



EAST SIDE ELEMENTARY

810 East Main Cross

Edinburgh, Indiana 46124

812.526.9771

www.ecsc.k12.in.us

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WELCOME

Welcome to East Side Elementary School! We look forward to working collaboratively with our students, parents, and community to create an outstanding learning environment rich with opportunities for growth and development. It is our sincere hope that your experience at East Side will be one filled with happiness and success. Together we can make a difference in our school and community!

PURPOSE OF THE HANDBOOK

The purpose of this handbook is to acquaint the students and parents of East Side Elementary with the school's programs, services, and policies. Through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered at East Side, a firm understanding will be established among the school administration, staff, parents, and students. The handbook is also available on the East Side web site, www.ecsc.k12.in.us, which also provides the East Side event calendar and many other resources.

MISSION

East Side Elementary School administration and staff, with the support of parents and the community, seeks to provide all students the resources to gain knowledge and become lifelong learners in an environment which encourages a positive self-concept and promotes excellence.

VISION AND CORE BELIEFS

East Side students display PRIDE. *"I am POSITIVE, RESPECTFUL, IMPROVING, DISCIPLINED, and ENGAGED."*

LINE OF COMMUNICATION

The proper line of communication for parents/guardians when making contact with school personnel is listed below. The individuals listed are asked to direct the parents/guardians to the proper person if the line of communication has not been followed. Using this line of communication will help to quickly resolve any questions or concerns you may have.

For Academic & Discipline Concerns:

1. Teacher
2. Counselor
3. Principal
4. Superintendent of Schools
5. School Board

For Athletic Concerns:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent of Schools
5. School Board

Every effort will be made to return all telephone calls or answer requests within forty-eight (48) hours from the time of initial contact.

STAFF DIRECTORY

NAME	POSITION	EMAIL
Mrs. Angel Burkman	ECSC School Board, member	aburkman@ecsc.k12.in.us
Mrs. Cathy Hamm	ECSC School Board, vice president	chamm@ecsc.k12.in.us
Mr. Justin Lollar	ECSC School Board, president	jlollar@ecsc.k12.in.us
Mr. Curtis Rooks	ECSC School Board, secretary	crooks@ecsc.k12.in.us
Mrs. Kim Weddle	ECSC School Board, member	kweddle@ecsc.k12.in.us
Dr. Douglas Arnold	Superintendent of Schools	darnold@ecsc.k12.in.us
Mr. Andrew Scholl	Principal	ascholl@ecsc.k12.in.us
Mrs. Paula Wright	Counselor	pwright@ecsc.k12.in.us
	Nurse	
Lori Henderson	Secretary	lhenderson@ecsc.k12.in.us
Shay Kindred	Secretary	skindred@ecsc.k12.in.us
Nancy Engelbert	Pre-K, ECSC	nengelbert@ecsc.k12.in.us
Julie Brummett	Preschool, SSJCSS	jbrummett@ssjcs.k12.in.us
Melissa Crawhorn	Kindergarten	mcrawhorn@ecsc.k12.in.us
Brooke Meyer	Kindergarten	bmeyer@ecsc.k12.in.us
Amanda Poynter	Kindergarten	apoynter@ecsc.k12.in.us
Laura Adkins	1st Grade	ladkins@ecsc.k12.in.us
Jessica Below	1st Grade	jbelow@ecsc.k12.in.us
Brittani Stephens	1st Grade	bstephens@ecsc.k12.in.us
Natalie Black	2 nd Grade	nblack@ecsc.k12.in.us
Ashley Myers	2 nd Grade	amyers@ecsc.k12.in.us
	2 nd Grade	
Jennifer Garrett	3 rd Grade	jgarrett@ecsc.k12.in.us
Susan Pence	3 rd Grade	supence@ecsc.k12.in.us
James Todor	3 rd Grade	jtodor@ecsc.k12.in.us
Nancy Garrett	4 th Grade	ngarret@ecsc.k12.in.us
Willandra Macklin-Malone	4 th Grade	wmalone@ecsc.k12.in.us
Olivia Ralston	4 th Grade	oralston@ecsc.k12.in.us
Devin Burton	5 th Grade	dburton@ecsc.k12.in.us
Joyce Nogan	5 th Grade	jnogan@ecsc.k12.in.us
Rachel Wetzel	5 th Grade	rwetzel@ecsc.k12.in.us
Anya Cutter	Intermediate Special Education	acutter@ecsc.k12.in.us
Allison Knoy	Essential Skills	aknoy@ecsc.k12.in.us
Linda Martzall	Primary Special Education	lmartzall@ecsc.k12.in.us
Darrin Long	Specials, Art	dlong@ecsc.k12.in.us
Holly Miller	Specials, Physical Education	hmilller@ecsc.k12.in.us
Stephanie Pilcher	Specials, Music	spilcher@ecsc.k12.in.us
Lisa Shonk	Specials, Library/Tech Lab	lshonk@ecsc.k12.in.us
Kim Hobdy	Reading Interventionist, K-2	khobdy@ecsc.k12.in.us
Deb Daniels	ESL	ddaniels@ecsc.k12.in.us
	Program Support, SSJCS	
Amanda Smith	Speech Therapist	asmith@ecsc.k12.in.us
Monica Armin	Behavioral Skills	marmin@ecsc.k12.in.us
Chris Martin	Adult & Child	adultandchild@ecsc.k12.in.us

2018-2019 Student Handbook

Bertha Bailey	Kindergarten Assistant	bbailey@ecsc.k12.in.us
Donna Bentz	Essential Skills Assistant	dbentz@ecsc.k12.in.us
Tammy Tetrick	Kindergarten Assistant	ttetrick@ecsc.k12.in.us
	Pre-K Assistant	
Amanda Canary	Essential Skills Assistant	acanary@ecsc.k12.in.us
Nancy Engelbert	Pre-K Assistant	nengelbert@ecsc.k12.in.us
Amy Richards	Title I Assistant	arichards@ecsc.k12.in.us
Tonya Lollar	Intermediate Special Ed. Assistant	tlollar@ecsc.k12.in.us
Hayleigh Richards	Pre-K Assistant	hrichards@ecsc.k12.in.us
Pam Thompson	Primary Special Ed. Assistant	pthompson@ecsc.k12.in.us
Julie Ward	Kindergarten Assistant	jward@ecsc.k12.in.us
Jacquelyn Hagan	Essential Skills Assistant	jhagan@ecsc.k12.in.us
Cindy Burton	Cafeteria	
Gail Hebestreit	Cafeteria	
Candy VanSweringen	Cafeteria	
Lacy Trimpe	Cafeteria, Bookkeeper	
Paula Weber	Cafeteria, Manager	pweber@ecsc.k12.in.us
Candy Campbell	Custodian	
Gary Henderson	Custodian	
Carla Douglass	Custodian	ccollins@ecsc.k12.in.us
Barb Sizemore	Custodian	



Board Approved 02-12-2018

EDINBURGH COMMUNITY SCHOOL CORPORATION 2018 - 2019 CALENDAR

<p>JULY</p> <p>30 Staff Meetings (a.m. Staff Prof. Develop.)</p> <p>30 Open House ES 5:30 - 6:30 p.m. MS/HS 5:00-6:00 p.m.</p> <p>31 Staff Meetings 1/2 day (8:00 - 11:30 a.m.) 1.5 Teacher Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th colspan="7">JULY 2018</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td style="background-color: yellow;">30</td><td style="background-color: yellow;">31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	JULY 2018							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>JANUARY</p> <p>3 Records' Day/Staff Prof. Develop.</p> <p>4 Begin Second Semester</p> <p>4 Students Return</p> <p style="text-align: right;">20 Student Days 21 Teacher Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th colspan="7">JANUARY 2019</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td style="background-color: red;">1</td><td style="background-color: red;">2</td><td style="background-color: yellow;">3</td><td style="background-color: yellow;">4</td><td style="background-color: yellow;">5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	JANUARY 2019							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
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<p>OCTOBER</p> <p>1 Fall Vacation Begins</p> <p>15 Classes Resume</p> <p>25 Parent/Teacher Conf. ES 3:00 - 7:00 p.m. MS/HS 3:30 - 7:30 p.m.</p> <p style="text-align: right;">13 Student Days 13.5 Teacher Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th colspan="7">OCTOBER 2018</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td style="background-color: red;">1</td><td style="background-color: red;">2</td><td style="background-color: red;">3</td><td style="background-color: red;">4</td><td style="background-color: red;">5</td><td>6</td></tr> <tr><td>7</td><td style="background-color: red;">8</td><td style="background-color: red;">9</td><td style="background-color: red;">10</td><td style="background-color: red;">11</td><td style="background-color: red;">12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	OCTOBER 2018							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>APRIL</p> <p>19 Good Friday - Snow Make-up Day</p> <p style="text-align: right;">21 Student Days 21 Teacher Days</p>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th colspan="7">APRIL 2019</th></tr> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td style="background-color: red;">19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	APRIL 2019							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
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No School/Holiday
 Teacher Work Day
 Graduation June 1, 2019

****DENOTATION**
Calendar includes six (6) snow make-up days. Any additional days would be made up at the end of the school year.

DAILY SCHEDULE

7:45 a.m.	'Grab and Go Breakfast' available, students report to class
8:00 a.m.	Morning Tardy Bell
2:40 p.m.	Afternoon Dismissal Bell

	Regular	Specials	Recess
Kindergarten	Lunch		
Crawhorn	10:40	11:45-12:30	10:05-10:25
Meyer	10:45		
Poynter	10:50		
Grade 1	Lunch		
Adkins	11:00	1:30-2:15	1:00-1:20
Below	11:05		
	11:10		
Grade 2	Lunch		
Black	11:15	12:40-1:25	10:45-11:05
Myers	11:20		
	11:25		
Grade 5	Lunch		
Burton	11:40	10:25-11:10	11:10-11:30
Nogan	11:45		
Planck	11:50		
Grade 4	Lunch		
N. Garrett	12:00	8:45-9:30	11:35-11:55
Macklin-Malone	12:05		
Whitlock	12:10		
Grade 3	Lunch		
J. Garrett	12:15	9:35-10:20	10:25-10:45
Pence	12:20		
Todor	12:25		

ATTENDANCE POLICY (in conjunction with the Johnson County Family Resource Program)

East Side Elementary School administration and staff stress the importance of regular school attendance as a means of maintaining continued academic growth for your son or daughter; therefore, the following guidelines shall be followed:

A parent/guardian shall report all absences prior to the start of the school day (812-526-9771). Parents of students who have not contacted the school to inform us of absences **shall be contacted by phone or a home visit.**

Students arriving in the building after the 8:00 a.m. morning tardy bell shall report to the school office and receive a tardy slip before going to class. Students arriving after 10:00 a.m. shall be considered absent for the morning. If a student leaves before 1:10 p.m., they shall be considered absent for the afternoon.

Lost Instruction Timeline

Late Arrival - Student who crosses the threshold of the school after the morning bell.

Lost Instructional Time – Students who miss less than two (2) hours of instructional time throughout the day.

Half Day - Student missing between two (2) and three (3) hours of instructional time within a school day.

**Unexcused/Unacceptable Absence
UNTIL Acceptable Verification Received**

1. Death of an immediate family member
 - a. Obituary or Funeral Home Bereavement Card signifying family relationship
2. Hospitalization and/or Quarantine
 - a. Written notification from a competent physician
3. Professional Appointments (i.e. Medical, Dental, Vision Appointment)
 - a. Notice of appointment must be submitted within thirty calendar days of the appointment to be considered excused.
 - b. Student name shall be identified as the one seen by the professional.
 - c. The date and time of the appointment shall be documented by the professional.
 - d. The date of return shall be documented by the professional.
 - e. Expected limitations and duration shall be documented by the professional when applicable.
4. Physical or Mental Incapacitation
 - a. Official Letter of Incapacitation signed by a competent Physician.
 - b. Physician shall indicate start and projected end date of the Letter of Incapacity.
 - c. Physician shall indicate student’s diagnosed condition.
5. Required Court Attendance
 - a. Written court documentation of court appearance.

6. Incarcerations
 - a. Written court documentation of detainment from a Juvenile Justice Representative.
7. Observance of a Recognized Religious Holiday
 - a. Program or physical proof of religious affiliation.

Excused/Acceptable Absences

1. Unexcused absences in-which acceptable verification has been received.
2. The day of, and the day following, a student being sent home by the school clinic.
3. Out-of-School Suspension
 - a. Written notice generated by school administration.
4. Exempt by Statute
 - a. Service as a Page or as an Honoree of the General Assembly
 - b. Service on Precinct Election Board or for Political Candidate or Parties
 - c. Witness in Judicial Proceeding
 - d. Educationally Related Non-Classroom Activity

Un-Excused/Un-Acceptable Absences
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1. Any absence in-which acceptable verification has not been received.
2. Truancy -A student who has lost instructional time without the knowledge of the parent/guardian.
3. Pre- Arranged- Pre-arranged or un-reported; i.e.: vacation.

Consequences

Warning Letter -	Sent when a student has missed an accumulation of five (5) days of unexcused instructional time and/or five occurrences of lost instructional time less than two (2) hours.
Official Notice -	Sent when a student has missed an accumulation of eight (8) days unexcused instructional time and/or eight occurrences of lost instructional time less than two hours.
FRP Referral -	Made by the school when a student has missed an accumulation of ten (10) days of unexcused instructional time and/or ten (10) occurrences of unexcused lost instructional time less than two (2) hours.
FRP Action -	Family Resource Officer will meet with the parent/guardian, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.
Failed Action -	The Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:

- a. The parent/guardian fails to meet with a Family Resource Officer
- b. The student misses an accumulation of fifteen (15) full days of unexcused/unacceptable instructional time.

Charges Filed - The Family Resource Officer will file charges of parental or Educational neglect against the parent/guardian, through the Johnson County Prosecutors Officer, when and if the following occurs:

- a. The parent/guardian fails to attend the Nurturing Parenting Program and complete all thirteen sessions.
- b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the fifteen (15) day notice.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

No student shall leave the building or grounds after arriving without permission from the principal or principal’s designee. Parents desiring early release of their child are reminded of the following regulations:

- The student shall be released through school personnel. The individual picking the student up shall register on the computer in the school office.
- Students will not be released to anyone not listed on the student’s enrollment records unless the office is contacted by the custodial parent or guardian (in person or in writing).
- The student will report to the office and then be released to the individual.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Announcements of closings shall be made as soon as possible, but not later than 6:00 a.m. when possible. The school will also use the telephone messaging system when possible to call with a pre-recorded message regarding delays or closings. If school closes early, an announcement would be made and the students would be sent home as designated by the early release form completed at registration. All school delays and closings will be announced on the following radio/television stations and on the school website (www.ecsc.k12.in.us):

Radio:

WKKG	FM	101.5	Columbus
KORN	FM	102.9	Columbus
WWWY	FM	105	Columbus
QMIX	FM	107.3	Columbus

Television:

WTTV	WRTV	WTHR	WXIN
Channel 4	Channel 6	Channel 13	Channel 59

MEDICAL

If a student is feeling ill, he/she shall report to class first and come to the clinic with a pass from the teacher. If a student is extremely ill or injured, his or her parent(s) will be contacted.

If your student has the following symptoms, he/she shall not be at school.

- Fever: temperature of 100 degrees or more, no return until temperature under 100 degrees without medication for the last twenty-four hours
- Vomiting: two (2) or more episodes in the last twenty-four hours
- Diarrhea: two (2) or more episodes in the last twenty-four hours

**Students may be sent home from school at the discretion of the school nurse due to a fever (99.5 or higher) and for diarrhea/vomiting.

- Eyes: thick mucus or pus draining from the eye OR pink eye (conjunctivitis), no return until twenty-four (24) hours after beginning antibiotic eye drops
- Head Lice: no return until treated and seen by the nurse (or office staff), shall be free of all live lice
- Skin: unknown rashes or open lesions (open sores)

If your student is diagnosed with strep throat, staph infection, mono, conjunctivitis, fifth's disease, chicken pox, scabies, or any other communicable condition, please report this to the school nurse as soon as possible. If you have any questions, please contact the school nurse at (812) 526-9771 ext. 3303.

ADMINISTERING MEDICATION

In accordance with Indiana Code 34-4-16-5-3.5, the following procedures will be followed in the administration of medication to our students.

- All medication shall be brought in by a parent/guardian with a doctor's order/written instructions and a signed Parent Permission to Give Medication form. A student may bring medication in only with prior parent contact with the school nurse. In this case, the student shall bring the medication directly to the clinic upon arrival to school.
PRESCRIPTION MEDICATION WILL NOT BE GIVEN AT SCHOOL WITHOUT A DOCTOR'S ORDER, AS WELL AS, A SIGNED PARENT PERMISSION TO GIVE MEDICATION FORM (AVAILABLE IN THE CLINIC).
- Any medicine brought to school shall be in the prescription container or the product bottle if it is a non-prescription medicine.
- The student may be administered non-prescription medication from home with written permission from the parent or guardian. When parents are enrolling students, there is a form to sign allowing permission for the nurse or office staff to give acetaminophen (Tylenol) or ibuprofen (Advil) for minor discomforts (i.e. headaches, muscle aches). Parents shall also designate the dosage. This provides written permission and also eliminates phone calls.
- Inhalers prescribed for respiratory conditions, such as asthma, may be kept with the student, as directed by their physician. These students shall have physician

authorization that documents that the student has been educated and has demonstrated the ability to properly use the inhaler. **All other medicine shall be kept in the office.**

- The student shall be responsible for coming to the nurse's office at the designated time in order that medication can be administered.
- Parents may come to school and administer the medication.
- In accordance with Indiana Code 20-34-3-18, medication will only be sent home with: (1) a parent, (2) someone who is 18 or older and is designated in writing to receive the medication, or (3) written permission from the parent stating that the student may bring home the medication.
- Any medication that is unclaimed by the parent after the last day of school will be properly disposed of by school personnel.

IMMUNIZATIONS

Indiana state law requires that all students have on file, at the school, record of current, up-to-date immunizations. These immunizations are to be current as of the first day of the new school year or students may face exclusion from school until the vaccinations are made current.

The following are exceptions:

1. A written exemption for religious reasons.
2. A medical exemption signed by a physician stating why the vaccination is detrimental to the student's health.
3. Documentation stating that immunizations have been started with a schedule for completion.

HEAD LICE

Unfortunately, your student may be exposed to head lice during the school year. We have regular checks to prevent the chance of exposure. If your student has possibly contracted head lice, you will be notified immediately and given a list of necessary steps to complete before your student may return to school. The school nurse or office staff shall assist with any questions you may have regarding head lice. Contraction of head lice shall only result in one (1) day absence. **Only one (1) day for each infection will be an excused absence. Consecutive days will not be excused.**

HEARING SCREENING

Hearing tests will be administered to the following groups: students in kindergarten, 1st and 4th grade, students transferred from other school corporations, students suspected of having hearing loss, and students enrolled in speech therapy. If you do not want your student tested, you shall return a signed written statement to the speech therapist at school, which states your refusal.

BOOKS, SUPPLIES, AND EQUIPMENT

Student fees and book rental shall be paid upon the beginning of the school year or as soon as possible thereafter. Any fees not paid by April 1st will be reported to the Statewide Credit Association for collection. Students are responsible for the proper care of the textbooks rented to them. If a student loses, damages, or has a rental text stolen, he/she shall be assessed the cost of a replacement. Students will be expected to pay full replacement cost for lost or damaged textbooks. If the books are not paid for immediately, the cost shall be added to next year's book rental. Please contact the office within five (5) days to make arrangements for the replacement of lost, damaged, or stolen texts. New books shall not be issued until arrangements are made for payment. Students shall be expected to pay full replacement cost for any lost or damaged library books. 2014-2015 Textbook Rental Fees: Kindergarten - \$103.00, 1st Grade - \$126.50, 2nd Grade - \$124.00, 3rd Grade - \$125.00, 4th Grade - \$128.00, 5th Grade - \$129.00, Essential Skills - \$100.00

HOMEWORK POLICY

Homework reinforces skills and material learned in class. It teaches students to work independently. It also teaches responsibility, because students are responsible for not only doing the work but also getting it back to school. Homework aids the teachers in evaluating student progress.

Homework may be assigned Monday through Friday. We value family time, so expect no more than ten (10) minutes of homework a day, per grade level, for students in kindergarten through 5th grade in addition to 20 minutes of reading. For example, a 4th grade student shall expect forty (40) minutes of homework per night. Time may vary due to special class projects and student work habits. Each teacher will notify parents and students in writing of the following:

1. What type of homework will be assigned
2. How the work will be evaluated
3. Guidelines for incomplete work
4. What is expected of parents (signature, etc.)

MAKE-UP WORK

Students who are absent from school are responsible to make-up the work missed. If a student is absent only one (1) day, work may be completed upon their return to school. If a student is absent several days, the missed assignments shall be completed at school and at home. Please call (812) 526-9771 before 8:30 a.m. to report absences and to indicate if you would like the teachers to prepare your child's make-up work. Teachers shall have requested work in the office by 3:00 p.m. for parents/guardians to pick up.

PROMOTION/RETENTION

The welfare of the student is our primary concern in any action. The student shall benefit from the placement decision. There is a need for the student, parents/guardians, and teacher(s) to work together. The principal will have final authority when making student promotion, assignment, and retention decisions. **All students in grades four and five will follow the Student Accountability policy.**

- A student will be recommended for promotion to the next grade level upon the satisfactory completion of the current grade level, having mastered the necessary academic and social skills for success in the next grade level.
- A student will be recommended for assignment to the next grade level when he/she has not mastered the necessary academic and/or social skills for success in the next grade level, and school personnel does not believe retention would result in the student's improved academic performance the next year.
- A student will be recommended for retention in the same grade level when the student has not mastered the necessary academic and/or social skills for success in the next grade level, when school personnel believes retention is in the best interest of the student, and if the student does not qualify for an assignment. Attendance/tardy records will be considered. (NOTE: IREAD is taken by all 3rd grade students, and those who do not pass shall be retained unless it is determined by a case conference that qualifying students shall be assigned to the next grade level.)

STUDENT ACCOUNTABILITY POLICY

Purpose: Students shall demonstrate competent performance of the Indiana Academic Standards in Language Arts and Mathematics designated at each grade level prior to moving to the next grade level.

Beginning in the 2015-2016 school year:

All fourth (4th) thru eighth (8th) grade students shall meet three (3) of the five (5) requirements for promotion to the next grade:

- 1) Students shall have a 95 % attendance rate for the school year.
(out of 180, student shall not be absent more than nine (9) days)
- 2) Students shall have no out-of-school suspensions (OSS).
- 3) Students shall earn no grade lower than a 60% (D-) in English and/or Mathematics.
- 4) Students shall meet grade level benchmarks in English and/or Mathematics.
(i.e. sight words, DIBELS, ACUITY, etc.)
- 5) Students shall pass both the Language Arts and Mathematics sections of the ISTEP+.

Petition Process for Assignment to the Next Grade

Students who do not meet three (3) of the five (5) criteria for promotion may petition to be assigned to the next grade level. All petitions are heard by the Student Accountability Transition Committee. This Committee is made up of five (5) members: the Building Administrator, Guidance Counselor, the student's English teacher, the student's Mathematics teacher (in some cases this may be the same person), and one (1) teacher representative from the next grade level.

The following process shall be followed:

- 1) The **student and parents** shall contact the Building Administrator to request a petition hearing with the Transition Committee.
- 2) The Building Administrator shall notify the **student and parents** in writing of the date and time of the hearing.
- 3) At the hearing:
 - a. The **student and parents** may bring samples of work he/she feels demonstrates his/her competence of the Indiana Academic Standards.
 - b. The **student and parents** may discuss any extenuating circumstances to be considered.
 - c. The **committee** may ask the student to respond to content-oriented questions to give the student the opportunity to demonstrate competency of the Indiana Academic Standards.
 - d. The **student's** participation in remediation opportunities provided by the school shall be considered if applicable.
 - e. The **parents** may attend the hearing as supporters. At the conclusion of the hearing, the parents may make a formal statement of behalf of their child.
- 4) The committee has the right to invoke requirements the student shall be responsible for fulfilling prior to making a decision.
- 5) The Building Principal shall notify the **student and parents** of the committee's final decision within three (3) days of the hearing.
- 6) The Edinburgh Community School Corporation Board of School Trustees designated the Student Accountability Transition Committee's decision final in all general education student retention, promotion, and assignment cases on June 15, 2015.

K-2nd ~ Student Accountability ~ East Side Elementary School

Unexcused Absences - Days Missed (record date)

Unexcused Tardies - Days Late (record date/time)

Class Grades	1 st Qtr	2 nd Qtr	Semester	3 rd Qtr	4 th Qtr	Semester
Math						
Language Arts						

Grade Level Benchmarks	Goal	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Math -					
Language Arts -					

Assessment	KG BOY	KG MOY	KG EOY	1 st BOY	1 st MOY	1 st EOY	2 nd BOY	2 nd MOY	2 nd EOY
mClass - DIBELS									
mClass - TRC									
mClass - MATH									

3rd-5th ~ Student Accountability ~ East Side Elementary School

Unexcused Absences - Days Missed (record date)

Unexcused Tardies - Days Late (record date/time)

Class Grades	1 st Qtr	2 nd Qtr	Semester	3 rd Qtr	4 th Qtr	Semester
Math						
Language Arts						

Grade Level Benchmarks	Goal	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Math					
-					
Language Arts					
-					

Assessment	3 rd	3 rd	3 rd	4 th	4 th	4 th	5 th	5 th	5 th
Engrade - MATH									
Engrade - LA									
Engrade- SCI									
Engrade – SOC ST									

Assessment	3 rd	PASS+ PASS DNP	+/-	4 th	PASS+ PASS DNP	+/-	5 th	PASS - DNP	+/-
IREAD									
ISTEP - MATH									
ISTEP - LA									
ISTEP - SCI or SOC ST									

REPORT CARDS

East Side Elementary School uses a nine-week grading period with parent conferences after the first grading period. Students /parents/guardians shall utilize PowerSchool to view up-to-date academic progress and be aware that midterms are not printed. Log-in information is provided for PowerSchool. Parents/guardians may request a print-out of grades if they are unable to access PowerSchool. If the students/parents/guardians would like to discuss academic progress, we encourage making contact with the classroom teacher on a regular and consistent basis. It is vital for parents to take an active interest in their child’s education.

The A and A/B Honor Roll for each nine-week grading period are determined by grades in all academic subject areas. Students with a 92% or higher at the end of each semester earn an exemplary ribbon for Physical Education, Art, Library/Tech Lab and Music. Grades for Physical Education, Art, and Music are entered into PowerSchool monthly. Report cards are available at the end of each quarter.

GRADING SCALE

100-99 = A+	89-88 = B+	79-78 = C+	69-68 = D+	<59 = F
98-93 = A	87-83 = B	77-73 = C	67-63 = D	
92-90 = A-	82-80 = B-	72-70 = C-	62-60 = D-	
O = Outstanding	S = Satisfactory		U = Unsatisfactory	

PHYSICAL EDUCATION

Physical Education is designed to be comprehensive. Indiana State Standards are the guiding force for instruction in the classroom. The focus is the development of healthy lifestyles, motor skills, movement knowledge, and social/personal skills. Students are required to have gym shoes for physical education class. If possible, gym shoes shall remain at school. A medical statement is required to be excused from physical education class. Any circumstances, which require limited physical activity, shall be approved by the teacher, nurse, and/or principal. Participation is a critical part of P.E. Half of the P.E. grade is based on participation and behavior, while the remaining grade is based on skills tests, written tests, physical fitness tests, and effort. The grading system is: Outstanding (O), Satisfactory (S), and Unsatisfactory (U).

ART

Art instruction is focused on developing each student’s creative abilities. The curriculum is driven by the Indiana Art & Academic Standards. Because grading art projects is more subjective than most academic assignments, the grading system is an Outstanding (O), Satisfactory (S), and Unsatisfactory (U). Grades are based on effort, following instructions, and quality of work.

MUSIC

Students experience music through singing, playing instruments, creative movement and dance. Lessons are created to align with the Indiana State Standards. Music grades are based on each student’s participation, coming to class prepared, and meeting specific skills based on the Indiana State Standards for Music. The grading system is: Outstanding (O), Satisfactory (S), and Unsatisfactory (U). Students are given

one formal assessment each month in addition to behavior and/or participation grades.

Due to the great deal of movement that takes place in music class it is important for students to wear their gym shoes to music. This is a matter of safety as many other types of shoes do not allow the students to move in a safe way around the room. Students in 4th and 5th grade are required to purchase a music recorder through the music department at East Side Elementary. Students will use the recorder beginning in 4th grade through the end of 5th and shall bring it to every music class.

LIBRARY/TECH LAB

Library/Tech Lab is focused on developing each student's technological abilities. Students will develop their digital citizenship, technological, and traditional library skills in this special rotation. Grades are based on effort, following instructions, and quality of work. The grading system is: Outstanding (O), Satisfactory (S), and Unsatisfactory (U).

STANDARD FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

East Side Elementary offers several extra-curricular clubs for our students.

Eligibility will be based on nine-week grades. An (F) on the report card during any nine-week period makes the student ineligible for extra-curricular activities for the following grading period. A 5th grade student is ineligible for participation in athletics if he/she is thirteen (13) years old on or before August 15th of the current school year.

GEOGRAPHY BEE

The Geography Bee is designed to spark and increase student awareness in the geography of Indiana, the United States, and the world. East Side School opens the Geography Bee to all fourth and fifth grade students. Every fourth and fifth grade classroom holds a classroom Geography Bee. The winners of the classroom competition will then represent their classroom in a school wide competition. The school wide Geography Bee is usually held at the beginning of the second semester.

SCIENCE FAIR

The Science Fair shall be held in November. This experience allows students to choose a topic, form a question, formulate a hypothesis with an experiment, examine and record results, and draw conclusions. Winners, with parent/guardian supervision, may attend and participate in the Regional Science Fair typically held in Indianapolis during March.

SPELLING BEE

Third, fourth and fifth grade students have the opportunity to showcase their spelling talents. Each teacher conducts a class competition to decide who will be the top two (2) spellers representing their respective classrooms. A school-wide Spelling Bee will then be held to determine which student will advance to the Johnson County Spelling Bee that is typically held in April.

BEHAVIOR EXPECTATIONS

A strong educational program depends on how well each student monitors himself/herself. Each student's good behavior is essential in order to achieve one's potential. Parental support of good behavior choices is essential. All positive encouragement toward this end will help our students to become better individuals. A variety of positive rewards will be used throughout the year to encourage good decision-making. A framework of Positive Behavior Supports (PBS) exists to help create a safe, supportive, learning environment, promote life skills, and reduce negative behaviors so that all students can succeed in school. The foundation of PBS is clear behavioral expectations for all students. The chart below explains that East Side students will show Lancer PRIDE. Please note that these are descriptions of how the five (5) behavioral expectations (I am positive, responsible, improving, disciplined, and engaged.) shall look in all school settings.

RECESS & PLAGROUND EXPECTATIONS

Weather permitting, there are recess breaks for playground activities during the day. It is important for students to dress appropriately for the weather. If a student needs to stay inside for a medical reason, a note is required. We ask you to send a doctor's note for five (5) or more consecutive days of missed outdoor recess. In addition to the expectations outlined in the PRIDE chart, the following details specific playground rules:

- Stay in designated areas at recess time. Do not leave the playground without permission. Seek help from a supervising adult in retrieving balls from the street or private property.
- No walking or standing on top of horizontal bars or jungle gym.
- Students are not permitted to hang upside down from any playground device.
- No throwing of inappropriate objects.
- Students shall not deliberately get wet.
- No rough or dangerous play activities are allowed.
- No baseballs or hard bats are allowed.
- No pushing, shoving, or going down slides in other than a sitting forward position with legs inside. Only one person at a time is allowed to slide down the slides.
- Swing forward with only one person per swing. No standing or twisting on the swings. Only students swinging are allowed in the swing area.
- Students are not permitted to play between building wings.
- If you bring sporting equipment outside, bring it back in so others can enjoy it.

BASKETBALL GAME EXPECTATIONS

- Students shall display good sportsmanship.
- Students shall remain seated during the game and shall stay off the playing floor at all times.
- Students shall only leave the gym area during timeouts, between periods, half-time, or between games.
- Students in grades K-4 shall have an adult attend with them.

2018-2019 Student Handbook

PRIDE CHART

I am...	POSITIVE	RESPECTFUL	IMPROVING	DISCIPLINED	ENGAGED
	I have a good attitude toward myself and others, and I expect the best.	I treat others the way I want to be treated.	I strive to do my personal best with academics and behavior.	I make the right choices and follow the rules. I am responsible.	I do what I am supposed to do when I am supposed to do it.
Classroom	I will smile. I will respond appropriately to adults and others. I will show interest and enjoy learning. I will get along with others. I will praise my peers.	I will keep my hands and feet to myself and recognize the personal space of others. I will use kind words and actions. I will help others when possible.	I will take my time and do my best on all assignments. I will learn more every day. I will ask questions when I need help. I will be a role model by setting a good example with my behavior. I will use time wisely.	I will arrive to school and class on time with the necessary materials. I will do all my work in class and homework. I will turn all forms and assignments in on time. I will take responsibility for my actions.	I will participate. I will share my thoughts and ideas. I will listen to others when they are speaking. I will follow directions.
Hallway	I will smile. I will respond appropriately to adults and others.	I will keep my hands and feet to myself and recognize the personal space of others.	I will be a role model by setting a good example with my behavior.	I will move quietly. I will take responsibility for my actions.	I will walk in a straight line on the right-hand side of the hallway. I will pay attention.
Restroom	I will respond appropriately to adults and others. I will get along with others.	I will keep my hands and feet to myself and recognize the personal space of others. I will respect the privacy of others. I will wait my turn. I will properly use equipment.	I will be a role model by setting a good example with my behavior.	I will keep quiet so that I do not disturb others. I will take responsibility for my actions.	I will get in, do my business, and get out. I will wash and dry my hands. I will place paper in the trash. I will return to my line or room.
Recess	I will smile and have fun. I will respond appropriately to adults and others. I will get along with others.	I will keep my hands and feet to myself. I will use kind words and actions. I will be a good sport and cooperate with others. I will share playground equipment.	I will be a role model by setting a good example with my behavior. I will let an adult know if I need help.	I will use playground equipment as directed. I will wear appropriate clothing for the weather. I will take responsibility for my actions.	I will follow directions. I will stay in the designated area. I will line up quickly when the signal is given.
Cafeteria	I will smile. I will respond appropriately to adults and others. I will get along with others.	I will keep my hands and feet to myself. I will use good manners. I will use kind words and actions. I will keep my area clean.	I will be a role model by setting a good example with my behavior. I will make healthy choices.	I will sit where I am directed to sit. I will talk softly to those near me in line and at the table. I will raise my hand when I need something.	I will follow directions. I will eat my lunch. I will use my utensils correctly.
Bleachers	I will smile. I will respond appropriately to adults and others. I will show interest and enjoy learning.	I will keep my hands and feet to myself.	I will be a role model by setting a good example with my behavior.	I will clap appropriately. I will keep my feet quiet. I will sit on the red seats and keep my feet in the grey areas.	I will listen carefully to the speaker or performer.
Bus	I will smile. I will respond appropriately to adults and others.	I will keep my hands and feet to myself and recognize the personal space of others. I will use kind words and actions.	I will be a role model by setting a good example with my behavior. I will make safe choices. I will let the bus driver know if I need help.	I will talk softly to those near me. I will use appropriate language at all times. I will keep track of my belongings. I will get off the bus at the stop. I will get permission to open windows.	I will follow directions. I will stay in my seat until it is time to get off the bus.

BULLYING

At East Side Elementary School, we do not tolerate bullying. A bully is a person who intentionally uses words and/or actions intended to hurt or dominate others. We will not tolerate behaviors that hurt others. Research shows that the most important ingredient for stopping bullies in school is the need for everyone to have a clear understanding of what a bully is and what will be the severe consequences for choosing intimidation to solve a problem or conflict.

The first step in stopping a bully is that the victim shall tell the person to stop. If the person does not stop, the victim shall report it to an adult/teacher at school. The adult/teacher will inform the classroom teacher who then can intervene, proactively coaching the appropriate and expected behaviors.

If bullying does not stop after classroom teacher interventions, staff is instructed to inform the counselor, principal, or principal's designee.

We ask that parents assist us in providing a safe, nurturing place for all students to learn and grow while at East Side by talking with your child about the importance of treating every person with kindness, respect, and dignity. This also includes walking to and from school.

The counselor addresses bullying prevention in classrooms. We will be instructing students that it is everyone's responsibility to stop school bullies. All students will be asked to make sure they report any bullying that they see, hear about, or they are victim to during school and/or traveling to and from school. It will take all of us working together to teach our children appropriate ways to handle conflict and appropriate ways to treat one another.

Indiana Code 20-33-8-0.2 defines "Bullying" Sec 0.2 As used in this chapter, "bullying" means overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

East Side Elementary School reserves the right to remove a student from daily interaction if it is a possibility that the student has bullied another student.

(During the 2013 legislative session, the General Assembly passed HEA 1423, which changed the definition of bullying and established bullying prevention and intervention program requirements for the Indiana Department of Education (IDOE) and school corporations. Through our counselor, East Side Elementary School will provide age appropriate, research based instruction as provided under IC 5-2-10.1-12(d)(1) focusing on bullying prevention for all students. Any instances of bullying will be investigated promptly and addressed. Appropriate consequences will be assigned for bullying behaviors. Students shall report bullying (either anonymously or in person) to a teacher or other staff member. Bullying incidents will be reported to parents promptly (for both the targeted student and the bully). The counselor, principal, superintendent, as well as law enforcement (if necessary), will work together collaboratively in bullying instances. Students who mislead and falsely report bullying will also face appropriate consequences. At the conclusion of investigating bullying instances, the counselor will provide support services for the victim, as well as, bullying education for the bully. Discipline may be applied regardless of the physical location in which the bullying behavior occurred, whenever: the individual committing the bullying behavior and any of the

intended targets of the bullying behavior are students attending the same school; and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. – information from the IDOE, Memorandum, May 17, 2013)

DISCIPLINE & CONSEQUENCES

In our continued efforts to encourage, coach, and model appropriate social and behavioral norms and boundaries, a consistent discipline plan shall be in place throughout the building. Discipline is a chance to help students learn to make better choices. Our goal is to help your student be a productive and successful person, and to keep him/her in the classroom where meaningful learning is taking place. You can count on us to be consistent and firm, yet fair. We appreciate parent/guardian support as discipline lessons are learned, as they are difficult for students but very important.

Consequences for classroom concerns/infractions include: verbal warning, written warning, loss of privileges, walking at recess, discretionary consequence based on individual classroom management, phone call to parent from teacher and/or student, as well as, a conference with the parent/guardian and the student. In the case of a more severe infraction or repetitious behaviors, consequences from the principal may include: phone call home, lunch detention, after-school detention, in-school suspension (ISS), out of school suspension (OSS), or expulsion. The principal and/or counselor will make contact with the parent/guardian of any student receiving consequences from the office. Students who have been assigned ISS or OSS are not permitted to attend any after-school event or weekend event occurring during the time of the suspension.

CAFETERIA

Breakfast is provided each day. Breakfast costs \$1.45. Students who qualify for free and reduced lunches also qualify for free and reduced breakfast. A 'grab and go' Breakfast is served beginning at 7:45 a.m., and students will eat in their classrooms while completing morning work and listening to morning announcements. Breakfast items from home shall not be permitted in the classroom.

The school lunch program provides a wholesome meal each day, and the school encourages parents to take advantage of this service for their child's meal. Lunch costs \$2.90. An adult lunch costs \$3.70. Students shall not be allowed to choose extra milk (\$.50) if there is no remaining money in their account. Forms to request free and reduced lunches will be issued at registration for anyone wishing to apply for this valuable assistance.

Parents are invited to visit East Side Elementary and eat a school lunch with their child. In an effort to honor state nutrition guidelines, outside meals (i.e. fast food) are not permitted.

Also, when eating at school with your child, please eat with them at one of the designated white tables, and please do not invite other children to eat with you, without prior written consent from their parent or guardian.

CLASSROOM EVENTS AND BIRTHDAY CELEBRATIONS

Teachers may have parties for special events in the class. Please contact the teacher if you are willing to help with these events. **Homemade foods may not be served at school.** The three (3) school-wide classroom celebrations (Halloween, Christmas, and Valentine's Day) each year do not have to adhere to the Wellness Policy. We hope to model for our students that there are some foods that shall be enjoyed in moderation.

As stated in the Edinburgh Community School Corporation Board Policy #7.25, ALL individual food items made available to students during the school day SHALL meet the USDA guidelines. The adoption of this policy was required by the Federal No Child Left Behind Act. The USDA guidelines for healthy drinks/snacks include:

- Drinks containing 50% or more fruit juice, low-fat milk and water
- Food items with less than 35% of the calories from fat (excluding nuts, seeds, and peanut butter) and less than 10% of the calories from saturated fats and trans fats combined
- Food items with no more than 35% of the weight from added sugars

We pledge to work with you to ensure our students are stronger, healthier, and more mentally alert.

Snacks/treats shall not be sent in to celebrate student birthdays at school. Flowers and/or balloons shall not be sent to students at school. If flowers or balloons are received at school the office will hold them until the end of the day. Flowers and balloons may not be transported on a school bus. Parents will be responsible for the transportation of any balloons, flowers, or items that are determined an unsafe item to be transported. Personal party invitations for home may not be passed out at school. This practice can cause hurt feelings for students not included in the event.

COMPUTER USAGE

It is prohibited to use school-provided computer/network resources for the following:

- To create, access, upload, download, transmit or distribute material that is threatening, abusive, pornographic, obscene, sexually explicit, or otherwise objectionable.
- 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.

Any violation of these rules may result in the loss of school-provided computer/network access. Additional disciplinary action may be determined at the school level in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

DRESS CODE

Student dress shall be comfortable and appropriate to the season of the year. Dress shall not be such as to prevent normal movement of the student on the playground, in the halls, and in the classrooms. Any form of dress that is unsafe, unhealthy, or disruptive to the school program is prohibited. The decision on the appropriateness of clothing will be based upon the discretion of the teacher, nurse, counselor, and/or principal. If a style of dress or grooming appears to be disruptive to the educational process or may constitute a threat to the safety or health of students, it will not be permitted in school, and teachers may ask students to change or turn their clothing inside out, if deemed inappropriate. Shoes, full shirts and/or blouses are required of all students. Hats/caps, sunglasses, hoods, and bandannas are not to be worn in the building.

Because clothing that may be appropriate for home may not be appropriate for school, the following examples are offered as guidelines to the parents and students.

- Students shall wear clothes that appropriately cover the body. The following items are specifically not allowed: short shorts or skirts, net shirts, bicycle pants, tank tops (smaller than 2" width on straps), any top that exposes a child's midsection when standing or sitting, any top that is low-cut, pants with slits above mid-thigh, as well as pajama tops or bottoms.
- Students may not wear clothes with pictures or sayings about alcohol, tobacco, drugs, profanity, sexual connotations, ethnic or racial slurs/superiority, and violence.
- Students are expected to be clean, neat and well-mannered in their dress and behavior.
- Shorts and skirts are considered too short for school if they are shorter than a mid-thigh.
- Jackets, coats, hats, gloves, sunglasses, bandannas, and other forms of outerwear apparel are not to be worn at the waist.
- Shoes shall be worn at all times. For safety reasons, flip-flops are NOT allowed.
- Make-up shall not be brought to or used at school.
- Make-up, fragrance, and hair color shall not cause a disruption to the classroom atmosphere.
- Final discretion of dress is up the school administrator.

FIELD TRIPS

When participating in field trips where transportation is provided by the school corporation, all students shall ride on a school bus to and from their destination (unless medical documentation requests otherwise). Parents may not transport their children participating in school-sponsored field trips. Please see the Volunteers/Chaperones section for information regarding requirements for chaperones. Parent volunteers as chaperones on field trips are encouraged and welcomed. The purpose of chaperoning is to assist in the supervision of students on the field trip, and therefore, no other siblings requiring supervision will be allowed to attend. Refunds will not be granted for any pre-paid events. If you are unable to attend a field trip after paying, East Side Elementary is unable to transfer funds to another event.

FIRE, TORNADO, AND EARTHQUAKE DRILLS

Student safety is very important to the East Side faculty and staff. Students are instructed regularly regarding safety procedures for fires (monthly), tornadoes, earthquakes and lockdown emergencies. Fire drill and tornado drill instructions are posted in each classroom. It is very important that the student body and faculty empty the building quickly and quietly during a fire drill or report to an assigned area during a tornado drill. Following instructions and maintaining order are essential.

LOST AND FOUND

Please check for lost and found items in the office. All lost items are on display twice a year in the main hallway. All unclaimed lost items are removed from the school twice a year.

MEDIA RELEASE OF INFORMATION

East Side Elementary personnel may release certain student information including the student's name, photograph or electronic image, date and place of birth, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information without parental consent to newspapers, magazines, radio and television, colleges, civic organizations or similar groups, or publish such information in its own publications, programs, yearbooks, Internet pages or by other means. Any parent, or guardian, not wanting this information released to the public shall make a written objection to the principal. This request shall be renewed at the beginning of each year. Upon the receipt of a written objection, East Side will attempt to prevent the release of student information.

STUDENT SALES

Students are not permitted to sell anything from outside sources or post advertisements at school without permission from the administration. Students are not allowed to purchase or trade any item from another student during school or on school premises.

TELEPHONE USE & CELLULAR PHONE USE

Personal use of a school telephone by students is prohibited without permission from school personnel. Arrangements for after-school activities shall be made before coming to school. Students will not be called out of class to the telephone, except for emergencies.

Cell phones are not to be used in any capacity (calls, texting, etc.) during school hours. Students shall turn cell phones off and give them to a teacher or member of the office staff. The school is not responsible, nor does it guarantee the safety of your student's phone from theft or damage while at school.

There may be a time that the school needs to contact a parent or guardian at work for a non-emergency issue. If the parent or guardian does not want to be contacted for non-emergency issues, the parent or guardian shall make a written objection to the principal. This request shall be renewed at the beginning of each year. Upon the receipt of a written objection, East Side Elementary School personnel will attempt to prevent telephone calls to the workplace.

TOBACCO-FREE POLICY

East Side Elementary is a tobacco-free facility. There is no tobacco usage permitted in the building or on the school grounds.

TRANSPORTATION

For consistency purposes, we ask that transportation changes be reserved for emergencies only, and not be made after 2:00pm. It is difficult to ensure the safety of your child when the school is unclear of the daily transportation instructions. Set rules for your child, if necessary, and share them with the school regarding transportation. (For example, if it is not raining, your child will walk home.) If a pattern develops of constant changing of transportation instructions, you will be contacted by the principal to discuss other options.

TRANSPORTATION BY BICYCLES

Students in 2nd through 5th grade are permitted to ride bicycles to school **with written parental approval**. Bicycles shall be parked in the designated area upon arrival. No students are permitted to bring skateboards to school. Kindergarten and 1st grade students are not permitted to ride bicycles to school. Students shall go directly to the first playground entrance. Students shall walk their bicycles while on school property.

TRANSPORTATION BY PARENTS

All students shall be dropped off or picked up at the East entrance of the school. Students shall not arrive before 7:30 a.m.

TRANSPORTATION BY SCHOOL BUS

Only students living on designated bus routes are permitted to ride the bus. If a student is to ride a different bus, written permission shall be sent to the office at least six (6) hours prior to the requested change. Due to the limited seating on buses, students that do not live on a bus route will not be permitted to ride a bus. All questions and concerns shall be directed to the Assistant Director of Transportation for Edinburgh Community School Corporation, at 812-526-2681.

School bus drivers are responsible for the safe transportation of pupils to and from school. The driver shall give most of his/her attention to driving; therefore, it is necessary that the children demonstrate self-

discipline. The students are expected to follow the bus expectations outlined in the PRIDE chart. In addition:

- The student shall be waiting at his/her bus stop when the school bus arrives.
- Each student shall sit in the assigned seat as designated by the driver.
- When leaving the bus and crossing the road, the student will cross in front of the bus as directed by the driver.
- No student shall enter or leave the bus until it has come to a full and complete stop, and the driver has opened the doors.
- Requests by students to get off the bus at unauthorized stops will not be permitted.
- Students are not to throw objects from the bus or on the bus, deface seats, smoke, strike matches, or eat or drink while on the bus.
- Students waiting for the bus to pick them up shall not be on anyone's private property, such as yards, driveways, etc.
- Once a student has left home, he/she is to stay in the area assigned to him/her for bus pickup.

Failure to follow bus rules could result in the loss of bus privileges. In the state of Indiana, riding the bus is a privilege, not a right. Upon the first discipline write-up from a bus driver, the student will receive a verbal/written warning from the principal and the parent/guardian will be notified. Upon the second discipline write-up, the student will be suspended from the bus for one week. If the student is written up a third time, his/her bus privileges may be suspended for the remainder of the school year. Depending on the severity of the infraction, more serious consequences may be enforced sooner at the discretion of the principal. Parents/guardians shall be notified upon each discipline write-up.

VISITORS

Parents/guardians are encouraged to visit East Side Elementary. Visitors shall report to the office to register and obtain a visitor badge. If a parent/guardian desires a conference with their child's teacher, please contact the teacher to schedule a mutually convenient time. We ask that you respect the education of other students by meeting with the teacher in private and not in the hallway or during class time. If, during your visit, you decide to visit other teachers or classrooms, you shall return to the office and notify the receptionist before proceeding to other areas of the building. All visitors are asked to return to the office to sign out after your visit and return the visitor badge.

VOLUNTEERS/CHAPERONES

All volunteers for the school (i.e. classroom parties), as well as field trip chaperones, shall complete a criminal background history check prior to working with any students. This form is available in the East Side Elementary office or Edinburgh Community School Corporation central office. It is preferred that a driver's license or other photo identification is presented with the completed form. It is requested that all volunteers and chaperones complete this process forty-eight (48) hours prior to working in the school or attending a field trip. **Volunteers/chaperones are asked to refrain from taking pictures of students while working in classrooms, visiting for lunch, or attending a field trip. Parents may take pictures of their own student(s) on special occasions, but parental consent has not been given for other students to be included.**

TITLE I PROGRAM

Title I is a federally-funded program designed to assist students needing extra help in language arts and math. Our Data Coach, Primary Grades Interventionist, Intermediate Grades Interventionist, and some Instructional Assistants are funded by Title I and help students in kindergarten through fifth grade.

PARENT INVOLVEMENT POLICY

East Side Elementary continues its commitment to establishing, strengthening, and expanding ongoing, effective school/family partnerships. Our goal is to support adults as lifelong learners and to provide a variety of opportunities that invite parents to become actively involved as their child's teacher, supporter, communicator and advocate. Together, parents, schools, and community build shared responsibility for supporting student achievement.

1. Involve parents in the joint development and review of written annual plans, policies and procedures regarding:

- East Side Programs
- School Improvement Plans
- Parent Involvement Policy
- Student Handbook

2. Convene an annual meeting (morning and evening options) to discuss and disseminate Parents Right to Know Information regarding:

- No Child Left Behind (NCLB) goals
- Information on No Child Left Behind (NCLB) legislation (highly qualified staff, school choice opportunities, supplemental services, adequate yearly progress)
- ISTEP proficiency levels
- DIBELS and/or ACUITY goals
- Proficiency levels expected of all children
- School rating information
- School Improvement Plan (If the school-wide program plan is not satisfactory to the parents of participating children, parents' comments will be recorded on the plan and submitted to the LEA.)
- School Curriculum and Programs
- School/Family Compacts

3. Disseminate, discuss and have the School/Family Compact signed through the:

- Annual Meeting
- Written communication
- Parent/Teacher Conference

4. Schedule a minimum of one Parent/Teacher Conference and provide additional meeting opportunities to discuss:

- Individual student's progress in meeting state performance standards

- Individual student's progress in class
 - Assessments used at school
 - School/family issues that may be impacting student's performance/behavior
 - Parental questions and concerns regarding academic student areas
- 5. Ensure that information is available in other languages.**
- 6. Send home quarterly progress reports and report cards.**
- 7. Build capacity for strong parental involvement through activities such as:**
- Training opportunities including, but not limited to strategies/reinforcing learning at home, discipline and understanding cultural differences
 - Volunteer opportunities
 - Parenting sessions
 - Additional, flexible meeting times
 - Family Nights
 - Field Trips
 - Utilizing two-way lines of communication between parents and staff
- 8. Coordinate/integrate parent involvement strategies with programs such as:**
- Adult Basic Education
 - Bilingual Community
 - Safe and Drug Free School
 - Special Education
 - Early Childhood
 - Preschool
 - Senior Citizen Center
 - Chamber of Commerce
 - Edinburgh Middle School and Edinburgh High School organizations
- 9. Provide opportunities to participate in the:**
- Parent Association
 - Leadership Team
 - Curriculum Selection
 - School Committees
 - Parent Resource Area
 - Transition Process from Preschool to Kindergarten and Fifth Grade to Middle School
- 10. Provide professional staff development on how to build ties between home and school through:**
- Professional library
 - Distribution of articles and appropriate materials
 - Workshops

11. Conduct a Needs Assessment and Evaluation to:

- Determine effectiveness of parent participation
- Identify barriers to increase parent participation
- Use findings to design improvement strategies

12. The school will respond to:

- Any parent suggestions as soon as practicably possible
- Parents' requests for other reasonable support for parental involvement

Parents' Right to Know

Parents have the "right to know":

- If their child's teachers and any paraprofessionals working with their child have met state qualifications and licensing criteria for the grade level and subjects taught.
- If a school has been identified as in need of improvement.
- If their child is eligible for school choice or supplemental services.
- If their child is being taught four (4) or more weeks by a teacher who is not highly qualified.

ANNUAL NOTIFICATION OR RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within forty-five (45) days of the day the school receives a request for access. Parents or eligible students shall submit to the school building administrator a written request that identifies the record(s) they wish to inspect. The school official will make the arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record shall write the building administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the records 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 to the extent that 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 as its agent to provide a service instead of using its own employees or officials (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 education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Directory information is “personally identifiable information” schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information as information in an education record “which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name , address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance degrees and awards received, and the most recent previous educational agency institution attended.” Eligible students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal shall be given to the school corporation within two (2) weeks of the student’s enrollment, or the beginning of the school year, whichever is later. The notice must specify which types of information are not to be released by the school corporation.
5. Upon request, the school discloses education records without consent to officials of another school corporation in which a student seeks or intends to enroll.
6. When requested, the high school is required to release student directory information to military recruiters unless the eligible student or parent has opted out of providing such information by signing a written request or the Denial of Permission form by the end of the student’s sophomore year in high school.
7. School will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation of the specific activity or survey upon written notification within a reasonable time to the Building Administrator.
8. Anyone who wishes to challenge instructional material shall contact the Building Administrator where the instructional material is being used and he/she will inform the individual of the procedure for challenging instructional material.
9. 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 20202-5920.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENT

The Edinburgh Community School Corporation does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Superintendent of Schools	(812) 526-2681	darnold@ecsc.k12.in.us
Principal	(812) 526-9771	ascholl@ecsc.k12.in.us

ENVIRONMENTAL PROTECTION ANNUAL NOTIFICATION

The following Notification is required by the Environmental Protection Agency (EPA) Federal Regulation, Asbestos Hazard Emergency Response Act (AHERA) of 1986, 40 CFR 763, subpart E, Section 763, 84 (c). During the Calendar Years of 2015-2016, specifically the School Year 2015-2016, the following activities have been scheduled by the School Corporations to fulfill the Requirements of the AHERA requirements, and to meet the needs of the School Corporations Maintenance and Custodial Staff:

- Conduct six (6) Month Surveillance Activities
- Update Management Plans to include change in LEA Designated Person information
- Repair and maintain current asbestos containing materials in the buildings
- Update Management Plans as appropriate in conjunction with any renovation activities

All AHERA Management Plans for the Edinburgh Community Schools are available for public inspection during regular business hours at the LEA Administrative Office Building. For assistance in review of the Management Plans, it is recommended that an appointment be made with the LEA’s Designated Person. As required by the AHERA Regulation, the Management Plans for the Edinburgh Schools will also be available for review in each of the school buildings. A request to view the Management Plan will be honored by the LEA Designated Person within five (5) working days of the receipt of such request.

PESTICIDE NOTIFICATION

In complying with the new pesticide rule 357 IAC 1-16, we are required to contact any parent that wants to be on our notification registry forty-eight (48) hours prior to any pesticide being sprayed in or around our school property. If you want to be on the registry, please contact the Assistant Director of Facilities, at (812) 526-2681 ext .1103 or the Director of Maintenance, at (812) 526-5501 ext. 2247. You will need to supply us with a working phone number or an e-mail address where you can be reached at any time.