

***EASTERN PULASKI ELEMENTARY SCHOOL
2016-2017***

revised August 2016

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip code _____

Phone _____

Grade/Teacher name _____

MISSION STATEMENT

Corporation:

All students can learn: Therefore all Eastern Pulaski Community School Corporation students shall be given the opportunity to learn and develop to their optimum.

Eastern Pulaski Elementary:

Students and staff take pride in quality work, show continuous progress, and ultimately enjoy learning.

VISION STATEMENT

We share with our community the responsibility of creating a safe and supportive learning environment. We strive to provide opportunities to challenge and motivate students to reach their highest potentials. We are committed to teaching skills so that each student will have the opportunity to become a respectable, responsible, and successful member of society.

We believe in Promoting self, others, school, and community,
 Respecting self, others, school, and community,
 Inspiring responsibility,
 Desiring intellectual, social, and physical success,
 Establishing a safe and supportive environment.

SCHOOL DAILY SCHEDULE

School starts promptly at 8:05 AM and ends at 3:10 PM daily. Students not riding a school bus will be permitted to enter the building at 7:50 AM. All students will sit in the cafeteria until the buses arrive. Students are considered tardy after 8:05 AM if they are not in their classroom ready to learn.

No child should remain at the school after 3:20 PM unless enrolled in the after-school childcare program or as part of an authorized adult supervised activity. There will be no supervision except for these purposes after 3:20 PM. Students who are still in the building after 3:20 PM will be sent to the after-school childcare program and the parents will be responsible for any fee charged for this service.

In the interest of school safety and security, all visitors will need to step inside the entrance doors, located at the Northeast front of the building, and press the intercom button located to your right. This ensures safety for our students and staff at Eastern Pulaski Elementary School. Thank you for your help.

DISMISSAL PROCEDURE

EPES utilizes a staggered dismissal. This means that students who walk, bike or ride a bus home will now be dismissed at 3:05. This will allow them to access the crossing guards before parent traffic increases. Students whose parents are picking them up will be dismissed at 3:10 and will follow these new safety guidelines:

1. Parents or designated pick-up adult will be required to display an official "EPES Parent Pass" in their car window. The school will provide two passes per family free of charge to those who need them. These will be available at back to school registration. Additional/replacement passes will be available to purchase for \$5.00 each.
2. Vehicles will line up single-file along the east drive of the elementary school. Cars will remain parked until ALL buses have departed the elementary school.
3. Five Vehicles will be permitted to pull to the curb area in the front of the elementary school at one time. Your family ID tag number will be radioed into the school, then your children will be dismissed. Students are asked to only enter your car from the curb side.
4. Once students are loaded, cars will depart slowly driving west to the tennis court exit area. The next car in line will then be permitted to pull forward.

Special Notes:

1. Thank you for maintaining single file parking. Students will be prohibited from crossing traffic to get into a car.
2. Children who are being picked up will be sent out in the order that parents are parked. Thank you for your understanding that we cannot make exceptions.
3. Students will not be released to walk to a car parked in the school lot or anywhere on school property.
4. Please adhere to a safe, slow speed while driving on campus and approaching the curb. Taking a few extra seconds could save a child's life!

5. We respectfully ask for our school pick-up line to be a “DISTRACTION FREE ZONE”. Thank you for refraining from cell phone use while driving on school property.

6. Absolutely no phone call changes to dismissal plans may be made after 2:30. If you are picking your child up for an after-school appointment, please call the office ahead of time and plan to arrive on or before 2:45.

7. Anyone without a designated pick-up pass will be re-directed to park in the school lot. They will need to enter the elementary office with a photo id to pick up their child. Please note that all cars will be processed first.

REACH

Eastern Pulaski Elementary School has a school-wide student behavior program called **REACH**.

Respect and Responsibility
Effort
Active Listening
Common Sense
Honesty

Eastern Pulaski Elementary School is committed to helping children **REACH** for the stars!

The guidelines you are about to read are in addition to our broad statutory discretionary authority to maintain safety, order, and discipline inside our school. These guidelines support any unlawful or conspiring action, including cyber activity, which interferes with school function, but do not limit the authority of the school.

The following guidelines have been established for your child's protection and safety and maintain an educational setting:

1. Students are not allowed to bring gum, candy, or other treats from home.
2. Permission from the principal must be granted prior to selling items or asking for donations on school property.
3. Students should not bring "toy" type items, cell phones, IPODS, video games, IPADS, tablets, healies from home unless the teacher has required these items for a report or educational supplement. Students are not permitted to make any video or audio recording of any kind during school hours, before or after school, or at any school related activity without the principal's permission.
4. Students are expected to wear clothing and hair that is not a distraction to others or could be considered detrimental to the learning atmosphere. The following are judged to be distractions and will not be permitted.
 - a. shorts or skirts which are shorter than the student's extended fingertips, low-rise pants which skin on back shows
 - b. clothing in which undergarments may be seen
 - c. hair that brings attention to oneself or is a distraction to the learning of others
 - d. shirts which expose the midriff
 - e. clothing upon which are pictures or words that are generally considered indecent
 - f. Students are encouraged to wear shorts until October 1st and after May 1st, as weather allows (70+ temperatures). Students are not to change into shorts for gym at anytime during the school year.
 - g. students should not have visible piercings to any area of the body other than ears.
 - h. students should not have visible tattoos (real or play).
5. Students are encouraged to not wear make-up, flip flops, or fake nails.
6. If a student is to go home on a different bus or have another adult pick him/her up, a note is required from the parents. Parents are encouraged to utilize the assignment books for this correspondence.
7. Doors are locked at 4:00 pm. Students will need to pick up any homework or books left behind prior to 4:00 pm.
8. If the air temperature or windchill is 40 degrees or below, students are required to have a coat with a hood or a hat and closed toe shoes to go out for recess.
9. If the air temperature or windchill is 20 degrees or warmer – students may go out to recess.

TEXTBOOKS AND SUPPLIES

Book rental fees are to be paid by each student. Rental fees will include use of textbooks, workbooks, and art supplies. A list of additional needed supplies will be provided at registration.

Fees must be paid or a book rental contract signed before books will be issued to students. The book rental fees are:

Kindergarten through 5th grade \$95.00

Every student will have an additional \$5.00 fee for student assignment book. If an assignment book is lost or damaged, a replacement fee of \$5.00 will be charged.

Eastern Pulaski Elementary School's curriculum is based on the Indiana Academic Standards.

PENCIL PALACE

Pencil Palace offers various school supplies and will be available for student purchase during breakfast before school starts, on specific days.

BREAKFAST PROGRAM

Students will have the opportunity to participate in a breakfast program at Eastern Pulaski Elementary School. Students who are eating breakfast and riding a bus will be dropped off at the elementary school prior to 7:50 AM. Students will then enter the elementary building and go straight to the cafeteria where they can eat their breakfast. Breakfast will be served from 7:50-8:05 AM every day, except on school delays in which case **no** breakfast will be served.

LUNCH PROGRAM

Grade A - hot lunches or salad bar with milk are served to each student participating in the lunch program. Families will have an account set up which each child in their household can use. Parents will be able to deposit money into the account on a regular basis. Here is how it works:

1. Send cash or check, per student, in a sealed envelope with the child's name and teacher name clearly marked on the front.
2. All money must be sent to the elementary office by 8:10 am to be credited for that day. Paid lunch students who do not have sufficient funds in their account to purchase a tray for that day will be given a sandwich and a milk.
3. Notification will be sent home, typically on Monday afternoons, when a student's balance falls below \$8.00.
4. A student lunch will be \$1.90/day. A staff, guest, parent lunch will be \$2.53/day.
5. An extra milk may be purchased for 25 cents, which may be paid at the time or deducted from the student's lunch account.

Students who do not wish to eat the Grade A hot lunch may carry their lunch and purchase milk at lunchtime. **Students are not to bring pop as their drink choice.**

SCHOOL ENTRANCE AGE (BOARD POLICY)

Entrance Age - Kindergarten

Registration shall be held in April for all students who will enter Kindergarten the following August.

To enter Kindergarten, a student must be five (5) years of age according to the state-mandated guidelines (I.C. 20-8.1-3-17) on or before August 1 of that school year.

Early Entrance Procedure

Any child who attains the age of five on or before August 1 of a school year will be admitted to the kindergarten program of the Eastern Pulaski School Corporation. If the child is younger than five years, and their birthday falls 30 calendar days from the state date, and the parent(s)/guardian(s) of the child wish to enroll the child in the kindergarten program they may do so by making application to the Superintendent. Such application should be made no later than ten (10) days prior to the first day of school. For specific guidelines on early entrance request, please contact the Superintendent's Office.

The Superintendent shall advise the parent(s)/guardian(s) of his/her decision in writing.

ATTENDANCE POLICY

It is a fact that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and the skills being taught.

The school will notify parents of attendance concerns by letter at 7, 10, & 15 days. Any absences after 10 must be documented by a note from a physician in order to be excused. Failure to provide medical documentation for 10+ absences may result in a referral to the prosecuting attorney for investigation and loss of credit for assignments made during absence, therefore having a negative impact on overall class grades.

Absences

Parents are asked to call the elementary school at 946-3955 by 9:00 AM on the day when a child is absent to be excused. If no phone call is made, a written excuse stating the reason for the absence signed by the parent or guardian is required the day the child returns. Any absences in excess of 10 must be documented with a doctor's excuse or will be unexcused. Eastern Pulaski Elementary School acknowledges, as defined by state statute, that compulsory attendance exceptions may be:

1. student illness, with a note or phone call to the school
2. death of an immediate family member
3. exclusion because of exposure to a contagious disease
4. required religious observation
5. medical appointments, with returned, signed medical excuse
6. school sanctioned events
7. military deployment

In accordance with IC 20-33-2, students supplying the proper notification to the office and participating in the following events are not counted absent:

1. Page or honoree in Indiana General Assembly.
2. Any required court appearance.
3. Help to a political party or to a precinct election board on Election Day

If a student arrives to school after 9:30 AM or leaves before 1:30 PM due to illness, they will be marked a half-day absence.

Attendance Awards

To qualify for perfect attendance, a student can only miss 1/2 day of school. To qualify for excellent attendance, a student can only miss one full or two 1/2 days of school. To qualify for either award, a student may not be tardy over four times. Year-end attendance awards will be presented on the last full day of school.

Tardiness

Students will be counted tardy if they report to school after 8:05 AM in the morning.

Students will not be counted tardy if:

1. the bus is late; or
2. he/she has a doctor or dental appointment, will count as an excused tardy

Students who report to school after 9:30 AM will be counted as having a half-day absence.

Tardiness will be converted to absences using the following formula:

1. every four un-excused tardies will be treated as one absence and will follow the procedures previously outlined in the handbook in regards to excessive absences.
2. four un-excused tardies will result in an after-school detention disciplinary action.

Extended Absence Homework Request

Students will have two calendar days for every day of absence (3 calendar days if the absence occurs on a Friday) to complete make-up work. Any student who is absent from school may request homework by calling 946-3955. If the request is made prior to 11:00 AM, the homework may be picked up at the end of the school day. If the homework request is made after 11:00 AM, the homework may be picked up after 9:00 AM the following morning.

Doctor and Dentist Visits

Parents are encouraged to schedule doctor and dentist appointments outside of school hours or on non-school days. In the event that an appointment must be scheduled during the school day, all students must bring in a medical slip completed by the doctor or dentist in order to have the absence recorded as excused.

1. Any appointment that exceeds two hours is a half-day excused absence.
2. Any appointment that exceeds four hours is a full-day excused absence.

REMEMBER: Unless you return a completed doctor or dental appointment slip, you will receive an unexcused absence.

EASTERN PULASKI COMMUNITY SCHOOL HOMEWORK POLICY

Educators and parents share many common goals and among them is that of helping each student become successful. The Eastern Pulaski Community School Corporation Board of Trustees believes that homework is an important part of the educational process and that it is valid if it has the following objectives: to promote growth in self-responsibility and self-direction in learning; to direct students toward good work habits; to enrich and extend school study experiences; to bring students in contact with out-of-school learning resources; to help students learn to budget time;

and to provide essential practice in developing skills. The following represents guidelines to assist students, teachers, and parents in meeting these objectives.

Student's Role

To complete satisfactorily homework assignments the students must possess appropriate work-study habits. Following these guidelines will enable the student to successfully complete homework assignments:

- (1) Accept the responsibility for knowing the assignment, directions, and due date.
- (2) Clarify questions about the assignment before leaving class.
- (3) Take home the necessary materials needed to complete the assignment.
- (4) Find a suitable location in which to study or work and budget the necessary time to complete the assignment.
- (5) Check each completed assignment for accuracy.
- (6) Make up assignments missed due to absences.

Teacher's Role

The elementary school philosophy is that the teacher's role is to provide:

- (1) Homework that is based on the Indiana Academic Standards.
- (2) Assignments must be specific and students should know what is expected of them.
- (3) The amount and frequency of homework assigned will vary depending upon the students' needs and abilities. Homework over the weekend or during holiday periods should be assigned infrequently.
- (4) Teachers should notify the parent if a student consistently fails to do homework assignments.
- (5) Whenever appropriate, class time for the student to begin an assignment should be provided.
- (6) Assignments should be provided for excused student absences to allow them to makeup work.
- (7) Homework should not be assigned as busywork or punishment.

Parents' Role

Cooperation by parents is a very necessary factor in making homework a meaningful experience for students. Parents should encourage their children to succeed in school by sharing interest and exhibiting helpful, cooperative and understanding attitudes and assistance toward homework. This can be accomplished by a commitment to the following:

- (1) Provide a quiet, well-lighted location free from excessive noise and other distractions where the student can work.
- (2) Establish a regular "homework time".
- (3) Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
- (4) Encourage and support their child's efforts to complete the assignment.
- (5) Encourage their child to seek help and ask questions of the teacher when in doubt about the assignment.
- (6) Provide adequate materials and resources such as a dictionary, pen, pencil, paper, and opportunities for transportation to locations such as the public library.

VISITATION INFORMATION

1. "Parent Days" will begin in October and continue through the month of April. Positive parent involvement is highly encouraged. We believe that parent involvement helps form stronger bonds between home and school. Guidelines to ensure a successful parent visit include:
 - (1) Parents need to notify the classroom teacher prior to visitation. A minimum of 48 hours notice is needed.
 - (2) No more than 2 parents may visit a classroom on the same day.
 - (3) Parents will not be able to visit if assessments are being given in the classroom, curriculum is being introduced for the first time, or if the teacher needs the students' undivided attention on the requested day.
 - (4) Parents may be asked not to visit on days that a substitute is in the classroom.
2. Parents are asked to arrange visits with teachers in advance as a matter of courtesy and good planning. We encourage visits to be taken in ½ day increments (either a.m. or p.m. visits), and suggested no more than 2 visits per year.
3. Younger siblings are not allowed to accompany parents for classroom visits.
4. Parents are asked to report to the office secretary and sign in/out on the daily log sheet. You will receive a visitor's tag to wear during your visit.
5. Parents are invited to purchase a lunch at the start of the school day and eat in the cafeteria during visitations held during October-April.

6. Parents are respectfully asked to not be on their cell phone during the visit, and to please not take pictures of the students during the visit.

TELEPHONE

Classes will not be interrupted for messages and deliveries (except verified emergencies) during the school day. Parents are asked to notify the office prior to 2:00 PM if children have a change in their after-school transportation plans.

To encourage students to further develop responsibility, students will not be permitted to call home for forgetting book bags, assignment books, homework, etc.

SCHOOL PARTIES/GIFTS

Eastern Pulaski Elementary School authorizes two formal classroom parties per year: Christmas and Valentine's Day. Parents and guardians may not arrange parties or distribute refreshments or treats to students while at school per the State Board of Health. Eastern Pulaski Elementary School will furnish commercially prepared healthy treats in compliance with health regulations and wellness guidelines. **No Gift Exchange or deliveries to school please!**

LIBRARY INFORMATION

All students from grades K-5 are entitled to use the school library providing guidelines are followed. Books circulate for one week and may be renewed once. There is no fine for overdue books; however, children are encouraged to return books on a timely basis.

Replacement costs must be made for books that are lost. If a paid-for book is later found, it becomes the property of the student, as no refunds will be issued. A fine may be charged for damage to a book beyond normal wear. Damaged books remain the property of the library.

We ask that all library books be returned or paid for when a student moves. Upon re-enrollment in our school, students who did not return or pay for all books at the time of withdrawal will be excepted from check-out privileges until this obligation is met.

GYM INFORMATION

1. All students are required to have a pair of tennis shoes in order to participate in P.E. class. Students may use tennis shoes that are worn to school, provided they are clean and appropriate for the activity. It is recommended that students keep a pair of old tennis shoes at school to ensure cleanliness.
2. Students with serious medical problems should have a doctor's slip stating the length of time that they should not participate in gym or recess periods. This slip should be seen by the physical education teacher and the regular teacher.
3. In order for a student to be excused from running or physical activity for up to one week, he/she must have a note from the parent. If the parent requests the excuse for more than one week, the request must be accompanied by a doctor's slip.
4. Presidential Physical Fitness awards will be presented to students in grades three, four and five who meet guidelines on a variety of fitness tests.

EMERGENCY PROCEDURES

No School

PARENTS SHOULD HAVE EMERGENCY ARRANGEMENTS MADE FOR THEIR CHILDREN WHEN SCHOOL IS DISMISSED AND NO ONE IS HOME. We will follow the instructions you complete on the "Early Dismissal Form". No phone calls will be made.

If for some reason (weather, emergency, etc.) there will be no school, a delayed start, or an early dismissal, we will notify by school website (www.epulaski.k12.in.us), Twitter, School Facebook and the following radio stations and ask that they announce the same to you:

WKVI (99.3 MHZ on dial) Knox
WROI (92 FM on dial) Rochester
WSAL (1230 AM and 102.3 FM on dial) Logansport

Tornado and Severe Weather

It is necessary for all parents to be informed of school safety precautions to be followed in the event of impending danger. The following measures will be taken when an official tornado WARNING has been relayed through the Superintendent's office from Home Land Security or Police Department. This warning will be given out when a tornado has been sighted and is moving in our direction (not during a tornado WATCH).

1. Staff members will be posted as lookouts.
2. On a given signal all students and staff will go to pre-arranged places of safety until the "All Clear" has been sounded.
3. The students must remain quiet and follow teachers' orders without question and without delay.
4. Students will not be dismissed from school unless accompanied by a parent. Parents must report to the office if they wish to remove their children from school.
5. Students will not be dismissed from school if a WARNING comes at the regular time of dismissal. They will be dismissed after an "All Clear" has been given.
6. We ask parents' cooperation during a WARNING and ask that you DO NOT call the school and tie up the telephone.
7. The best help you can give your child is to stay away from the school until the "All Clear" signal has been given. The school is probably much safer for your child than your own home in this situation.
8. Tornado drills will be given each semester.

Emergency Drills

According to State Law, schools are required to complete and record response times on fire drills monthly, tornado drills 4 times a year, and 1 emergency plan drill, which includes "lock down" practice. Instructions are posted in each room that directs students to the appropriate exit. Teachers review emergency procedures with their students on a regular basis.

GRADING SYSTEM

A. Progress Reports and Report Cards

Progress reports and report cards communicate your child's progress. The report cards have two ratings (scholarship and effort) for each subject. Parents are provided 24 hour access to grades via Harmony. EPES will strive to inform parents on student progress on the Indiana Academic Standards:

SCHOLARSHIP RATING

A+	100
A	94 - 99
A-	90 - 93
B+	87 - 89
B	84 - 86
B-	80 - 83
C+	77 - 79
C	74 - 76
C-	70 - 73
D+	67 - 69
D	64 - 66
D-	60 - 63
F	59 and below

Any grade ending in .5 will be rounded up

E	A/A-	Meeting grade level standards with quality and consistency
S	B+/B/B-	Meeting grade level standards
N	C+/C/C-	Making progress towards grade level standards
U	D+/D/D-	Making minimal progress towards grade level standards
	F	Performing below grade level standards

B. Honor Roll

The honor roll is used in grade five to recognize students who earn all A's & B's. 5th grade students making the honor roll three (3) out of the four (4) grading periods will receive a certificate of scholarship at the close of the school year.

C. Class Assignments

Students are expected to complete all assignments. A zero on assignments or not turning in the assignment will not be accepted. A grade card will not be given until all assignments are completed and in line with designated standards/expectations.

Report cards will be distributed following the end of each nine week grading period. To receive grades, the student must be in attendance at least one-half of the grading period.

Presidential Awards for Outstanding Academic Achievement

Students in grade five will receive this award according to the following :

1. Score in the 85th percentile or higher in the math or reading sections on standardized test(s) (NWEA or ISTEP).
2. Achieve a cumulative A- (9.9 or higher GPA) during their fourth and fifth grade school years, excluding the last nine weeks of their fifth grade year.

DISCIPLINE

Discipline is a good, necessary, required, and essential part of every school. Our discipline system is one in which students learn acceptable behavior through a fair, consistent and progressive process (see page 2). Disruptive behavior is any behavior that causes a disruption to the learning/teaching process within the school environment or jeopardizes the health and safety of students. Essentially, students must follow the guidelines set down in this handbook and the procedures of their individual teachers. Students must respect the rights of those around them (Human Dignity, School Board Policy #109.4).

Indiana Code, 20-33-8, is very specific about the legal grounds for suspension and/or expulsion. A copy of this state law may be viewed at the Central Office.

This handbook will encompass newly enacted laws as soon as their effective date.

The following offenses will be cause for disciplinary action, suspension or expulsion:

1. Use or possession of tobacco or nicotine, including e-cigarettes, on school grounds, on buses, or at school-sponsored activities off school grounds.
2. Use of vulgar or inappropriate language or obscene gestures.
3. Repeated truancy.
4. Wearing clothing which is a distraction to others and which may be detrimental to the learning atmosphere, such as clothing upon which words or pictures are considered vulgar or indecent and clothing which advertises any illegal substance, such alcohol or tobacco products.
5. Consistently not doing work or not having materials ready for class.
6. Fighting (whether initiated or retaliated).
7. Possession of a weapon, including a knife or any item that could be used as a weapon on school grounds, on school bus, or at school-sponsored activities.
8. Continual disruption of class, failure to heed instructions of staff/teachers, conduct constituting an interference with school purposes, and any form of disrespect directed toward a teacher, staff member, or fellow student.
9. Possession of fireworks of any kind on school grounds, on school bus, or at school-sponsored activities.
10. Indiana code defines "Bullying" as repeatedly using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. HEA 1423 – Anti-Bullying will be a part of this handbook following completion of all legal requirements.
11. Stealing, or anything else in violation of State or Federal law.
12. Sexual harassment.
13. Cheating.
14. Failure to follow bus guidelines.
15. Possession or using an electronic paging device or a cell phone, in a situation not related to a school purpose or an educational function on school grounds during the school day, on or off school grounds at a school activity, or traveling to or from school activity.
16. Repeated absences from school without knowledge or consent from the parents or school.
17. Damaging or stealing school or private property.
18. Forgery on school documents.
19. Bringing of "toy" type items to school without teacher/office permission.

EASTERN PULASKI ELEMENTARY SCHOOL DISCIPLINE VIOLATIONS AND CONSEQUENCES

Office Referrals

- #1 Possible loss of recess, call home
- #2 After-school detention, call home, parent conference with counselor
- #3 Three days after-school detention & parent conference and behavioral Response to Instruction team meeting

- #4 One day in-school suspension
- #5 One day out of school suspension

Referrals for fighting/disrespectful behavior/bullying

- #1 After-school detention, contact parents, counselor referral
- #2 One day suspension, parent conference
- #3 Two days out of school suspension and behavioral Response to Instruction team meeting

**After-School Detention will be served from 3:10-3:45 PM on the day following the discipline violation and upon parental contact. Transportation is the parents' responsibility.

RETENTION AND SOCIAL PROMOTION POLICIES

Retention

Some children who have not achieved grade level proficiency may benefit from the opportunity to continue in the same grade for another year. Promoting a child on a trial basis has not proven to be of value and will not be used. It tends to create a negative situation if a child has to be returned to a lower grade. State funded summer school may or may not be available and is not an alternative to retention.

1. Parents will be notified at the end of the first semester or at the end of third nine weeks if retention is a possibility.
2. Parents will be asked to come to school for a conference with the Response to Intervention team.
3. After this meeting and/or additional meetings, child's teacher and child's parents will make a recommendation to the principal for a final decision on promotion or retention.

It is our intention to have parents fully involved and informed regarding retention. We are hopeful that parents, the teacher, and the principal will be in agreement regarding this important decision. It is important that parents attend or participate by phone in all RTI conferences.

Beginning Spring of 2012, the Indiana Department of Education requires all 3rd grade students to pass the state IREAD3 assessment to be promoted to 4th grade.

All Parent Requests for Placement in a Classroom

Parents wishing to make a teacher request must complete a teacher request form available at the elementary office in May. We will make every effort possible to accommodate one of the three teachers requested, while maintaining the concept of a heterogeneous classroom environment. Placement criteria is, but not limited to the following:

1. Blend of academic ability per classroom
2. Behavioral chemistry
3. Class chemistry
4. Specific student needs

We cannot accept any forms that have less than three teacher names circled, nor honor specific "rank" or 1st choice requests. Request are due in the school office no later than the last day of school. The Principal has the final decision on classroom placements.

HEALTH AND MEDICAL INFORMATION

Nurse and Health Room

Except in emergency situations, students should not go to the nurse unless they have a permission slip from the teacher. Students returning from the nurse's office to the classroom should have a note from the nurse.

Parents should contact the nurse about their children's health problems at the beginning of each school year. In the event of an illness or accident at school, emergency care will be given. Parents must provide a telephone number where they can be reached if needed and must be able to provide transportation home if necessary. Every attempt will be made to contact a parent first, but if that fails, we will try the emergency contact numbers that you have provided.

Injuries and illnesses that occur at home must be taken care of before the child comes to school. Children who have had a temperature should be kept at home for twenty-four hours after the temperature has returned to normal.

VISION SCREENING

The State Board of Health mandates vision screening of children in grades K or 1st, 3,5 and 8th. The kindergarten screening is done in the Fall with an ophthalmologist completing the screening. The rest of the students are screened by the nurse beginning in the fall. The Titmus Vision Tester is used for this screening.

Medication Policy

1. NO medication, whether it is over-the-counter or prescription, may be in the possession of students (or in the coatrooms), dispensed by students, or taken (ingested) by students at school or any school sponsored activities without direct school supervision. Possible exception will be made for asthma inhalers. Please call the nurse if you have any questions.
2. ALL medications must be turned into the school office in original container along with a parental and/or physician's note detailing dispensing procedure. The medication(s) will then be dispensed as per these note(s) by the school nurse or designated school personnel. Parents should inform the school if medications or dosages are changed. Over-the-counter medication cannot exceed the recommended dosage.
3. Each teacher is provided with an Emergency Medical List indicating the students who need special attention in case of illness or accident. If you feel that your child should be included, please contact the school nurse.
4. Below are some examples of over-the-counter drugs that must be left with school officials: cold tablets (capsules), antihistamines (decongestants), analgesic (midol), and cough medicines.
5. Cough drops may be carried by students if their parents have provided a note for the teacher or nurse.
6. Parents are asked to remind their child to report to the nurse's office when their medicine is due.
7. The school WILL NOT send home any medications with students in grades kindergarten thru fifth. State law requires that medications can only be released to the student's parent or an individual who is at least 18 years old and has been designated by the parents to receive the medication.

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY (Section 500)

A child is **not permitted to attend school beyond the first day** without furnishing a written record, unless:

The school gives a waiver (for a period not to exceed 20 days); or

The local health department or a physician determines that the child's immunizations have been delayed due to extreme circumstances and that the required immunizations will not be completed by the first day of school. The parent must furnish a written statement and a time schedule approved by a physician or health department; or

A medical or religious exemption is on file (**must be submitted each school year to the nurse**)

Below are the number of doses and each vaccine required for school entry:

3 to 5 years old	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella	
K – 2nd grade	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 2 Hep A (Hepatitis A)
Grades 3 to 5	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella
Grades 6 to 11	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal)
Grade 12	3 Hep B 5 DTaP 4 Polio	2 MMR 2 Varicella 1 Tdap (Tetanus & Pertussis) 2 MCV4 (meningococcal)

Hep B The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 4th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 8th grade. Parental report of disease history is acceptable for grades 9-12.

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

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

(If a child has had the chicken pox disease, a doctor note about the disease is required for kindergarten through 5th grade)

LICE

The nurse will check for lice as often as possible. If lice or nits (eggs) are found, students will be sent home for treatment and removal of lice and nits.

Students may return to school only after being checked by the school nurse, and they are free of lice and nits. Parents should bring their children back to school to be checked and not send them on the bus.

Students will be reported to the Health Department/Department of Family Services after the third time they have been sent home with lice.

VOLUNTEERS

Parents and community members interested in helping as a volunteer or chaperoning field trips must have a completed volunteer form and background check, as stated in the School Board Policy. Forms are available at the Superintendent's Office.

SPECIAL EDUCATION SERVICES

Eastern Pulaski Elementary School provides many services for children with special needs. Our school corporation is a member of L.A.J.S.S.C. (Logansport Area Joint Special Services Cooperative). L.A.J.S.S.C. provides the resources so we can improve the education of all special needs children.

A school psychologist who evaluates children for special academic programs is with us one day per week. Students cannot be evaluated or placed in any special program without the participation and permission of a child's parent or guardian. A case conference will be held and least restrictive environment will be established if evaluation/student data indicates this need. If you believe your child is in need of special services or if you would like to learn more about these programs, please contact Mrs. Collins.

RESPONSE TO INSTRUCTION (RTI)

Students who demonstrate academic or behavioral concerns may be referred to the Response to Instruction Team. This is a team of school personnel who assist parents and teachers to develop strategies to increase student achievement and increase appropriate behavior. If you have any questions about the Response to Instruction team, please call Mrs. Collins.

SPEECH, LANGUAGE, AND HEARING INFORMATION

Mrs. Trish Bucks, Speech-Language Pathologist
Mrs. Christy Hileman, Speech-Language Pathologist

Hearing Tests

Indiana Law (Code 20-34-3-14) states that every school corporation shall annually conduct hearing tests as follows:

1. All students in grades 1, 4, 7, 10 are screened.
2. Students new to the corporation are screened, including kindergarten.
3. Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
4. Any student will be tested upon request by parents and/or school staff.

Parents and teachers may refer a student for speech screening. Students who demonstrate communication concerns may participate in our speech sound training and language skill training program. This training occurs in your child's general education classroom one (1) day weekly for approximately twenty (20) minutes. This support service will be provided by a speech-language pathologist or speech-language assistant.

The communication areas that we provide assistance in are:

- 1) articulation - how sounds are made
- 2) language - how speech is used to communicate
- 3) fluency - stuttering
- 4) voice - sound of the voice
- 5) auditory - remembering and understanding verbal information

If you have questions or concerns, please contact our Speech-Language Pathologists at 574-946-3955.

HIGH ABILITY PROGRAM

Through the use of the state's high ability grant, we provide an English/Language Arts enrichment program which is filled with reading, thought-provoking questions, and discussion for selected students in grades K-5. Students work together to enhance their understanding of what they read and develop critical thinking skills. As the year progresses, students are better able to raise thoughtful questions, offer reasons for their opinions, and listen to others' ideas. Our identification system includes measures of both ability and achievement. Data is used from the Cognitive Abilities Test (CogAt) as well as the KTEA-2 achievement measure in selecting qualifying students. Parents are notified if their child is a candidate for this special program.

TITLE I

Through the Title I grant received by our corporation, we are able to employ several instructional assistants to work in the classrooms directly with students in the areas of reading and math. Students who qualify for additional Title I services will be helped through our Literacy Group instruction. Parents will be notified if their child will be receiving Literacy Group instruction from a licensed teacher who works with small groups of students.

AFTER-SCHOOL CHILDCARE

An after-school childcare program is available from 3:15-5:15 p.m. each day at E.P.E.S. for students in grades K-6. This program is more than "babysitting". There is time for quiet games (or homework), active group games, nutritious snacks, and creative activities - activities that are both beneficial and fun. Students are supervised by trained personnel who provide loving care. The fee is on a sliding scale with the top at \$4.00 per day for full-time enrollment. This amount includes a snack and craft supplies. Enrollment of your child is accepted at any time. Please contact the school for enrollment forms.

All services are provided without regard to economic status, sex, race, color, religion, national origin, ancestry, or handicapping condition.

ACCESS EPCSC WEBSITE AND HARMONY PROGRAM

Parents may utilize the Harmony program to monitor student:

1. Grades
2. Lunch balance
3. Attendance
4. Discipline records
5. Progress Reports
6. Library books

Our school website, www.epulaski.k12.in.us, the Eastern Pulaski Twitter page, Eastern Pulaski Facebook page, and Eastern Pulaski Elementary School Facebook page also provide activity schedules and most recent school newsletters. Teachers are committed to updating grades at least one time weekly.

WELLNESS

The Eastern Pulaski Community School Corporation School Board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our students. See Eastern Pulaski Community School Corporation Board Policy Manual for more specific information and detailed description.

Board 514.2 Reasonable Suspicion

REASONABLE SUSPICION

Eastern Pulaski Community School Corporation Schools are authorized to require any student to submit to a chemical test of the student's breath or saliva if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance or look alike drug (as defined by Indiana law) while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function or event; or
- Traveling to or from school or a school activity, function or event.

REASONABLE SUSPICION MAY BE ESTABLISHED BY THE FOLLOWING:

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.

A student's refusal to submit to the chemical test will result in the administration proceeding as if the test were positive. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be enforced as if the test were positive.

TEST ADMINISTRATION:

An administrator and/or health services personnel trained to obtain a valid specimen for drug or alcohol tests may obtain a specimen of a student's breath or saliva for the purpose of determining if the student has used an illegal drug or alcohol. The cost of one (1) school-initiated breath or saliva test will be paid for by the Board and may be used for disciplinary action.

Positive test results from a reputable health facility may be used by the school's administration to invoke the reasonable suspicion policy. All testing results shall be treated as confidential by the Eastern Pulaski Community School Corporation Schools' administrative staff, but may be discussed with a student's guidance counselor or other school employee as necessary to implement this policy.

A student who attempts to alter a breath test may be disciplined by the administration. The student who possesses the breath test and/or the person(s) who attempt to alter the breath test may be subject to suspension and/or a recommendation for expulsion.

SCHOOL SPONSORED EXTRA-CURRICULAR ACTIVITIES

Students must pass all subjects on their report card each grading period in order to participate in school sponsored extra-curricular activities.

PESTICIDE NOTIFICATION

Periodically throughout the year, it may be necessary that pesticides be applied to external and internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be notified of any pesticide application with at least a 48-hour notice via the Corporation website. Pesticide application will not be done when children, staff members, or any other people are present in the area that is to be sprayed.

EPES PARENT-STUDENT COMPACT

Families and schools must work together to help students achieve high academic standards. Through a process that included teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

We ask you to acknowledge in writing that you have reviewed a copy of the student handbook which contains school discipline policies. Failure to sign or return this does not affect the student's responsibility to act in accordance with the policies outlined in the book.

Please remove this page from the book, complete the form below, and have your child return this page to his/her teacher. You may return it yourself in person or mail it to the school office. Your cooperation is appreciated.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- * Come to school ready to learn and work hard.
- * Bring necessary materials, completed assignments and homework.
- * Know and follow school and class rules.
- * Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- * Limit my TV watching, video game playing, internet usage, and engage in regular exercise.
- * Study or read every day after school.
- * Respect the school, classmates, staff and families.

FAMILY/PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- * Read to my child or encourage my child to read every day (20 minutes K-3, and 30 minutes for grades 4-5)
- * Ensure that my child attends school every day and gets adequate sleep, regular medical attention and proper nutrition.
- * Regularly monitor my child's progress in school.
- * Participate, as appropriate, in decisions about my child's education.
- * Attend parent-teacher conferences.
- * Communicate the importance of education and learning to my child.
- * Respect the school, staff, students and families.

I/We have reviewed the current Eastern Pulaski Elementary School Handbook containing school discipline and attendance requirements.

Date

Student

Parent/Guardian

ACCEPTABLE LAN/INTERNET USE POLICY AGREEMENT

I, _____, a **student** of Eastern Pulaski Community School Corporation, agree to follow the above regulations and policies for the Eastern Pulaski Community School Corporation LAN (Local Area Network) and Internet.

I, _____, **parent or guardian** of _____, have read and understand the acceptable use policy for the Eastern Pulaski Community School Corporation LAN (Local Area Network) and Internet and **DO** want my student to use the Internet.

I, _____, **parent or guardian** of _____, have read and understand the acceptable use policy for the Eastern Pulaski Community School Corporation LAN (Local Area Network) and Internet, and **DO NOT** want my student to use the Internet and request that alternative activities be substituted.

SECTION 607.1
February 1996
REV. May 2005

ACCEPTABLE USE POLICY FOR LOCAL AREA NETWORK AND INTERNET TELECOMMUNICATIONS

STUDENT AGREEMENT:

GUIDELINES

Eastern Pulaski Community School provides educational technology such as computers, networks, and Internet access to support the educational mission of the corporation and to enhance the curriculum and learning opportunities for students and school staff.

In making decisions regarding student access to the Internet, EPCSC considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, database, bulletin boards, and other resources while exchanging messages with people around the world. EPCSC expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those resources, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Parents, guardians and EPCSC faculty members are charged to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Students utilizing EPCSC provided Internet access must first have the permission of and must be supervised by the EPCSC professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student's use must be in support of and consistent with the educational objectives of Eastern Pulaski Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers would always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsible.

All EPCSC computers and associated equipment remain under the control, custody, and supervision of the EPCSC. EPCSC reserves the right to monitor and log all computer and Internet activity by computer users. Students have no expectation of privacy in their use of school computers.

TERMS AND CONDITIONS

1. Acceptable Use – the following uses of school-provided Internet access are not permitted:
 - a.) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
 - b.) To transmit obscene, abusive, sexually explicit, or threatening language;
 - c.) To violate any local, state, or federal statute;
 - d.) To vandalize, damage, or disable the property of another individual or organization;
 - e.) To access another individual's materials, information, or files without permission; and,
 - f.) To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
2. Privileges – The use of the school network and Internet is a privilege, not a right. Inappropriate use will result in disciplinary procedures up to and including, but not limited to, cancellation of those privileges, suspension, or expulsion. The system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Eastern Pulaski Community School Corporation may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Warranties – EPCSC makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. EPCSC will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or service interruptions. The District will not be responsible for the accuracy, nature, or quality of information stored on District hard drives or servers; nor for the accuracy, nature, or quality of information gathered through District computers or networks or for the District-provided access to the Internet. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.
4. Security – Security on any computer system is a high priority especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to log on to the school network as another user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. **DO NOT SHARE PASSWORDS WITH ANYONE.**
5. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

Signature of Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____