and support the child's efforts. Be available for questions, but remember, homework is the child's responsibility, not the parent's.

Communicate directly with the teacher whenever the child has consistent difficulty with homework assignments.

Encourage the child to seek help and ask questions of the teacher when in doubt about an assignment.

Help students organize time for homework completion.

**Each STUDENT has the responsibility** to develop good work and study habits. Students will be more successful when they:

Clarify with the teacher any questions pertaining to the instruction before leaving the class --- its purpose, when it is due, and how it should be done.

Take home any materials and information needed to complete the assignment.

Learn to budget study time at home and at school.

Analyze his/her study habits and take advantage of available study help.

Return all work neatly completed to the teacher by the date requested.

Make up work missed during an illness or excused absence.

**The following guidelines are to assist the teacher in planning of homework assignments.** The TEACHER will:  
 Make assignments specific so that students know exactly what is expected of them.  
 Make certain all homework is checked and results made known to the students.  
 Make certain homework is an integral part of the classroom activities and course objectives.  
 Not overburden students with excessive homework.  
 Make certain all homework is handed in by each student and notify parents if the student fails to complete homework.  
 Make certain the student is able to do the homework assignments without excessive assistance from parents.

If the student is absent for one day, he/she has one day after assignments are due to turn in work. After the third absence, a student will be required to complete all work within a reasonable time as determined by the child's teacher. Parent requests for homework should be made before 10:00 a.m. and picked up in the Elementary Office after 2:00 p.m. Parents may also request that the work be sent home with a sibling.

Homework is an essential part of the school curriculum. Incomplete homework assignments will have an effect on classroom grades. Therefore, failure to complete all course work including homework and projects could result in the student's retention.

## **CHAPTER 3 Assessment**

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### ***Purpose***

Student progress at Eastern Greene Elementary is evaluated to ensure that individual student needs are being met and that students are achieving to their maximum potential. In evaluating student progress, the student's strengths and weaknesses are identified. Appropriate strategies will then be implemented to increase achievement and understanding.

### ***Grading System***

Eastern Greene Elementary School operates on four nine-week grading periods. Kindergarten through Fourth Grade classes use an Indiana Academic Standards based report card. Explanation of Markings for K-4 is as follows:

|   |   |
|---|---|
| 4 | Consistently exceeds proficiency expectations based on grade level benchmarks.                    |
| 3 | Consistently meets proficiency expectations based on grade level benchmarks.                      |
| 2 | Does not yet consistently meet proficiency expectations based on grade level benchmarks.          |
| 1 | Needs substantial teach support to apply skills or strategies that meet proficiency expectations. |
| 0 | Even with help, no understanding or skill is demonstrated.  |

***Note: Modified subjects and grades will be noted on the report card.***

### ***Midterms***

Students in Grades K-4 will receive a midterm report each grading period. This will enable teachers to communicate a student's progress midway through each nine-week period.

### ***Report Cards***

Report cards are sent home with students at the end of each nine-week quarter. Report cards or report card folders must be signed by a parent or guardian and returned to school after each grading period except the final one for the year. This final report will indicate the child's promotion, retention, or assigned status for the next school year. IEP (Individual Education Plan) progress reports are included in some students' report cards. These should also be signed and returned with the report cards.

## ***Retention Policy***

A student will be promoted to the succeeding grade level when he/she has demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next year.

A student in grades K-4 may be recommended to the Principal for retention in the same grade if he/she:

- Functions below state academic standards
- Does not maintain sufficient academic progress
- A 3<sup>rd</sup> grade student does not pass the state-mandated IREAD-3 reading assessment

Before a student is retained, parents will have been notified in writing that their child faces the possibility of retention. After consultation with the teachers and parents, a student may be retained if the Principal considers it to be in the student's best interest (Board Policy 5410).

The student functioning below grade level in reading and/or other academic subject areas, but for approved reasons, is not retained, will be "assigned" to the next grade level.

## ***Reading and Essential Skills Assessments***

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Students' reading skills are assessed throughout the school year. Data from the *BAS* (Benchmark Assessment System) and grade level Essential Skills assessments for both math and reading skills are used to monitor student progress in reading and math to guide the implementation of instructional interventions.

## ***ISTEP+/Standardized Testing***

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Standardized, group tests will be administered to students in 3<sup>rd</sup> and 4<sup>th</sup> grades. Third and fourth grade students will take the state mandated Indiana Statewide Test for Educational Progress (ISTEP+) each spring in two separate testing periods in early March and late April/late May. Test results will be shared with parents when the reports are released by the Indiana Department of Education.

## ***I-READ 3***

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I-READ 3 is an Indiana state-mandated reading assessment which is administered to all 3<sup>rd</sup> grade students. The Indiana legislature and the Indiana State School Board has specified that it is critical that all students must be able to read at the 3<sup>rd</sup> grade level and pass the IREAD-3 test before moving on to the 4<sup>th</sup> grade. Eastern Greene Elementary follows state-mandated requirements for promotion.

## ***CHAPTER 4 Parent Involvement and Communication***

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### ***School Visitors***

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Upon arrival at school, for any reason, visitors enter through the main doors near the office and report directly to the office to sign in. It is important for the office to be aware of persons entering the building for safety and security reasons. All visitors will be required to wear a visitor's badge while in the school. Parent volunteers and visitors are reminded that information about students is confidential and may not be shared in the community.

### ***Parent and Emergency Contact Information***

Parents are expected to update their child's school records when there are any changes in phone numbers, addresses, bus numbers, emergency contacts, etc. This information is critical for your child's safety at school. Corporation-wide communication is made via the **School Messenger** phone and text service. Phone numbers must be current to receive these messages.

### ***Transportation Changes***

The safety of your child is of major concern to us. We cannot allow a student to leave the school premises without either your written permission, or without you personally picking up the student in the office. Please understand that we cannot accept the authority of a phone call to permit the student to leave the school. All

transportation changes must be sent in writing with your child to school. Please do not leave messages on the office voicemail, send a fax, e-mail, or call the classroom teacher. Bus students will be expected to ride their regular bus home after school unless they have a written note signed and dated by a parent or legal guardian.

### ***Parent Conferences and Visits***

Parent-teacher conferences for all students are held in the fall of each year. Parents may call the school to arrange additional conferences as needed. Communication and cooperation are extremely important in creating a positive educational experience for the students. Parents with questions and/or concerns should contact the teacher first. If questions still exist, parents may then contact the Principal. Adult interactions are expected to be civil, productive, and child-centered at all times. Please refer to Board Policy 5525.

Observation visits by parents or legal guardians during normal classroom hours are permitted when they are arranged in advance. Parents wishing to stay for a noon meal should contact the office by 9:00 a.m. Please call the office the day before you visit so that times can be coordinated for you to visit your child's classes. Visits to classrooms must be educationally based.

### ***PTO***

Parents are invited to join and support the Eastern Greene Elementary Parent-Teacher Organization. Information about the organization may be found on the Elementary web page. You may contact the PTO through the Elementary Office.

### ***Parties***

Parent volunteers from each classroom generally provide treats on special occasions. Special learning experiences in the classroom, followed by refreshments, are permissible on a limited basis. Birthday treats should be limited to a cookie, cupcake, etc. and generally take place at the end of the day. The school requires these treats to be prepackaged, store purchased items. Parents will be notified if the class has students with any food allergies. Parents should make arrangements with the classroom teacher prior to the event.

### ***Weekly Newsletter***

The weekly newsletter is emailed to parents each week who have provided their email address to the Elementary office. This newsletter will include corporation and elementary school information. Parents and patrons are encouraged to read the newsletter each week for information regarding upcoming events. Paper copies of the newsletter can be sent home, if parents request them. The current and archived newsletters may also be accessed on the school website [www.egreene.k12.in.us](http://www.egreene.k12.in.us) under the Elementary tab.

### ***Registration/Book Rental***

All textbooks adopted by our school are obtainable on a rental basis. Textbook fees may be paid in full during enrollment. 1st Semester rent is due by December 31 and May 1 for 2nd semester. On-line school registration for Returning Students typically takes place in June-July. New student registration will be scheduled mid-July. For enrollment, parents are asked to complete the necessary forms, update contact information, and confirm bus numbers. Applications for free textbooks and/or free and reduced lunches will be sent home the first day of school.

### ***Release of Names***

Unless otherwise requested in writing, the school will assume the privilege of releasing student names for publication including, but not limited to honor roll lists, newspapers, photographs, articles, PTO information, electronic media, etc. Names of students, parents, addresses, and phone numbers may be released to school-sponsored activity members for personal contact regarding school activities. Any parents not wishing to have their directory information released must notify the office in writing by September 1, 2016.

### ***Complaint Procedure***

The administration recognizes that situations may arise in the operation of the system which are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the teacher, the principal, the central office, and the Board of

Trustees.

The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints

1. Matters concerning individual students should first be addressed to the teacher, sponsor, or bus driver.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the appropriate building level administrator or guidance counselor.
3. Unsettled matters from (2) above should be directed to the building principal.
4. Unsettled matters from (3) above or problems and questions concerning the system should be directed to the Superintendent.
5. Unsettled matters from (4) above may be brought to the Board of Trustees. The Board shall, if it deems advisable, grant a hearing to the parties interested. Such hearing shall be held during a regular session or executive session of the Board, depending on the nature of the complaint.

Members of the Board of Trustees have an obligation to listen to concerns from the public. However, Board members shall be encouraged to advise patrons to handle concerns in accordance with steps 1-5 above. Neither the Board as a whole nor any individual member shall officially consider communications or complaints from parents or patrons until they have first been referred to the Superintendent.

It is the desire of the school to solve problems by facing them openly, honestly, and by involving all parties. It is our belief that very often problems can be solved at their source in a respectful, non-threatening atmosphere. Hopefully there will be no problems. However if there are, we will strive to work together to reach a suitable outcome. If you have any questions regarding this procedure, please feel free to contact the Superintendent or Elementary Principal.

## **CHAPTER 5 Attendance**

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### ***Attendance Policy***

The most desirable results of a child's education are obtained when the parents and the school work together. This attendance policy has been formulated to develop a sound and deliberate method to improve attendance records and to teach responsibility to our students. We ask your support in promoting good school attendance. All students are expected to attend school regularly and to be on time. Students miss important experiences when they are not in school. While it is true that students have the opportunity to make up the academic work missed, it is impossible to make up the total educational experience that can only be gained with regular attendance

### ***Tardiness***

Students may enter the building at 7:40 a.m. and exit at the end of the day at 3:00 p.m. The academic school day begins at 8:10 a.m. When students are habitually tardy, they miss critical academic instruction. The following guidelines are used in determining tardiness:

Students arriving at school after 8:10 a.m. are considered tardy.

A student arriving after 10:00 a.m. will be considered absent for a half day.

### ***Absence Policy***

When a student is absent from school for any reason, it is the parent or guardian's responsibility to notify the school office by 10:00 a.m. on the day of the absence. Homework arrangements should be made at the time of the attendance call. **On the day the student returns to school following an absence, a note from home or doctor's statement must be sent to the classroom teacher explaining the absence.** In order for an absence to be considered **Excused**, a telephone call the morning of the absence **and** a note from home when the student returns to school are required.

Students must be at school for 3.5 hours to be considered for half-day attendance.

## ***Classification of Absences***

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### **Certified Absences**

- Students sent home by the school nurse
- Illnesses/appointments covered by a doctor's note. This statement must document that the student was seen at the office. The statement should be received by the Elementary office within 7 days of the appointment to count as a certified absence.
- Death in immediate family
- School Sponsored activities and events which are pre-approved by the Principal
- Participation in state fair 4-H activities
- Suspension/exclusions/expulsions
- Court related appearances or appointments
- Other absences, which have a unique, or extenuating circumstances, which are approved by the Principal

### **Excused Absences**

- Student illnesses are called in **AND** are followed by a note from parent/guardian within a week of the absence
- Family emergencies which are verified by parent/guardian by note or telephone call and are approved by the principal
- Vacations/family trips **pre-approved** by the Principal

Vacations during the school year are **STRONGLY DISCOURAGED**. Parents requesting an excused absence for any kind of trip must complete the Request for Excused Absence form. Requests for vacations scheduled during school with someone other than a parent/guardian will not be granted. Forms are available in the elementary office and must be **completed and returned ten days** prior to the requested absence. The administrator will approve or deny the request based on the circumstances of each request.

### **Unexcused Absences**

An unexcused absence is defined as any absence for which a parent/guardian makes no contact with the school via phone call and a written note regarding the student's absence and/or is not included in the above list of Excused Absences.

## ***Attendance Letters***

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**Day 4 unexcused:** Letter mailed informing parents/student of the importance of good school attendance. The attendance notice will be issued to every student who reaches four unexcused absences within a given school year.

**Day 7 unexcused:** This attendance notice advises parents to contact the Guidance Counselor for a phone or personal conference. All future absences must be covered by a doctor's note.

**Day 10 unexcused:** Parents will be contacted by certified mail that all future unexcused absences will be considered educational neglect and thus referred to the Greene County Prosecutor's office and the Department of Child Services. Educational neglect is defined as a parent's failure to send a child to school.

### ***Truancy***

Truancy is defined as the willful refusal to attend school in defiance of parental and school authority. These absences will be recorded as unexcused and the student will be reported to the Greene County Probation Office on or before the third truancy.

## **CHAPTER 6 Student Behavior**

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### ***School Jurisdiction***

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The jurisdiction of the school with respect to rules of conduct shall apply:

- When on school grounds immediately before, during, and immediately after school hours.
- When on school grounds at any other time in which the school is being used by any school group or specific organization.
- On the way to and from school. This includes riding on the bus and students walking to their homes

- after departing the bus.
- While on a school sponsored trip or activity.
- Any unlawful activity forbidden in Indiana state law that constitutes an interference with school purpose or educational function also falls under school jurisdiction and will result in disciplinary action.

## ***Conduct***

Quality character is essential for our positive and productive school environment. Students at Eastern Greene Elementary are expected to display quality character traits in all of their behaviors.

|                |                    |                         |                 |                        |               |
|----------------|--------------------|-------------------------|-----------------|------------------------|---------------|
| <b>RESPECT</b> | <b>CITIZENSHIP</b> | <b>RESPONSIBILITIES</b> | <b>FAIRNESS</b> | <b>TRUSTWORTHINESS</b> | <b>CARING</b> |
|----------------|--------------------|-------------------------|-----------------|------------------------|---------------|

Teachers cannot do their jobs properly if they have to spend an inordinate amount of their time acting as disciplinarians. Obedience to directions is something a child learns years before he or she starts school. As the child's parents, you will, of course, continue to supervise the development of this habit as your youngster grows older and faces new problems and situations. Expectations for proper behavior in the classroom, cafeteria, playground, hallways, restrooms, etc. are explicitly taught. If the student is unable to act with respect and courtesy in compliance with regulations, disciplinary action will be taken. The student is given a chance to take responsibility for individual actions and to correct the problem by making appropriate choices. If the student fails to do so and the situation continues, parents will be notified.

The student, because of training at home, should be able to manage behavior correctly in a learning situation. If the student cannot conduct him or herself accordingly, removal from the classroom may occur until the student makes behavior choices to work in the classroom learning environment without disrupting it. Other disciplinary action will be taken according to the individual situation.

Disciplinary action may include the loss of privileges (i.e. recess, special class activities, field trips), in-school detention in the office, out-of-school suspension, or expulsion depending on the severity and frequency of the misbehavior. Support and cooperation between home and school will ensure a quality environment in which the students will be able to learn. **Parents and students will be asked to sign off that they have read and understand behaviors expected in the school setting.**

## ***General School Rules:***

### **Respect yourself; Respect others; Respect your school; Do the right thing**

- Vulgar and obscene language is not permitted at school or on the bus.
- Teachers and teaching assistants are in charge of students at all times.
- Students are expected to walk quietly and respectfully through the halls at all times.
- The restrooms and hallways are not to be a place for loafing, misbehaving, or "horseplay".
- FIGHTING will NOT BE TOLERATED at school, at any school function, or on the bus.
- Students may not have gum at school, at any school function, or on the bus.
- Students may wear hats on the playground and to school on special hat days. Hats are not considered appropriate during class, in the cafeteria, or in the hallways.
- Toy or real guns, bows and arrows, knives, or other play or real weapons are not allowed in school, on school grounds, on any school vehicle, or during any school activity unless special permission is given, by the Principal, for class projects.
- Skates and skateboards may not be brought to school and students may not ride bikes to school.
- Skateboarding is not allowed on school property at any time.
- Baseball bats, yo-yos, Beyblades, Silly-Bandz, laser lights, trading cards (Pokemon, baseball, etc.) may not be brought to school by students. If additional toys become an issue, they may be confiscated.
- Personal electronic games/devices (Gameboys, MP3 players, remote control cars, etc.) are not permitted during the school day. These items will be confiscated and will be released from the office to a parent/guardian.
- **Personal** electronic communication devices (cell phones or pagers) are not allowed during school

- hours or on any school bus. These items will be confiscated and will be released from the office to a parent/guardian, if phone or pager is on and/or if the device is out of the child's backpack.
- The trading or selling of personal property (toys, marbles, clothing, food, etc.) is not permitted at school or on the bus.
  - Students may not sell or take orders for items other than those sold in a school-sponsored sale without permission from the school office. Permission for the sale of items for personal gain will not be given.
  - Students are responsible for all personal items brought to school. The school will not be held responsible for lost or damaged items.

### ***Property***

Children are expected to respect the property of others at all times. If a child damages school property including the bus, parents will be liable and will be expected to see that damages are repaired or funded. The full replacement price for textbooks, other books, equipment, or materials used by the student that are lost or damaged must be paid for by the parents.

### ***Playground***

All children need exercise and fresh air on a daily basis. **Students should come appropriately dressed for weather conditions.** Inclement weather may prevent the students from going outside for all or part of a recess. The recess duty teachers will make the appropriate determinations based on the available weather information. ~~If parents/guardians require their child not to participate in recess,~~ The child must have a written note stating the reason as well as a specific limit of time. **Unless a physician places a restriction on outdoor activities, all children will participate in outdoor recess.** The doctor's written orders must be given to the Elementary Office. Teachers have the discretion to require that students who arrive at school with inadequate outdoor clothing wear additional school-owned outdoor clothing to recess for safety purposes.

Our behavioral requirements on the playground are the same general school rules stressed elsewhere: courtesy, respect, and safety. Please discuss with your child the nature of these values. Teachers may deem it necessary for students to not participate in recess for various reasons. Such cases are at the discretion of the teacher's professional determination. If the child does not abide by established playground rules, a series of disciplinary actions will begin, the last of which could be suspension from the playground for the remainder of the year. Your child and his/her growth as a responsible and caring person is of utmost importance to his/her total education.

It is each teacher's or grade level team's decision whether students within each classroom or grade level may bring personal toys to school for use at recess. Each classroom has games, puzzles, etc. for use during indoor recess and outdoor equipment for outdoor recess.

### ***Dress Code***

It is the obligation of the school to provide an educational atmosphere conducive to the learning process. Student attire, cleanliness, neatness, and personal hygiene do affect student attitudes and the educational atmosphere. Therefore, the school desires to partner with parents to encourage a positive mental attitude toward learning each day.

#### ***The following guidelines will be followed:***

- Student attire must encourage a positive atmosphere in the building and be age-appropriate. Clothing or jewelry that states, implies, or displays any reference to negative traits (such as profanity, drugs, alcohol, hate messages, nudity, etc.) is not acceptable.
- All shirts MUST have sleeves. All clothing covering the upper body must have sleeves and not expose any cleavage, bare midriff front or back, underarm areas or undergarments. Tank tops, shirts with spaghetti straps, or see through tops are not acceptable.
- Pants must fit appropriately and not bag, sag, or drag. Belts must be worn when necessary.
- All shoes MUST have backs and should be comfortable and enable safe participation in all school activities, including recess and P.E. Any shoe that does not have a back such as flip-flops, clogs, slip-ons, or mules is not allowed. "Wheelie" shoes are not allowed. High heeled shoes on young children are discouraged due to the manner that they restrict children's ability to safely

participate in all school activities. Shoes that generate sound may not be worn to school unless the sound device can be de-activated.

- Shorts, dresses, and skirts which while standing must extend to the fingertips may be worn.
- Clothing is to fit appropriately and not be too tight.
- Clothing or grooming styles, which are disruptive to the educational environment or are a safety hazard are prohibited. Elementary students wearing make-up is strongly discouraged.

School personnel shall be the final judge as to the appropriateness of student dress. A child not dressed properly in the opinion of an Eastern Greene Elementary Staff Member will be removed from class and a parent will be notified to bring appropriate clothing. The student will be considered as having an unexcused absence for the time that they are not in class for this reason. We encourage cooperation between parents and school staff in maintaining a positive school environment conducive for student learning.

### ***Major Student Violations***

The actions described below are prohibited. Offenders may be suspended and/or expelled for each misconduct occurrence.

- Engaging in any conduct that disrupts or interferes with school purposes. For example, but not limited to these bullying behaviors - the use of violence, force, noise, coercion, threat, intimidation, fear, or other comparable conduct verbally, physically, or in electronic form.
- Intentionally causing or attempting to cause physical injury to a student or school employee. Law enforcement officers may be notified.
- Refusing to follow directions of school employees or engaging in other acts of serious disrespect to school employees.
- Being willfully truant (absent without permission) from school.
- No student will be allowed to possess or transport to school property any type of firearm, knife, or other weapons in whole or in parts, at any time. If a student violates this policy, the student will be subject to an immediate recommendation of expulsion for a mandatory period of one year. All expulsion proceedings shall follow due process requirements. Note: The expulsion penalty may be modified by the expulsion hearing officer, the superintendent, or school board.
- Tobacco, drugs, and alcohol or related paraphernalia are not permitted in any form at school or on the school buses at any time. Because this is also a violation of Indiana State Law, names of offenders will be reported to the local prosecutor's office. Suspension or expulsion will result if a violation of this rule occurs.
- Leaving the school grounds without permission. Law enforcement will be notified.
- Engaging in any activity forbidden by Indiana State Law.
- Other serious disruptive acts as determined by the building principal.

### ***Minor Student Violations***

Other discipline problems not already outlined in the major violations category may be dealt with in a number of ways. In some instances students may be sent from the classroom to the office or to the counselor. Teachers, the counselor, or the principal may contact parents about student misbehavior. Students may be suspended from class or school from one to five days. Students will be held accountable for their behavior at school as they are in society. The school is here to provide educational opportunities for young people to gain the skills essential to survive in the future.

### ***Out-of-School Suspension***

There are times when a serious offense requires the student's removal from the school environment. When, in the opinion of the principal, such conduct warrants, a student may be suspended from attending school for a maximum of five days. Suspended students are not permitted to return for any reason until the morning following the final day of their suspension. This includes extra-curricular activities during and after school hours. Parents of suspended students are encouraged to make an appointment with the principal to discuss the student's behavior, which led to a suspension in order to prevent its recurrence.

### ***Expulsion***

Our goal is to keep all students in school. In the event a student commits a major student violation or engages in any activity forbidden by the laws of Indiana, expulsion will be considered. Expulsion is an extreme disciplinary measure. It is only considered after all other possible disciplinary actions have been exhausted

and/or found to be ineffective. Additionally, a student's educational placement will be reviewed before expulsion is recommended.

## CHAPTER 7 Health Services

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### *Immunizations*

Immunization requirements for students attending school is established by state law. An immunization record meeting these requirements is necessary for a student to enroll into school. The Indiana State Board of Health establishes immunization standards, requires the reporting of this information and randomly selects schools annually to check student records for compliance with the law. A student may not attend school if the immunization record is not up-to-date. As of November 2014, required immunizations are as follows: For Preschool 3-5 year olds: 3-Hep B, 4-DTaP, 3-Polio, 1-MMR, and 1-Varicella; for Kindergarten through 3<sup>rd</sup> Grade: 3-Hep B, 2-Hep A, 5-DTaP, 4-Polio, 2-MMR, 2-Varicella; and for Grades 4-5: 3-Hep B, 5-DTaP, 4-Polio, 2-MMR, 2-Varicella, and 2-Hep A are recommended.

### *Medications*

#### **MEDICATIONS PROVIDED BY THE SCHOOL**

The following over the counter (OTC) medications may be provided by the school and may be administered to students by authorized school personnel with written permission from parent/guardian: Non-aspirin pain reliever (acetaminophen), Ibuprofen (available in children's liquid), cough drops, and children's Tums.

**NON-PRESCRIPTION** medication, in its original container, may be administered to students by authorized school personnel only when accompanied by written instruction from the parent/guardian. These instructions must include:

- Name of student
- Name of non-prescription medication
- Purpose
- Dosage and directions for administration
- Date
- Non-prescription or "over the counter" medication not normally recommended for children and teenagers must be accompanied by a physician's signature.
  
- **PRESCRIPTION** medication may be administered to students by authorized school personnel only when brought in its original container with the pharmacy label attached and accompanied by written permission from the parent/guardian AND written instructions from a physician.
- Name of patient
- Name of prescription medication
- Purpose
- Dosage and directions for administration
- Signature of physician
- Date
  
- **ADDITIONAL ITEMS FOR PARENTS/GUARDIANS**
- Medications that are possessed by a school for administration during school hours for a student in grades K through 4 may be released to the student with written permission by the parent/guardian and approval by the school nurse.
- All medications must be presented to the nurse's office for control and dispensing purposes.
- It is the student's responsibility to report to the office for dispensing of medication (unless incapacitated).

- All NON-PRESCRIPTION and PRESCRIPTION medications must be in the original containers, with the labels intact.
- Medications with expired dates cannot be given at the school.
- Medications prescribed twice daily should be given at home.
- Medications ordered three times daily could be given at home before school, immediately after school, and at bedtime.
- The nurse will not dispense herbal or homeopathic remedies.

### ***Sick Students***

Emergency information is required for each student enrolled at Eastern Greene Schools. This is filled out during enrollment submitted by the parent or legal guardian ANNUALLY and kept updated. The information requested will aid in the location of you, or someone designated by you in your absence, if your child should become ill or injured while at school. The name and phone number of the child's physician and any information regarding health problems or conditions that would aid in the care of the child while at school should be listed on this card. It is the responsibility of the parent/guardian to update the office of any emergency contact information changes.

Students with temperatures of 99.6 degrees or over with other symptoms of illness should remain at home. Please keep your child at home also for the following:

- Vomiting or Diarrhea (with or without fever)
- Inflammatory eye conditions - student may return to school when proof is shown that the inflammation has been treated for 24 hours or at least 3 doses of the prescribed medication were given.
- Any cough associated with temperature above 99.6°
- Sore throat associated with temperature above 99.6°
- Discharging ears
- Pediculosis (lice) - Students must be checked by the nurse and determined to be free of nits before they can be readmitted to the classroom. The day of lice diagnosis is considered to be a certified absence. It is expected that the student be treated on the day of diagnosis and be brought to the nurse for reassessment the following day.
- Recurrent or persistent skin infections
- Generalized rash

### ***Vision Screening***

Trained personnel conduct a Snellen visual screening for Grades 1 and 3 and for new students to the school. Later, a team with a local optometrist conducts vision screening for first grade students. This visual screening is limited in scope and is not intended to be a substitute for a regular eye examination. Its purpose is to uncover visual defects and to advise parents of their presence.

### ***Hearing Screening***

Indiana State law requires that each school year students in grades 1 and 4 receive a hearing screening. In addition, students new to the school system, students identified as having a hearing problem in previous years, and students referred for screening by teacher or parent are also given a hearing screening each year. Students who do not pass the initial screening are screened a second time. Parents will only be contacted should their child not pass a second screening. No student shall be required to take a hearing screening if written objection by a parent or legal guardian is submitted to the school speech-language pathologist prior to the screening. A signed note should be sent to the school to decline the screening.

### ***Insurance***

A voluntary student protection plan is not offered at this time. Parents may privately obtain information on insurance for their children in case of accidents on the school grounds. The Eastern Board of Trustees will not be held responsible for injuries of children at school or at places under school auspices before, during, or after the school day. The Board cannot pay damages, hospital, or medical bills regardless of the seriousness of the case.

## **CHAPTER 8 Student Services**

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### ***Title I***

Reauthorized in the Improving America's Schools Act and signed into law in 1994, the Title I program provides federal funds to states, school districts, and school communities to implement school reforms and to ensure a quality education for all eligible students. The goals of Title I programming are to improve the teaching and learning of children in high-poverty schools.

To review Eastern Greene Title I documents please visit the EGES website (<http://www.egreene.k12.in.us>) for the following information or contact the Elementary Office to reach the Title I Director: Eastern Greene Elementary Title I Parent Involvement Policy, Federal Title I Guidelines, Literacy Quest information, Parents Rights to Know letters, School-Home Compacts, Parental Involvement Opportunities, PIRC (Parent Information Resource Center <http://www.fscp.org/>), and contact information for Eastern Greene Elementary Title I.

The mission of the Title I program is to provide a continuum of services and resources to eligible districts to enrich curriculum and instruction, promote interaction and coordination of supplementary services and resources, and result in excellence and high expectations for educators and students. Through collective efforts, we endeavor to increase accountability for all participants in the educational process; enhance cooperation between school and home; provide educators in Title I schools with greater autonomy for shared decision-making, and most importantly, promote increased educational performance of students attending Title I schools.

### ***Title I Complaint Procedure***

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Pursuant to programs administered under the No Child Left Behind Act of 2001(NCLB) This document addresses the requirements of 20 USC § 7844 and 20 USC § 7883 for resolving complaints applicable to covered federal programs. A complaint may be submitted by any individual or organization, in-state or out-of-state, and is defined as a written, signed allegation that a federal or state law, rule, or regulation has been violated by a Local Educational Agency (LEA) or the Indiana Department of Education (IDOE).

A complaint must include a statement that an LEA or the IDOE has violated a statute, rule, or regulation applicable to a covered program and the facts on which the statement is based. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

PART 1: A complaint may be filed by parents, teachers, administrators, or other concerned individuals or organizations. NCLB also provides that nonpublic school officials have the right to formally complain to the IDOE if they believe an LEA did not engage in consultation that was meaningful and timely, or if the LEA did not give due consideration to the views of the nonpublic school officials. Any complaint involving the poverty data on nonpublic students may also be addressed to the IDOE.

(A) As part of its Assurances within NCLB program grant applications, an LEA accepting federal funds also agrees to adopt local written procedures for the receipt and resolution of complaints alleging violations of law in the administration of covered programs. Therefore, for complaints originating at the local level, a complaint should not be filed with the IDOE until every effort has been made to resolve the issue through local written complaint procedures.

(B) Complaints to the IDOE shall provide, in writing, the facts on which the complaint is based, and must be signed. Complaints may be faxed or mailed. Persons making written complaints shall register such complaints with the director of the affected program division (e.g., Office of Title I Academic Support); Indiana Department of Education; 151 W Ohio Street; Indianapolis, Indiana 46204. 1 Title I, Part A; Title I, Part B, Subpart 3 (Even Start); Title I, Part C (Migrant); Title I, Part D (N/D); Title I, Part F (CSR); Title III, Part A (English Language Acquisition); Title IX, Part C (Homeless) 2 Local Educational Agency (LEA) shall have the meaning set forth at 20 USC § 7801(26).

PART 2: Upon receipt of a complaint:

(A) The IDOE will issue a letter of acknowledgement to the complainant that contains the following information:

- The date that the IDOE received the complaint;
- How the complainant may provide additional information;
- A statement of the ways in which the IDOE may investigate the complaint;
- The IDOE's commitment to issue a resolution in the form of a "Letter of Findings."

If the complaint involves an LEA, the IDOE also will send a copy of the acknowledgment letter to the local superintendent or corresponding administrator, along with a copy of the complaint.

(B) The Assistant Superintendent of the relevant IDOE division will assign an IDOE staff person to be the Complaint Investigator.

(C) The Complaint Investigator will:

- a. Carry out an independent on-site investigation, if the IDOE determines that such an investigation is necessary;
- b. Review all relevant information and make an independent determination as to whether the public agency has complied with the federal program(s) in question;
- c. Issue a complaint investigation report, entitled Letter of Findings, to the complainant that addresses each allegation in the complaint and contains Findings of Fact, Conclusions, and Corrective Actions (with a specified timeline) where warranted, as well as the reasons for the IDOE's final decision.

(D) Where there are exceptional circumstances present with regard to a particular complaint, an extension of time can be granted to complete the investigation. Time extensions may only be granted after review by the Assistant Superintendent of the Office in which the affected program is located.

PART 3: When investigating complaints concerning the IDOE, the Complaint Investigator will adapt the process used for LEAs. The complainant will be notified of the procedures being followed to investigate the complaint and provide the complainant an appropriate opportunity to review any corrective action the IDOE proposes to take.

PART 4: The IDOE will review and investigate complaints and complete the Letter of Findings within 60 calendar days of receipt of a complaint. Complainant(s) will be notified, in writing, if exceptional circumstances exist requiring an extension of the 60- day time period, as described in Part 2(D). A complaint is considered resolved when the IDOE has released the Letter of Findings and corrective action has been achieved, where warranted.

PART 5: For complaints filed regarding 20 USC § 7883, a complainant may appeal the IDOE's complaint resolution to the Secretary of Education (U.S. Department of Education) not later than 30 days from the date on which the complainant receives the Letter of Findings. The appeal must be accompanied by a copy of the IDOE's resolutions.

### ***Remediation***

Support services may be available throughout the school year during and/or after school hours. 3<sup>rd</sup> Grade students who do not pass the IREAD-3 assessment will be offered remediation to prepare for re-taking the test in June.

### ***Special Education***

Special education services are provided for qualified students. Students are provided these services in accordance with the guidelines of IDEA (Individual with Disabilities Education Act), the Federal Guidelines for Education of the Handicapped, and Indiana Article 7, State Guidelines for Education of the Handicapped. Student procedural due processes are followed as outlined in the State and Federal Guidelines, which include the parents' rights for a parent referral for an educational evaluation. For further information regarding special educational programming, contact the principal.

Depending on individual student needs, the education team, which includes the child's parents, determines which services will best meet each student's needs. These services are provided within the regular classroom, in special pull-out sessions, and/or off-site at other schools and facilities that the corporation has contracted with to provide services for students with special needs. The majority of services are provided within the regular classroom. Each identified child's individual education plan (IEP) is reviewed annually.

### ***Guidance/Counseling***

Guidance/Counseling services will be automatically provided to students in grades Kindergarten through Grade 4 on an as needed basis per teacher and/or parent recommendation. The purpose of this counseling is to help students who are having a particularly difficult time at school either in their academic work or in the areas of social/emotional growth. The purpose is to give these students someone to talk to aside from the regular classroom teacher.

Past experience has proven that this service has been very successful in helping change some behaviors before they become too deeply ingrained. The chances of helping students are far greater at this age than to wait until they are in middle/senior high school. If a student is to be seen on a regular basis, parents will be notified by the counselor. The counselor will also be available on a limited basis to counsel parents of the child who needs regular help.

### ***Homebound Instruction***

A licensed instructor will be assigned to deliver homebound instruction to a student if a doctor's statement is presented to the school indicating the student will be absent from school for an extended period of time. The schedule for homebound instructional hours will be determined in most cases by the teacher's availability and the student's physical condition. All requests for homebound instruction should be made through the principal's office.

## **CHAPTER 9 General Information**

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### ***Transportation***

Please refer to the student transportation handbook. **Riding a school bus is a privilege.** The same behavior expectations for the classroom extend to the bus: Stay in one's seat, keep hands and feet to oneself, and use a friendly voice. Students are expected to act in a respectful manner which enables the bus driver to keep his/her attention on driving. Parents are asked to contact their child's bus driver first with any questions or concerns. If additional assistance is needed, parents are encouraged to call the Elementary office. Transportation changes must be in writing with the corresponding date and signed by the parent/guardian.

### ***Inclement Weather Procedures***

Our experience is the state highways in the area are usually clear and safe to travel soon after a major snowstorm, but county roads may remain snow covered, icy, and hazardous. If you choose not to send your child to school, the absence would be excused and your child will be given the opportunity to make up any missed assignments. This type of absence would not prevent your child from having an otherwise perfect attendance record.

**\*\*Note\*\*** Buses will not run afternoon routes that did not run in the morning on bad weather days. This means if you bring your child to school in the morning, you will need to pick your child up in the afternoon unless the bus driver informs you otherwise.

After determination of delays or cancellation of school, this information will be communicated in the several ways. There will be an automated phone call made from the Central Office (**School Messenger**) to all phone numbers parents provide the Elementary office. You may also check the school website homepage at [www.egreene.k12.in.us](http://www.egreene.k12.in.us). The following radio and television stations will be notified and asked to broadcast the announcement:

|                              |                               |                          |
|------------------------------|-------------------------------|--------------------------|
| WTHI-Channel 10, Terre Haute | WTHI-TV 8, Indianapolis       | WXIN-TV 59, Indianapolis |
| WRTV-TV 6, Indianapolis      | WTHR-Channel 13, Indianapolis | WFXW-TV 38 Terre Haute   |
| WTWO-Channel 2, Terre Haute  | WBIW 1340 AM, WQRK 105.5 FM   | WTIU-TV 30 Bloomington   |
| WBWB 96.7 FM, WGTC 105.1 FM  | WFIU 103.7 FM, WZDM-FM 92.1   |                          |

### ***Late Arrivals/Early Departures***

If your child arrives late (after 8:10 a.m.) the child must be signed in by an adult at the elementary office and receive a note for the classroom teacher. If your child needs to leave early, an authorized adult must sign

him/her out in the elementary office and send a note to the classroom teacher the day this is to occur. Parents should report to the office to pick up their child. The office staff will contact the teacher that the student should be ready to leave and the student will be sent to the office. This is a safety issue as well as a way to prevent interruptions of the instructional time.

### ***Kids Zone: Before and After School Care***

Eastern Greene Schools offer before school care from 6:30 a.m. until school starts and after school until 6:00 p.m. Fees include \$2/day for a.m. care and \$5/day if the student is picked up by 4:30 and \$10/day when picked up after 4:30. A family discount is available upon request. Registration forms are available on the Elementary web page and in the Elementary office.

### ***Breakfast***

Eastern Greene Schools provide a breakfast program for all students. Students may purchase a breakfast meal on school mornings from 7:40-8:05 a.m. Breakfast is not served on mornings when school is delayed because of weather conditions. Students may purchase a milk or juice separately. No charges will be accepted for breakfast, milk, or juice. Students are expected to use appropriate manners, be courteous and talk in a normal tone of voice while eating.

### ***Cafeteria Procedure***

Eastern Greene Schools provides all students with a daily lunch period. Students may purchase a hot lunch prepared in the cafeteria. All lunches prepared at school meet government guidelines as to portion and nutrition. Soft drinks (carbonated) are not permitted in the cafeteria during the lunch period. Milk is provided with all school meals. Students may purchase additional milk separately from their meal. Students may bring their lunches to school. Lunch items should be sent in unbreakable bottles or containers.

Parents are encouraged not to send recess snacks or permit children to have soft drinks at any time while at school. If for some reason a recess snack is absolutely necessary, we request that it be accompanied by a note from a parent.

Students are expected to use appropriate manners, be courteous and talk in a normal tone of voice while eating in the cafeteria, as well as show respect for all adults and peers. Lunchroom supervisors will work with the classroom teachers in setting up appropriate cafeteria rules/guidelines to ensure a safe and orderly environment. The lunch period will be more enjoyable and relaxing for all concerned. Students who violate cafeteria policy may be placed in a separate area to eat lunch.

The following information will be of help to parents whose children participate in the school lunch program:

- Students in grades Kindergarten-4 must have lunch money in an envelope with NAME AND ROOM NUMBER on the front. Lunch money may not be accepted any other way.
- Students may deposit money (cash or check) for their meals into their own cafeteria account any morning in the cafeteria. The student's account will be reduced by their charges for each of their purchases.
- Parents may also deposit money into their child's account on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Morning milk or juice is available to all students. Students may purchase morning milk or juice after checking into their classrooms.
- Free and reduced lunches are available to those who are eligible. Forms may be obtained during the first week of school or in the elementary office. Only one form needs to be completed per family.
- Students may charge lunch no more than three days. Parents will be contacted by the principal of negative balances.

### ***Telephone Use***

The telephone in the school office is placed for the conducting of school business. Students who wish to make arrangements to have friends over or to go elsewhere after school should make those arrangements before coming to school.

### ***Internet Use***

Eastern Greene Schools has adopted Policy 7540, which addresses student access to electronic information, specifically, the use of the Internet. Each parent must sign the designated area of the student registration form if they do not want their child to use the Internet at school. Students using school-provided Internet access are responsible for good behavior on line, just as they are expected to use good behavior in the classroom and other school areas.

The following uses of school-provided Internet access are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, or sexually explicit language.
- To violate any local, state, or federal statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's materials, information, or files without permission.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

### ***STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY***

Advances in telecommunications and other related technologies have fundamentally altered the way in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning to harness and utilize the vast, diverse, and the unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the Corporation with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

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

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography, or harmful to minors. The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents are advised that a determined user may be able to gain access to services through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent shall prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g. "hacking") and other unlawful activities by minors online.

Building principals are responsible for providing training so that Internet users under their supervision are

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

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Corporation computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by the Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Coordinator as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

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  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

### ***VIDEO SURVEILLANCE AND CAMERAS***

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The campuses and school buses of Eastern Greene Schools are monitored by video and camera surveillance. The personal information and activities recorded are collected and used to maintain a safe and secure environment in schools, on the buses, and on school district property and may be disclosed for law enforcement purposes.

### ***TITLE IX AND SECTION 504***

It is the policy of the Eastern Board of Trustees that educational services, employment, programs, instruction, and facilities will not be denied to anyone at Eastern Greene Schools as a result of one's race, color, religion, sex, limited English proficiency, national origin, or physical disabilities. Inquiries regarding compliance with Title IX and Section 504 may be directed to:

Eastern Greene Elementary Principal, Section 504 Coordinator  
Eastern Greene Elementary School (812) 812-825-5623; 10503 E. St. Road 54, Bloomfield, IN 47424  
Eastern Greene High School Principal, Title IX Coordinator  
Eastern Greene High School (812) 812-825-5621; 11034 E. St. Road 54, Bloomfield, IN 47424

Civil Rights nondiscrimination grievance procedure:

This applies to Regulatory TITLES VI (race, color, national origin), TITLE IX (gender), Section 504 of the Rehabilitation Act of 1973 (physical disabilities).

Interested parties include school corporation officers, employees, students, and patrons.

This applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, physical disabilities, and national origin, including limited English proficiency.

Civil Rights Compliance Coordinator

Contact the high school principal for allegations of building level violations to students or building patrons and for allegations and violations of a corporate level such as policy or practice.

Civil Rights Compliance Officer-the high school principal

The Process

Level One

The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.

The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.

The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint.

The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits a statement in writing to the compliance officer, a level two procedure shall be enacted.

## II. Level Two

The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.

The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.

The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party so agreed to by the parties.

NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

(1) The rights to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except the extent the FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The corporation shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained. Only "directory information" regarding a student shall be released for any person or party other than the student or his/her parent without the written consent of the student, except those persons or parties stipulated by the Corporation's policy and administrative guidelines and/or those specified by the law. Further, Policy #8330 may be viewed in the office of the pertinent school. Directory information is defined as a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if member of an athletic team; dates of attendance; dates of graduation; awards received, or listing on an honor roll; scholarships; or athletic promotion.

Directory information shall not be provided to any organization for profit-making purposes. Such information may be accessed to organizations that make students aware of educational or occupational options. Further, the corporation is required to give representatives of the U.S. Armed Services and the Indiana Air, Army National Guard and service academies of the armed forces and institutions of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent. Such a request must be in writing.

FERPA affords parents 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 before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex behavior or attitudes; Illegal, anti-social, self-incrimination, or demeaning behavior; Critical appraisals or others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding;

Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use protected information surveys of students; Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposed; and Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Eastern Greene Schools has developed and adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Eastern Greene

Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Eastern Greene Schools will also directly notify, such as through U.S. Mail, email or the district newsletter, parents of students who are scheduled to participate in the specific activities of surveys noted below and will provide opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Eastern Greene Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement: Collection, disclosure, or use of personal information for marketing, sales or other distribution. Administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **CHAPTER 10 Extra-Curricular Activities**

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Elementary students have the option to participate and support elementary academic, art, and performing arts activities. In order to participate in any organized extra-curricular activity, the students must follow these rules of conduct:

- Show respect to sponsors, teachers, and peers.
- Students are expected to remain in the area of the sponsored activity. There will be no running in the hallways.
- Students must be in attendance at school the day of a weekday activity or the Friday before a Saturday activity.
- If school has been canceled due to weather, the activity or practice will be considered canceled.
- Students may be in the building only during the official time that their club meets. Students may not be in the building without their coach/sponsor present. Parents are expected to be on time to pick up their child following an after-school activity.
- Eastern Greene Elementary has high expectations of our supporters (students, parents, and community members) as being good role models of respectful and appropriate behavior for our students.

### ***Clubs***

Eastern Greene Elementary offers a number of extracurricular clubs for student participation, including Nature Club and Student Council.

### ***Performances/Programs***

Student programs and performances are held throughout the school year. Music programs may be held during the Christmas holiday season and in the spring to make it possible for all students to participate if they choose.