

2019-2020 East Washington Elementary School

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

WELCOME!



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

**Principal: Stacy Richardson
Assistant Principal: Stacy Sullivan**

East Washington Elementary School

Everyone Working to Educate Students

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

Meet the Office Staff

Principal

Stacy Richardson

Assistant Principal

Stacy Sullivan

Administrative Assistants

Kim Souder

Diedre Ragains

Treasurer

Missy Pickerill

Counselor

Kate Jones

Nurse

Amy Green



Vision Statement

East Washington Elementary School

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

Mission of East Washington Elementary School

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

East Washington Elementary School

Core Beliefs

We Believe in...

High Quality Learning

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

Parents as Partners

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

A Highly Skilled and Compassionate Staff

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

Accountability for All

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

Assessing for True Learning

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

A Safe and Positive Learning Environment

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

Professional Development to Supporting Learning

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

ATTENDANCE POLICY

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

Attendance Procedures:

Absences from school fall into two categories: excused and unexcused.

Excused Absences

- medical and dental excuses with written physician's statement
- death in the immediate family
- court or legal appointments requiring the student's appearance with a written statement from appropriate personnel
- religious observances (advance approval by principal required)
- bus unable to run regular route (i.e. weather or traffic accident)
- absence pre-approved by the principal

Unexcused Absences

- any absence not listed above in excused absences

If a note or phone call to the main office is not received by a parent stating the reason for the absence, the absence will be recorded as an unexcused absence. Documentation to excuse a child's absence needs to be submitted upon the child's return to school. If proper documentation is not received in a timely manner, the absence will remain as unexcused.

When a student obtains a total of 5 unexcused absences within a semester, a letter, call, or home visit will be made.

When a student obtains a total of 7 unexcused absences within a semester, another contact will be made to the parent and a referral may be made to the Washington County Probation Department and the Department of Family Services. Criminal charges could be filed for Educational Neglect or Truancy past 10 unexcused absences for the school year.

Retention may be considered for those students whose work has been affected by their number of absences.

To participate in an after-school activity, students must be present at school that same day. You must also be an enrolled student in one or more sections to participate in any co-curricular or extra-curricular activities.

Tardiness and/or Leaving Early:

Punctuality is a necessary and valuable habit. When a student arrives at school later than 8:10 a.m. that student should report to the office for an admission slip before reporting to class. Any portion of day missed will be reflected on the student's attendance record.

When a student obtains a total of 7 tardies within a semester, a letter, call, or home visit will be made. When a student obtains a total of 10 tardies within a semester, another contact will be made to the parent and a referral may be made to the Washington County Probation Department and the Department of Family Services. Criminal charges could be filed for Educational Neglect or Truancy. If a child leaves early or is called out of

class early, this will be reflected on the student's attendance record.

Make-up Work:

Following any type of absence from school, the student must ask his or her teacher for make-up work. The student may not have more than 2 times the number of school days he or she misses to make up the work unless the teacher has approved additional time. For example, if a child misses 3 days of school, he or she will be given 6 school days to make-up the work.

In the event a student is absent, homework and textbooks may be requested. Please notify the school prior to 9:00 a.m. so that the teacher has ample time to prepare the missed work and send it to the office for afternoon pick-up.

If a student is suspended from the bus, make-up work will not be available until the child returns to school. We expect parents to furnish other means of transportation for the child.

Attendance Awards:

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

Compulsory School Attendance Law

Indiana Code 20-33-2 Sec. 17

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

Sec. 20

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

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

Sec. 37 Penalty

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

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

BACKGROUND CHECKS FOR VISITORS

Any adult who visits, volunteers, eats lunch with a student, comes to a class party or participates in any activity during the school day must have a current background check on file with the school for the current school year. A background check is only valid for the current school year. A new criminal background check must be completed each school year. Forms can be requested from the classroom teacher or from the school office. If the background check shows a **current misdemeanor (under 5 years old) then he or she will not be allowed to participate in any school activity.** If the background check shows a **current felony (under 10 years old) then he or she will not be allowed to participate in school activities.** If a background check shows any crime against children that individual is not permitted to participate in any activities **under any circumstances.**

BOOKSTORE

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

CHANGE OF ADDRESS OR CONTACT INFORMATION

Parents need to inform the school immediately regarding a change of address, phone number, employment, emergency contact information, or any other important information.

It should be noted that students are expected to reside with their parents or legal guardian. If a residence is outside the boundaries of the East Washington district, paperwork must be filled out requesting a transfer. Laws have changed where students can attend a school other than the district of residence, but there are procedures that must be followed to allow this to happen. Families must contact the school and announce the change of residency/address and request information/paperwork to allow the student to remain in the district. This is the parent/guardian's responsibility.

CLASSROOM PARTIES

Fall, Valentine, and Easter parties are provided to classrooms by room parents in grades K-2. Fall and Valentine parties are provided to classrooms by room parents in grades 3 and 4. Your child's teacher will ask for room parents at the start of the school year. The Christmas party is provided to all classrooms by the classroom teacher.

Classroom parties are a special day for your school-age child. Younger or older siblings (unless 18 years or older and not a current EWSC student) are not permitted to attend classroom parties.

We know that birthdays are an important part of a young child's life and development, and we certainly want to celebrate his or her special day. Parents are free to send in store bought treats on a child's birthday. All treats must be approved by the classroom teacher. Treats are to be brought in by the child or dropped off to the front office. Teachers will distribute birthday treats at a time that

it does not interrupt classroom instruction.

Store Bought Food Items for Special Occasions:

We know that cupcakes, cookies, and a variety of foods are an exciting part of a birthday celebration or any other class party, but we do require that all foods being brought in to the school are food items that have been purchased and packaged at a store. Students have a variety of food allergies, and we feel that items pre-packaged and sealed with the ingredients listed on the package will help us keep everyone safe at school. Items purchased from a bakery will be acceptable as long as they are sealed in bakery appropriate containers.

DIRECTORY INFORMATION

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

DISCIPLINE/CONDUCT

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

Code of Responsibility:

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

General School Rules:

1. Students are expected to respect the rights of others and act responsibly in restrooms.
2. Gum chewing is not permitted.
3. Students are to walk quietly in an orderly fashion through the halls at all times.
4. Students must leave all toys at home unless requested by the teacher.
5. Electronic equipment (i.e. electronic game, radio, smart watches, cell phones) is not permitted at school. If electronic devices are brought to school, they are to remain in the child’s backpack and turned off. The school will not be responsible for retrieving lost/stolen equipment.
6. Animals may not be brought to school without specific permission from the teacher and the principal.
7. Students may only call home or email a parent with permission from their teacher.
8. Playground balls must be brought to and from school in a backpack with teacher permission only.
9. Weapons are not prohibited on school property.
10. The EWES campus is a drug, alcohol, and tobacco free campus (including electronic cigarettes, or any anti-nicotine device). All students and visitors are to refrain from use of these items on school property.

School Assemblies:

Assembly programs will be held periodically for the enjoyment and/or education of the students. Each student is expected to cooperate with the participation by giving them his/her attention. Approval should be indicated by applause, not by shouting, whistling, or other forms of demonstration. An indication of the cultural level of a school is the conduct of its student body.

Cafeteria:

The East Washington Elementary School cafeteria should provide a pleasant atmosphere for eating lunch where proper manners and consideration for fellow students will be practiced. Students are expected to follow directions the first time they are given. They are expected to follow all cafeteria procedures. They must keep voices low while enjoying their lunch, stay seated unless given permission to move by an adult, keep their eating space clean, and practice good manners.

Playground:

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

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

DISCIPLINARY PROCESS AND PROCEDURES

The District believes that discipline is the shared responsibility of students, parents, and school employees. A student's ability to practice self-discipline is an essential part of maintaining a constructive and positive school environment.

Teachers and other staff use a variety of classroom and behavior management strategies to address discipline issues that may arise. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken.

School authorities may take disciplinary action with any student whose conduct at any time or in any place interferes with or obstructs the mission of the school district or the safety or welfare of students or employees. The following outlines those disciplinary actions:

Blue Ticket System:

The blue ticket system will be used to target behavior infractions rather than academics. Parents will be notified by the classroom teacher each time a blue ticket is issued. The student will also have an alternative recess (loss of privileges, study hall, walking laps, behavior form, etc.) on the day the blue ticket is issued or the next if recess has already passed for that day. The classroom teacher will record the blue ticket infraction in

PowerSchool for record-keeping purposes. A student receiving a combination of blue tickets or discipline referrals **may** not be allowed to attend the next school field trip. Blue tickets will be issued to students for the offenses listed below.

Blue Ticket Offenses

- Inappropriate language
- Defiance
- Inappropriate Chromebook or iPad usage
- Dishonesty
- Stealing
- Disrespect
- Not following cafeteria rules/procedures
- Not following playground rules/procedures
- Not following hallway procedures

Office Referral Offenses

- Abusive language
- Fighting/Physical aggression
- Harassment/Bullying
- Technology violation
- Dress Code violation
- Defiance/Disrespect/Insubordination
- Weapon
- Threat
- Vandalism/Property damage
- Receiving 3 blue tickets in a timely manner
- Disruption
- Alcohol/Drugs/Tobacco

Administrative Consequences:

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

DISCIPLINE POLICY

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

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

authorized administrators and staff members to take the following actions:

1. **SUSPENSION FROM SCHOOL – PRINCIPAL**

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

2. **EXPULSION**

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

Suspension and Expulsion from School:

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

1. A meeting will be held prior to the suspension of any student. At this meeting, the student is entitled to:

- (a) a written or oral statement of the charges;
- (b) if the student denies the charges, a summary of the evidence against the student will be presented and,
- (c) the student will be provided an opportunity to explain his or her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- (a) Legal counsel
- (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent(s) are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent(s) to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place and purpose of meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent(s) will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent(s).

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

Please Note: Careful consideration is given to individual situations, so that the school's response to the student is appropriate. Consequences may be increased in cases of repeat offenses. Suspensions will be considered when behavior is disruptive and detrimental to the operation of the school.

Nonviolent Crisis Intervention: (Crisis Prevention Institute)

The staff here at East Washington are trained using this program. The program focuses on a range of preventive strategies, de-escalation skills, and communication skills. It also teaches psychological and physiological responses that will minimize the potential harm of disruptive and aggressive behavior. Physical interventions are only used as a last resort to manage risk behavior when all other reasonable, nonphysical approaches have been exhausted and failed to prevent the situation from escalating.

Student Harassment:

Bullying

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

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

Bullying takes many different forms including verbal, physical, social/relational, written, or electronic. The staff and students are trained each August/September on the definition of bullying and on ways to prevent bullying.

For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures that places the targeted student in reasonable fear of harm to the targeted student's person or property; has a detrimental effect on the student's physical or mental health, interferes with the student's academic performance or with the student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

Criminal Gangs and Gang Activity:

Pursuant to East Washington School Board policy and Indiana Code, criminal gangs and criminal gang activity are prohibited on East Washington School Corporation property, school owned buses used to transport students, and all school sponsored activities and functions. Students and parents, who choose to do so, may report an incident of gang activity to the principal. Further details regarding this policy may be found in School Board policy.

*I.C. 2026181; I.C.2026182; I.C.2026183; I.C.2026184; I.C.2026185; I.C.2026186.

DRESS CODE

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

School Clothing:

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

- Any type of hat, scarf, or hair covering shall not be worn in the school building.
- No clothing may be worn which depict profanity, alcohol, tobacco or have sexual connotations.
- Shirts shall be long enough to cover the midriff and back at all times.
- Student shall have pants that fit the waist. Undergarments shall not be showing at school.
- All skirts and shorts need to be of a respectable length.

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

Dress for Physical Education Class:

All students are required to have **tennis shoes** on the day that physical education class is scheduled. Children may wear such shoes to school or bring them in a separate bag. Students are required to wear clothing that allows comfort and movement (shorts, jeans, sweats, t-shirts, etc.). Appropriate clothing should be worn to school as students do not have time to change into gym clothes. Students without proper gym clothing or shoes may not be allowed to participate in certain activities in physical education class and may be given an alternative assignment.

E-LEARNING DAYS

East Washington Elementary operates on a one-to-one technology based platform. K-2 students all have a school-assigned iPad and students in grades 3-4 have a school assigned Chromebook. Teachers work within Google Classroom to provide your child opportunities for home instruction and resources as needed. In the event that an E-Learning Day occurs, assignments will be posted that morning for students to access through his or her Google Classroom. Consideration and opportunities will be given for students who do not have access to wi-fi at home to complete the digital assignments.

EQUAL EDUCATION OPPORTUNITY

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

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

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

EXTRA PROGRAMS

East Washington Elementary School offers a varied curriculum which includes Reading, Language, Spelling,

Writing, Mathematics, Social Studies, Science, Health, Art, Music, Library, STEAM, and Physical Education for each student.

The following programs are also offered at various grade levels to meet students' special needs and expand their experiences beyond what the normal classroom can provide: Response to Intervention, speech and hearing services, special education classes, high ability program, study trips, parent involvement activity nights through Title I, one-to-one technology access, Accelerated Reader, counseling, Student Council, literacy groups, full-day kindergarten, and preschool.

GRADING SCALE AND HOMEWORK

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



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

Honor Roll:

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

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

Areas counting toward Honor Roll are: Reading, Spelling, Mathematics, Health, Language, Science, Conduct and/or Citizenship, and Social Studies.

An A Honor Roll, and A – B Honor Roll and an Honorable Mention will be published in the newspaper each 9 weeks for students in these grades.

Grades K-3 Homework Policy:

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

Grade 4 Homework Policy:

In order for students to learn and be successful, it is essential to complete classwork and homework in a timely manner. Assignments not completed during class are considered homework and due the following day unless otherwise stated. Students are expected to write their assignments in their planner daily. Late assignments will

be penalized 10% for the first day it is late.

HEALTH AND SAFETY

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

Health Services:

EWES has a full-time nurse on staff to ensure the safety and well-being of your child while he or she is at school.

East Washington has a Telehealth Clinic where an online appointment with a nurse practitioner will be scheduled for your child here at school within 30 minutes. If she finds that your child is contagious, the child will need to be picked up. Forms for this service must be completed and signed by the guardian before the child is seen.

Vision Screenings will be conducted for students in 1st and 3rd grades. Vision tests will be administered by the school nurse during the school year.

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

East Washington School Corporation Head Lice Policy

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

Head Lice Management Protocol:

- If nits are discovered on hair, the EWSC nurse or designee (trained by the nurse) will inspect hair for live lice. If none, re-inspect in 7-10 days.
- If live lice are on hair, the school nurse will notify parent/guardian and the student will be sent home with a recommendation that they call their physician for recommendations to treat the head lice. Student will be re-inspected upon return to school.
- Parents/guardians will be encouraged to verify treatment to the nurse as soon as possible after notification. If the parent/guardian is unable to afford treatment, they will be referred to the local health department.
- The parent /guardian will be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits.
- School employees shall report all suspected cases of head lice to the school nurse or designee and the nurse or designee will examine the student.
- Information about head lice is available to all parents/guardians upon request from the school nurse.
- Staff shall maintain the privacy of students identified as having head lice.

Taking Medications at School:

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

- All medication must be sent to school in its original container. Ask your pharmacist for a second labeled bottle for school; then use it to send only the amount of medicine which will be needed

during school hours.

- All medication must be accompanied by a note from a parent or guardian indicating the student's name, name and dosage of medicine, and time to be given.
- Unused medication may be sent home with student, if accompanied by a note from the parent to do so. This, however, excludes controlled substances that may be prescribed by your physician. In that case, a parent must come into the school to pick up the medicine and/or write a note for someone 18 or over to pick up the medication.
- Over-the-counter drugs will be administered only in accordance with manufacturer's recommended dosage unless a doctor designates otherwise with written directions.
- All medications must be stored in the nurse's office with one exception. If a child has a chronic or acute medical condition, the child may have the medication with them and self-administer the medication. Parents must give the child permission to do so and a physician must state that the medical condition is acute and chronic and must authorize the need for medication to be self-administered.
- Only the nurse or other personnel designated by the principal will administer medicine, unless the child has an acute or chronic medical condition as stated above..
- The nurse or other designated personnel may refuse to administer any medication.

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

Brushing Teeth During the School Day:

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

HOMELESS STUDENTS

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

INDOOR AIR QUALITY

In accordance with the Indoor Air Quality (IAQ) Law (2010) and IAQ Rule (2011), any indoor air quality concerns will be addressed by the principal at (812) 967-2929.

KINDERGARTEN ENROLLMENT

East Washington Elementary School offers full-day kindergarten. A child must be at least five (5) years of age on August 1 to enter kindergarten. Students may request early entrance to kindergarten if he or she turns five (5) years of age by September 1 of the 2019-20 school year or five (5) years of age by October 1 of the 2020-21 school year. Kindergarten enrollment occurs in the spring of each school year.

LIBRARY

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

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

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

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

LUNCH/FOOD SERVICE

Breakfast, Lunch, and “a la carte” Purchases:

Breakfast will be served from 7:45 – 8:10 a.m. each day. The only exception is when school operates on a delayed schedule. Breakfast is not served on delay days.

The approximate lunch times are below for each grade level:

10:40-11:10	Grade 4
11:05-11:35	Special Needs Preschool
11:10-11:40	Kindergarten
11:40-12:10	Grade 3
12:10-12:40	Grade 1
12:40-1:10	Grade 2

Meal Prices

Student Breakfast: \$1.70

Student Reduced Breakfast: \$.30

Adult Breakfast: \$2.00

Student Lunch: \$2.55

Student Reduced Lunch: \$.40

Adult Lunch: \$3.35

Extra Milk: \$.45

Parents should let students know each day as to whether or not they are to eat breakfast at school. Students may buy a school lunch or bring their lunch. Our school is set-up on a computerized system. As a student purchases a breakfast, lunch or “a la carte” item, the cost will be deducted from the student’s meal account.

Meal accounts are expected to be positive at all times. Parents are expected to monitor accounts to ensure that balances are not negative. We encourage parents to use myschoolbucks.com to set up low balance reminders. Money can be deposited to your student's account in 2 ways; online using myschoolbucks.com or by sending in a check, money order, or cash in an envelope with the following information clearly written on the sealed envelope: Student's FIRST and LAST name, grade, teacher's name, and the amount of money to be deposited.

Students Charging Meals:

If a student is out of money in his/her account, the policy of EWSC will allow the student to charge the equivalent of 4 lunches, which is \$10.20 for the elementary. Once this limit is reached, students will be required to bring a lunch from home or they will receive an alternative meal (sandwich, juice or milk) until the account is replenished. If a student repeatedly comes to school with no lunch from home or funds to cover the negative balance, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities will be contacted. When accounts stay negative on a continual basis, a minimum of 3 documented letters will be mailed, upon the need for a fourth letter, the corporation has the authority to take action to collect unpaid funds by means of collection agencies, small claims court or any other legal method deemed necessary by the corporation.

Adults Eating in the Cafeteria:

Adults planning to eat with a student in the cafeteria needs to see the "Procedures for visiting to have lunch with a student" section of this handbook. In addition to those guidelines, please be aware that adults cannot charge meals. All purchases must be paid in full at the time of the meal, in cash with exact change, as the elementary school cannot make any change. Adult lunch trays are \$3.35.

Refunding Lunch Money from a Student's Account:

If a student withdraws and has a positive balance in their lunch account, the parent/legal guardian may request a refund, or transfer to another student's account. However, all requests must be submitted in writing, signed by the parent/legal guardian, and received by June 30th of the current school year. If no request is made the student's account will be closed and become part of the East Washington School Lunch Operating Fund. We will only refund money to the parent/legal guardian and the refund will be in the form of a check.

NEWSLETTER

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

PARENT RIGHT TO KNOW

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

1. Whether the Indiana Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Indiana Department of Education has decided that the teacher can teach in a classroom

- without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
 4. Whether teachers' aides or similar paraprofessional staff members provide services to your child and, if they do, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information. If you would like more information, please contact the building principal at 812-967-2929.

PARENT TEACHER CONFERENCES

Formal parent/teacher conferences for all students are held in the fall of each year. Communication between parents and teachers is an important factor for student success. You are encouraged to contact your child's teacher by email or telephone at anytime you need to discuss your child's progress, you have a question or concern or you would like to schedule an additional conference. You may also be contacted at other times by your child's teacher when he or she needs to communicate or schedule an additional conference with you.

PARENT TEACHER ORGANIZATION (PTO)

East Washington Elementary School is very fortunate to have an active Parent Teacher Organization (PTO) within our school building. Meetings are held monthly and all parents are encouraged to participate and attend the meetings. The PTO supports our students and school by providing numerous instructional resources that directly benefit our students as well as grade level monies which offset the cost for parents of grade level field trips and special activities. For more information on how to join, please contact our school office.

PARKING LOT SAFETY

Guidelines for Entering the School Building:

1. All students and parents should cross the parking lot to the sidewalk in front of the building by way of the crosswalk (in front of the canopy).
2. Car passengers should be dropped off from the car lane next to the sidewalk. For morning drop off, all cars will be directed to pull forward to farthest exit point to allow multiple cars to drop off children. This allows our parking lot to not become congested.
3. Students entering from parked cars should be walked across at crosswalk. Please do not drop children off in the middle of the parking lot to walk across alone.

Guidelines for Student Dismissal/Pick-Up:

1. All bus riders will be dismissed first. Parents are not permitted by buses during dismissal time.
2. Car riders will be walked to the front of the building. All parents must pick their child up from the front sidewalk. Unescorted children will not be allowed to enter the traffic zone. Car riders are not to be picked up from the bus loading area.
3. If a parent is not on the sidewalk, the teacher will escort the child to the after-school pick-up holding area. Parents will need to sign his or her child out at this time.

PROTECTION OF PUPIL RIGHTS AMENDMENT

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

SCHOOL HOURS

East Washington Elementary School begins at 8:10 a.m. each day. School is dismissed at 2:45. Kindergarten and first grade students are dismissed first followed by grades 2-4.



SCHOOL PICTURES AND YEARBOOK

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

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

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

SEVERE WEATHER, FIRE DRILL, LOCKDOWN AND EARTHQUAKE PROCEDURES

Students and parents are urged to sign up for our text messaging system to receive notices of any school cancellations, delays, or early releases. Information regarding changes in the school schedule will also be given to the radio (WSLM 1220 or WHAS 840), television stations, and social media. Instructional days missed will be made up according to IN code 20-6,1-5.9., by using E-Learning days.

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

If inclement weather does occur during the school day, please make sure you have signed up to receive our text messages, phone calls, and emails from our automated system. We do respectfully ask that parents wait to

receive the text, phone call, or email notifying of an early dismissal. We have these communication devices in place for these events, and we receive numerous calls asking if we're dismissing early, etc., and this causes a lot of disturbance in the office as the phone lines need to be kept open for other daily communication. We always relay the proper information as soon as a decision has been made. We appreciate your helping us with this. Please wait for the electronic communication device you have signed up for. Parents are expected to provide procedures for their child(ren) if school has early dismissal. To avoid frightening the student or sending him/her home to an empty house, arrangements should be made in advance.

STUDENT CHECK-OUT

When checking out a student from school during the school day, please come to the office, sign your child out, and notify a secretary. Our secretary will then call your child from class to meet you in the office. No student will be dismissed from school without a parent, guardian, or emergency contact signature. Please include names and phone numbers of any person who is allowed to pick your child up from school on the enrollment form at the beginning of the year. If there is someone you do not want your child to go home with, we must have this stated in writing. We may require legal proof of your request.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

East Washington School Corporation is committed to preparing students for success in an ever-changing world. In order to properly prepare students, we must have access to technology that will provide students the opportunity to learn, engage, search, communicate, and create. The instructional use of the Internet will be guided by the corporation's policy on instructional materials. Parents may request a copy of the school's Internet Acceptable Use and Safety Policy at any time from the building principal. Students are expected to adhere to this policy at all times or disciplinary action could be taken.

STUDENT RECORD NOTIFICATION

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

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
- The right to request the amendment of the student's education records that the parent of the eligible student believes are inaccurate.
- 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Washington School Corporation to comply with the requirements of FERPA.

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

TEACHER REQUEST POLICY

Teacher requests will not be accepted. Teachers and administration place great time and consideration into each child's placement for the upcoming school year. A parent may request a conference with their current teacher to

discuss their child's placement for the upcoming year. Parents are also welcome to request a conference with the principal to discuss their child's placement for the upcoming school year.

TEACHING ASSIGNMENTS

Kindergarten: Martha Moore, Jenna Jones, Ronda Eiler, Stephanie Perry

Grade 1: Amanda Stumler, Valerie Myers, Mindy McKinley, Alicia Lasley, Katy Singleton

Grade 2: Susan Katt, Lesia Ellis, Stacy Zink, Rebecca Jones, Sierra Davis

Grade 3: Debbie Mishler, Marcia Smith, Kayla Moore, Regan Baird

Grade 4: Amy Rogers, Marilyn Doan, Amanda Dixon, Matt Pickerill

Special Areas: Raymond Porter (Art), Judy Brown (Library), Tammy Clemmons (Music), Leah Starrett (P.E.), Shelby Lee (STEM)

Resource/Support: Cheyanne Stone (Speech and Hearing K-4), Michelle Walton (K-2), Violet Enteman (3-4), Jeff Pennington (K-4), Kristi Kirtley (preschool)

TEXTBOOK RENTAL

Textbook Fees:

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

Textbook Rental Refund Policy:

If a student is WITHDRAWN from school BEFORE the first ten school days, the student will receive a full refund of textbook rental paid. Device rental is a semester fee that follows the same refund policy as textbook rental. Supplies and consumables will not be refunded. If a student is WITHDRAWN from school AFTER the first ten days but DURING the first semester, the student will receive one-half of the textbook rental paid. Supplies and consumables will not be refunded.

If a student is WITHDRAWN from school AFTER the first ten days of the second semester, no textbook rental refund will be given. Supplies and consumables will not be refunded. If a student ENROLLS any time AFTER the third grading period has begun, one-half of the yearly textbook rental fee will be charged. The full year fee will be charged for any workbooks, supplies and consumables.

If a payment is not received within thirty (30) days of the first day of school, a reminder notice will be mailed to the parents of students with delinquent fees. If payment is not received within thirty (30) days of mailing the reminder notice, a second reminder notice will be mailed. If payment is not received within (30) days of the second reminder notice, a third and final notice will be mailed in an attempt to collect delinquent fees. All delinquent fees will be turned over to a collection agency ninety (90) days after the mailing of the first reminder

notice. Parents and emancipated minors who are eligible for financial assistance or whose application is pending are not to be referred for collection.

Any textbooks that are lost or unusable will be charged the total purchase price of the book. If a book is damaged, fees will be determined using the following scale:

- 1st year of use: cost of book
- 2nd year of use: $\frac{5}{6}$ of cost of book
- 3rd year of use: $\frac{2}{3}$ of cost of book
- 4th year of use: $\frac{1}{2}$ of cost of book
- 5th year of use: $\frac{1}{3}$ of cost of book
- 6th year of use: $\frac{1}{6}$ of cost of book

TRANSFER RESPONSIBILITIES

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

TRANSPORTATION

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

Transportation Changes:

When it is necessary to change the way a student normally is transported to his or her home, a note to the child's homeroom teacher **is required each day** that the exception needs to take place. If a parent calls the school to notify a child of a transportation change, calls must be received by 2:00 p.m. so that we have enough time to notify the student. **NO CHANGES IN AFTER SCHOOL TRANSPORTATION WILL BE ACCEPTED AFTER 2:00.** The teacher or office will then transfer that information to a bus pass to be given to the driver. A note written by the parent should state by which means the child is getting home, who is picking up the child, or whether the child has permission to ride a bus to a location other than normal. The note must be signed by the parent or guardian. On occasion, students may need to stay at school for activities. Then, too, it is necessary to send a note stating that the child has permission to stay and what activity is.

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

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

Transporting Between Buildings:

Elementary students needing to ride the school bus to the high school and/or middle school in the afternoons

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

School Bus Rules:

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

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

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

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

- Verified parent notes or calls to the school are required if parents desire their children to ride a bus other than the one the student normally rides in the event of an emergency or child care situation. Once the parent has notified the student’s school office, if the permission is granted, a pass will be given to the child for the bus driver.

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

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

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

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

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

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

Offenses - Consequences

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

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

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

VISITORS IN OUR BUILDING

Procedures for all school visitations:

1. A completed and cleared background check must be on file in the office.
2. Please notify the school in advance of your visit to insure access to the building. Any classroom visits require a 24-hour notice unless otherwise arranged by teacher or principal.
3. Always enter the school through the front entrance, Door 1. There is a box mounted to the left of the door. Please push the button and wait for someone to respond to you. The office personnel may ask you for your name, purpose for visit, and identification. Once it is deemed that this information is correct, the door will be electronically released to allow entrance to the building.
4. Once in the building, please go into the main office and someone will assist you.
5. Sign in at the main office with the time and purpose of the visit.
6. You will receive a visitor pass. Place the visitor pass in a visible spot.
7. The office will direct you where to go and of any procedures specific to your purpose of visit.
8. Upon completion of your visit, please sign out and return the pass.
9. Exit the building through the front doors.

Additional information regarding our visitor procedures can be found in board policy 8120.

Cafeteria Visitation:

Parents are welcome to eat lunch with their child. Parents will follow the visitation procedure above. In the cafeteria, there will be a table marked for visitors. Parents will eat at the visitor table with their child. We encourage parents to purchase a hot lunch in our cafeteria. Only exact change can be accepted when paying for an adult lunch tray. We highly encourage parents not to bring in outside food for drink to the cafeteria.

Playground Visitation:

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

Study Trips:

The East Washington Elementary School staff feels that study trips are a privilege that enhances the learning experience, rather than a requirement for our curriculum. Behavioral expectations during a field trip are consistent with school policies.

We invite and welcome parents to help supervise students on study trips and occasionally at special events during school hours. If you are available, teachers will let you know when you are needed. **Any adult attending an EWES study trip must have a completed and cleared criminal history check on file.**

Please refer to the following guidelines when chaperoning or helping at special events:

- Please arrive at school at least 10 minutes before buses are to depart or a special event is to occur.
- Smoking is **not** prohibited on school grounds whether that be on school property or on an extension of school property like a field trip. We respectfully ask that all adults refrain from smoking while around students.
- Please make sure you have some device that keeps track of time, so you will be present at required spots when necessary.
- Dress comfortably and according to the weather. Most study trips require a lot of walking. We ask that

parents follow the same dress code as students.

- Please do not be offended if a teacher would discipline a child in your group. Please do not hesitate to ask a teacher for help, if a child is not behaving. We want to have a fun, but safe trip.

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

Note: If you choose to sign your child out from any field trip this will be counted toward their attendance as leaving early.

THANK YOU

Thank you for sharing your most precious gift, your child, with us each day. We want nothing more than for you and your child to have a wonderful elementary experience. If we can help assist or help you in any way, please do not hesitate to contact the office. Welcome to East Washington Elementary School! Thank you again!